



Cover Page



## REVIEW OF LIBRARY POLICY OF UGC FOR ORGANIZING A UNIVERSITY LIBRARY

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### Abstract

This research study examines the University Grants Commission's (UGC) Library Policy for organising university libraries. The UGC Library Policy has a significant influence on the operation and structure of university libraries, and the goal of this evaluation is to evaluate its effectiveness, identify strengths and weaknesses. This study adds how to improve library services at university library by evaluating the policy's objectives, guidelines, and implementation approaches. The assessment explores the policy's impact on library infrastructure, staffing, collections, and services. The findings provide policy suggestions and emphasise the need of a good library policy for university libraries.

**Keywords:** University Library, University Grant Commission, Library Policy, Higher Education, Organization of Library

### Introduction

“University is an institution of higher education and library is the heart of the university”. The major roles of the university are knowledge and idea conservation efforts, teaching, research output and publication. The university library is the most crucial required for establishing a university since it is the library that plays a part in the effective execution of the educational programmed. Since its founding in 1956, the University Grants Commission has been granting aid to university libraries so they can expand their collections, build new buildings, buy necessary furniture and equipment, advanced their facilities, encourage academic interaction, and other necessities. According to MHRD (1948), Universities in India are world-class academic institutions that draw experts and students from all over the world. University is a higher education institution, and the library is at the heart of all University operations, acting as a meeting place for students, research researchers, and professors to conduct research and develop their knowledge. Universities are organisations that strive to generate knowledge by educating, training, and assessing students in a variety of intellectual, scientific, and professional disciplines. The University Library provides education in a wide range of academics and professional courses. It awards undergraduate, graduate, diploma, and doctoral degrees. So far, it has awarded several Ph.D. degrees to students from diverse fields, including foreign learners. The researchers examined the various areas to university libraries, including library automation, rare book digitization and preservation, acquisition and preservation, library finances and their impact on collection development, administrative organisation, stock verification, planning and implementation of automated circulation systems, and evaluation of various information sources and services. The UGC recognizes its significance and has developed extensive guidelines to enable the successful organization and management of university libraries throughout India. The purpose of this article is to offer a helpful overview of the UGC Library Policy rules and recommendations for the development and upkeep of a well-organized university library. Infrastructure, collection development, automation, trained staff and professional development, UGC Library, and so on are all part of this. The policy provides a framework for universities to effectively creation and controls their libraries.

### University Library

According to Dr. S.R. Ranganathan, ‘Father of Library Science in India’, “A library is a public institution of establishment charged with the care of collection of books and the duty of making them accessible to those who require to use them and the task of converting every person in its neighborhood into a habitual library goers and a regular reader”.



Cover Page



Libraries at universities serve as centre of knowledge, learning materials, and information. For higher education courses to be successfully implemented, libraries are a crucial component of each university that is established. Universities use their libraries to assist them in achieving their goals. They play a crucial role in the institutions' educational programmes. Library is both an academic department and a provider of multiple services. They gather the materials required for the instruction and research, compile them, and make them available to the user community. Making the most of all of the library's resources is its primary objective (Sinha, 2015). It assists users in finding information or documents, researchers in choosing research topics, and teachers who teach students by giving them access to teaching and learning tools. Students, researchers, and instructors can use library resources and services more effectively and efficiently if the library is well-organized.

### Objectives

1. To study the University Library Policy of University Grant Commission.
2. To examine the existing administrative policies and setup of the university library under the UGC.

### Methodology

This research is utilized to comprehend the UGC Library Policy for University Library Organisation. This study focuses on an in-depth analysis of the University Grant Commission's current policies and procedures regarding academic libraries. This research will utilize a descriptive because it is analysis-based. Information is gathered from the University Grants Commission's WebPages and various previous research articles.

### UGC Policy: Organization for University Library

The University Education Commission's recommendations set the base for the foundation of the University Grants Commission (UGC) in 1953, which was established as a statutory organisation in 1956. The UGC, under the direction of Dr. C. D. Deshmukh, gave the inactive college and university libraries an initial light on existence (Samuel's, 1964). A library committee chaired by Dr. S. R. Ranganathan was established by the University Grants Commission in 1957 to provide advice on matters pertaining to the effective administration and management of college and university libraries. The UGC released the document under the title "University and College Libraries" after the committee submitted its findings in 1959 (EGyankosh, n.d.).

Most of the recommendations made by the various Committees and authorities mentioned above were approved by The UGC because it emphasised the significance of libraries in higher education. By allocating substantial sums of money for the expansion of library collections, the purchase of books and periodicals, the creation of new libraries, the purchase of furniture and equipment, etc., UGC made several attempts to improve library facilities. Significant activities were launched by the UGC, including the Wheat Loan Educational Exchange Programme, Book Banks, Regional Library Centres, Study Centres, National Information Centres, Area Study Centres, Collection Development, and Infrastructure Development. These initiatives contributed to the quick growth of university libraries (*Welcome to UGC, New Delhi, India*, n.d.). To ensure that academic libraries in India meet the needs of the academic community, the UGC also created standards, guidelines, and evaluation criteria. This includes standards, guidelines, and requirements for document collecting, library arrangement, management, and service delivery. The UGC plays a crucial role in the expansion of academic libraries in India by offering financial aid, fostering professional development, and creating standards and guidelines. This ensures that academic libraries can support the needs of the academic community in terms of research and education, as well as benefit the higher education sector in India as a whole (*Role of U.G.C. for Development of Academic Libraries*, n.d.).



Cover Page



## Following is a timeline of the UGC role in the creation of academic libraries in India.

- In 1956, The University Grants Commission (UGC) was founded with the mission of promoting and coordinating university education in India.
- In 1960, The University Grants Commission founded the University Library Grant programme to offer financial help to institutions for the growth of their libraries.
- In 1968, The University Grants Commission formed the National Library of India as the main repository for documents, books and records in many languages.
- In 1974, The University Grants Commission established the University Library Services Scheme to give financial assistance for the modernization and development of university libraries.
- In 1984, The UGC initiated the Library Network Programme in order to establish a nationwide network of libraries and information centres.
- In 2003, The UGC established the Digital Library Consortium to offer academic libraries with digital materials and services.
- In 2013, The UGC established the National Academic Depository to digitise and make available academic awards online.
- During the Twelfth Five Year Plan (2012-17) UGC focused more on quality of teaching-learning process. To this UGC gave more support to the development of infrastructures like library, laboratory, etc. at the institutions coming under the 2(F) 12B category of UGC Act.
- In 2020, The UGC announced National Digital Library (NDLI) COVID-19 Academic and Research Repository for all academic community.
- In 2021, The UGC involved the "National Mission on Libraries" (NML) to transform academic libraries in India into knowledge hubs.
- In 2022, The UGC releases the "UGC-INFONET Digital Library Consortium" (UGC-INFONET-DLC) to provide access to a wide range of digital resources to academic libraries across India.
- In 2023, The UGC launches the "National Policy on Libraries" (NPL) to provide a roadmap for the development of libraries in India.

## Functional aspect of UGC Library Policy for University Library

### Staffing Pattern

Personal administration is the art and science of planning, organizing, directing, controlling and motivating human resources to secure organizational and social objectives as well as employees' satisfaction. The methodical understanding of procedures that can aid organisations in their personal administration for peak performance is known as personal administration. The librarian has also been given consideration by the UGC for inclusion on the college's preview academic faculty. UGC just serves as an advisory body for the staff (ugc, n.d.). The first staffing model for university and college libraries was proposed by the Library Committee, which Dr. S. R. Ranganathan led after being appointed by the UGC in 1957. For the staffing levels for the several library divisions, a formula was developed. For an academic library, the UGC Committee recommends hiring a librarian, one deputy librarian, one accountant, one data entry operator, and one clerk. In addition to this, it also suggested hiring the following staff members for the library. College librarians are required by the UGC to hold a postgraduate degree in library and information science and to have a strong academic record and a minimum GPA of 55%. They ought to have passed the UGC's National Eligibility Test. A Staffing Policy for University Libraries was developed by the University Grant Commission with suggestions for hiring, advancing, and training library workers.



Cover Page



The policy places special emphasis on the following areas of personnel:

**Staffing Levels:** To serve customers effectively, the library has to hire a sufficient number of staff members. The library should select the appropriate staffing levels based on factors such as the size of the collection, the number of users, and the breadth of services.

**Staffing:** The library need to only work with candidates who have the education, experience, and training required to do their jobs properly. The library should prepare job descriptions and selection criteria for each position. Then, it has to publish employment vacancies through the appropriate channels.

Number of staff Required	Number of Other Staff Required
Chief Librarian	6000 per Documents
Library assistants	1000 students / Library Staff + 500 faculty / Library Staaff
Technical assistants	1000 students / Library Staff + 500 faculty / Library Staaff
Catalogers	1000 students / Library Staff + 500 faculty / Library Staaff
Reference librarians	1000 students / Library Staff + 500 faculty / Library Staaff
Acquisitions librarians	1000 students / Library Staff + 500 faculty / Library Staaff
Serials librarians	1000 students / Library Staff + 500 faculty / Library Staaff
Circulation librarians	1000 students / Library Staff + 500 faculty / Library Staaff

**Training and skill development:** The library must provide staff employees with opportunities for training and development so they may acquire the skills and knowledge required to properly carry out their duties. The library must develop a staff training plan that outlines the training needs of the staff and should provide training through a range of means, such as conferences, seminars, and online training.

**Staff variety:** To reflect the variety of its patron base, the library should work to diversify its workforce. The library has to establish processes and regulations that support diversity in hiring, expansion, and training. In addition to librarian and assistant librarian that may be required in a university library include Library assistants, Technical assistants, Catalogers, Reference librarians, Acquisitions librarians, Serials section staff, Circulation department staff and computer lab assistant. The UGC's Staffing Policy emphasises the need of having a competent and passionate personnel to ensure the smooth delivery of library services to the campus community. To meet the changing needs of its patrons, the policy encourages libraries to utilise best practises and to regularly examine and improve such practices.

### Library Services

The University Grant Commission has developed a Library Services Policy for University Libraries with the intent to set guidelines for the effective and efficient provision of library services to the university community. The UGC's Library Services Policy enables institutions to implement best practises in library services. Therefore, the plan underlines the importance for continual innovation and expansion in library services in order to provide top-notch services to university members. The policy addresses a number of library services:

**Reference Services:** The library provides reference services in order to assist readers in locating the information they seek. The reference section comprises professionals who are able to assist readers in person, over a telephone call, through a messaging, and via email.



Cover Page



**Circulation Services:** The library provides circulation services in order for users to borrow library resources. An automatic circulation system in the library, which also ensures quick warning of the due date and overdue papers, should make lending and returning library materials easier.

**ILL Services:** The library offers interlibrary loan services so that users may obtain materials that aren't part of its holdings. The library should be connected to other libraries so that it may exchange materials and should have policies in place for making and receiving interlibrary loans.

**Document Delivery Services:** The library makes them available to its patrons so that they can receive resources that are not available in the collection or through interlibrary loan. The library must be linked to a network of other libraries and document delivery services in order to provide clients with materials swiftly and economically.

**Information Services:** The library provide information literacy services to its patrons in order to foster the development of the skills and knowledge required to properly search for, evaluate, and use information. Users should seek education and assistance from the library on issues such as database searching, source assessment, and source citation.

### Library Budget

Primary sources and secondary sources are the two categories of financial sources available at university libraries. The primary sources of revenue include grants from the University Grants Commission (UGC), grants from state governments, endowment proceeds, grants from management/parent bodies, and grants from other entities (other than colleges and universities). Secondary sources of income include membership fees, library fines, the sale of publications, the charge for inter-library loan service, income from reprographic services, translation services, bibliography compilation, and so on. The UGC Library Committee (1957) proposed that fifty percent of total funds be given to books, journals, and other items in a University Library budget. The remaining fifty percent should be spent on personnel. S R Ranganathan suggested that the proportion of funding be allocated (Mittal, 2007). The University Grant Commission recognises the value of financial resources in establishing and sustaining effective library services in educational institutions. UGC has created a Library Finance and Budget Policy for University Libraries to provide advice for the effective administration of financial resources.

The following concerns regarding library finance and controlling its budget are highlighted in the policy:

**Funds Allocation:** A The library should be given adequate financial resources to sustain its operations and services. The funds must be distributed in line with the plans for collection development and requirements evaluation.

**Resource Utilization:** The library's financial resources should be used effectively and profitably to meet the needs of its users. The library should priorities spending on quality items and services that directly benefit the university academic and research efforts.

**Financial Planning:** The library develop a strategy for the future that aligns with the goals of the university. The plan should include information about the library's financial needs, avenues for funding, and objectives.

The University Grants Commission's Library Financial and Budget Policy encourage universities to budget adequately for library operations, activities and services. In order to increase the impact of library resources and services, the policy underlines the significance of efficient and effective financial management.

### Library Collection Development

The Library Collection Development Policy comprises the policies for document selections and acquiring, collection organization, collection appraisal, and weeding out. The policy is preferable to be in writing and may be reviewed and changed on a regular basis as needed. UGC-NAAC recommends that the college library resources gather include the following types of documents: Literature, Textbooks, The references books, Journals, Peer Reviewed Journals, previously Volumes of Journals, Magazines, E-Resources , unique collections (which includes Competitive Exams material, Braille/Rare Collection, Manuscripts, Audio-Visual Materials, One of the most significant components of the collection development programme is the removal of obsolete and damaged books from the library's current stock.



Cover Page



The following factors should govern the collection development process, according to the policy:

**Demand:** The library should undertake periodic demands evaluations to determine the information needs of its users, including instructors, students, and academics.

**Funds Allocation:** The library's funds should be used wisely in order to purchase high-quality goods that meet the needs of its patrons. The funds should be distributed based on the results of the needs assessment.

**Acquisition:** When acquiring items, the library should utilise clear and transparent selection criteria. The criterion should be based on the resources relevancy, effectiveness and usefulness.

The guidelines also underline the importance of collaboration and resource sharing between libraries in order to develop effective collections. UGC promotes the use of new technologies and practises to help in the collection building process, such as digitization, open access, and resource sharing networks. In a nutshell, the UGC Collection Development policy defines norms and principles for university libraries to follow in order to construct collections that satisfy research and academic purposes. The strategy fosters collaboration and resource sharing to aid in the development of diverse and comprehensive collections.

### Infrastructure Development

A policy on Infrastructure Development that covers physical amenities such as the Library Building, Furniture, and Equipment. Infrastructure Development policy is an essential component of College Library Administration. The physical facilities of a library should be created and developed with the goal of attracting customers, offering effective services and facilities, and preserving and maintaining resources for the foreseeable future. The UGC Library Committee (1965) advised that "any proposal for new library building, fittings and furniture or for the adoption of an existing building or its extension for library purposes be examined by the Commission's library experts". The University Grant Commission has recognised the importance of developing modern and well-equipped library infrastructure to provide students and teachers with excellent education and research facilities." The University Grants Commission (UGC) has created an Infrastructure Development Policy for University Libraries that focuses on creating an optimal academic environment for students and scholars. The policy promotes the following areas for infrastructure development:

**Physical Infrastructure:** The library needs sufficient space for both users and materials. For consumers to have a nice atmosphere, the seating arrangements, lights, and climate control should be comfortable. Separate spaces for solitary study and group conversation should be provided in the library.

**Digital Infrastructure:** The library needs to have access to online databases, electronic journals, and electronic books. In order to assist learning and research activities, the library ought to have computers and internet access.

**Technical Infrastructure:** The library should be equipped with cutting-edge machinery and technology, such as scanners, printers, photocopiers, and projectors, to facilitate scholars and educational endeavours.

**Accessible Infrastructure:** All users, including those with physically challenged, should be able to utilise the library. To guarantee that people with disabilities may easily come to the library, the building should provide accessibility features such as ramps, elevators, and accessible toilets.

According to UGC's Infrastructure Development Policy, institutions should set up enough money for the construction of library infrastructure. The policy also emphasises the necessity of routine infrastructure upkeep and improvement to guarantee its sustained efficacy. Therefore, UGC's Infrastructure Development Policy for University Libraries sets instructions for the creation of advanced and well-equipped library infrastructure that will offer teachers and students excellent learning and research opportunities. The strategy urges universities to allot sufficient finances for building and maintenance and emphasises the significance of physical, digital, technological, accessible, and security infrastructure.



Cover Page



## Conclusion

The University Grant Commission has developed a detailed Library Management, Development, and Organisational Policy for University Libraries to provide norms for the effective and efficient administration of library resources and services, as well as the development of library infrastructure and organisational structure. The strategy emphasises every area of library administration, development, and organisational structure. The library should create and maintain an excellent collection that satisfies the demands of its users. The library must analyse and evaluate its collection on a regular basis to guarantee its relevance and usefulness to the academic community. In brief, UGC's Library Administration, Development, and Organising Policy for University Libraries provides complete recommendations for the efficient and effective administration of library resources and services, as well as the development of library infrastructure and organisational structure. The policy emphasises the importance of collection development, user services, technological innovation, and administration of human resources, infrastructure development, and organisational structure. The policy encourages institutions to implement standards of excellence in library administration, development, and organisational structure in order to satisfy the changing demands of the university community.

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