UNIT 2   TYPES OF LIBRARIES AND THEIR FUNCTIONS

Structure

2.0   LEARNING OUTCOMES

This Unit gives an overview of library types and the functions libraries perform so that library resources and services are easily accessible to the users for retrieval and use. After reading this Unit, you will be able to:

- describe the genesis and growth of libraries;

- identify the features of the different types of libraries;

- describe their distinct functions;

- give illustrative examples of libraries; and

- discuss the different libraries in India.

2.1   INTRODUCTION

In Unit 1 of this Block, you have been exposed to general level understanding of what libraries are, why they are invaluable and important to the society, in particular to institutions engaged in education, life-long learning, research, culture, recreation and entertainment.

In this Unit, we will discuss the origin and growth of various types of libraries and learn about factors that have contributed to their growth and developments. Starting with a discussion on types of libraries, followed by types of library models, this Unit introduces you to their functions, document resources that users need and the unique services that libraries offer.

2.2 GENESIS AND GROWTH OF LIBRARIES

In Unit 1, a few important points about libraries, having invaluable implications to their growth and development, were mentioned. These are:

i)   Societal institutions constantly undergo transformations as societies advance. In this transformation process, new societal institutions get formed or the existing ones get refined or expanded; and

ii)   Libraries being societal institutions and being very much an integral part of societal growth and development they too get transformed or new off-shoots of them appear.

In this Unit, we shall briefly state the factors that caused the changes in western societies and to which changes all societal institutions had responded including libraries. These are:

●   Cultural, literary and intellectual revolution (Renaissance) and religious reforms (Reformation) in the 15th and 16th centuries had brought about remarkable changes in societies in Western countries.

●   Almost simultaneously, search for new knowledge through research in science and their applications to technology had resulted in a number of inventions and discoveries.

●   Synchronising with this period, industrial revolution had started with the introduction of steam engine in England that gave a tremendous spurt to industrial growth and development.

●   Colonial powers were able to acquire enormous material resources with the colonial occupations of western countries in Asia, Africa and America

All these important historical events had given rise to multitude of new ideas and thoughts in literature, political philosophy and had contributed to improve economic and social life. With the invention of movable type printing, almost at the same period of time book publishing started in a big way. Books were published in large numbers and circulated; books became tools of information dissemination and started disseminating new ideas and thoughts among the intellectual classes. Slowly these new ideas and thoughts percolated down to the ordinary people. These developments put together had brought about significant changes in the lives of the people in western European countries. Societal institutions responded to these changes, made advances in their functions and activities. Libraries too responded; in order to meet the changing needs and expectations of the society they started making their facilities and services accessible to the peoples.

2.3 TYPES OF LIBRARIES

2.3.1 Academic Libraries

Learning and education taking precedence over everything else, educational institutions started appearing first and libraries later. Schools, colleges and universities were set up for systematic learning at all levels of education, followed by institutions of higher education and research. The emerging scenario necessitated the creation of academic libraries at schools, colleges, universities, as well as at professional and research institutions. The academic libraries assumed the responsibility to provide access to the sources of information from which teaching and learning could develop.

2.3.2 Public Libraries

With large scale production of books, fast changing living conditions, widespread education and learning and increased levels of literacy have had cumulative impact on the society. As a result, we saw the rise of a reading public. The combined forces of neo political thoughts, democratic aspirations of people in social, literary and cultural fields led to the creation of awareness in public of the need to have free reading facilities. With the demand for libraries as a place for reading and borrowing books, a public library movement had started, pursued mainly by an intellectual community. A public library system with central and branch libraries was designed and developed through the legislation rout and financed by governments. Public libraries, thus created were distinct from other types of libraries having a clear responsibility and authority to serve the public needs generally supported by public funds.

2.3.3 Special Libraries

Rapid industrial developments catalysed by advances in scientific and technological research in the post-industrial era, a number of industrial enterprises were established. This created the demand for specialised literature for mass scale industrial production of goods and services. Consequently business and commercial activities increased. Thus, emerged the need for special libraries. Special libraries were intended to serve a particular institution that has a specific role to play and they were therefore mainly "one subject" libraries. For example, they could serve a hospital, or a law practice, or an industrial company. They also varied in size, depending in part on the size of the institution they served. But many of these libraries were run by "solos", that is, librarians working alone or maybe with only clerical assistance.

2.3.4 Government Libraries

Beginning from the twentieth century, the responsibility of governments increased in several areas of national growth and development for the welfare of the people. This again created the need for library support for various types of information to deal with the work of different ministries and departments of governments. Naturally government ministries and departments organised libraries to meet their functional requirements, distinctly different from other types of libraries.

2.3.5 National Libraries

All these new developments led to the need for publication of a variety of documents, reflecting the intellectual, scientific, literary and cultural activities of a country. These noteworthy features were the causes for the creation of national libraries, particularly in western countries, symbolising their culture and literary heritage to be preserved for posterity.

2.3.6 Other Types of Libraries

A very notable feature of the development of libraries, beginning from the middle of the twentieth century, has been the active growth of scientific and technological literature. Most of the new knowledge arising out of research efforts was published through learned periodicals. This shifted the needs of active research workers and others associated with them, to look for more and more articles and research papers appearing in the periodicals and other documents which are different from books. New types of institutions, branching off from libraries were created. These were known by different names based on their activities and services such as documentation centres, document delivery centres, information centres, information analysis centres, knowledge centres and so on. Commercial information services, like information brokers and other types of information business institutions also started coming up. We are, however, not discussing these types of institutions in this Unit but merely mentioning them here to make you aware of these off-shoots of libraries.

Table 2.1: Types of Libraries

Academic	Public	Special	National	Government
School	State	Industrial	General	Ministries
College	District	Business	Agriculture	Departments
University	City	Trade	Medicine	Others
Professional Institution	Town	Arts		
Research Institution	Village	Music		
	Mobile	Blind		
		Prison		

2.4 TYPES OF LIBRARY MODELS

In Section 2.3 on types of libraries we have seen that libraries differ mainly in the types of user base they serve. Besides, we should note that libraries also differ in the types of publication media of resources in their collections. For example, we have resources in print, electronic and digital media. Accordingly we have libraries with different types of library models such as physical library (print media), electronic library, digital library, virtual library and hybrid library.

2.4.1 Physical Library

A physical library (aka traditional library) is a viewed as a learning place that houses collections of books, periodicals, newspapers and other publications in print media and used for education, learning and awareness. Physical libraries exist in various sizes ranging from single-room size library to multi-rooms, multi-floors, or multi-floors and multi-building libraries. Bulk of the libraries in the library landscape in India constitutes small size physical libraries located largely in villages, towns and small cities.

2.4.2 Electronic Library

A library which comprises collections of 'born-digital' electronic resources is called an electronic library. As books evolved into the electronic world, libraries have emerged as electronic libraries, digital libraries and virtual libraries. The word 'electronic' connotes 'electronic media' - such as a computer disk, CD, DVD, magnetic tape. We use electronic media to store information in digital format. Collections/resources that are 'born-digital'

are called electronic collections/resources. Born-digital resources are items created originally in digital form and not in print form. We make distinction between electronic, digital and virtual library in terms of mode used to store collections in the electronic media and the means by which technical services function. In an electronic library collection, resources are only of 'born-digital' electronic resources. Hence, the term "electronic library" does not encompass resources such as digital versions of print resources.

2.4.3 Digital Library

Collections that are creation of digital versions of physical materials through digitisation process are called digital collections. In a digital library, collection development is not primarily concerned with book selection, but rather with the selection of both (i) physical items to digitise, and (ii) selection of 'born-digital' materials in any number of electronic formats. The term digital library is more inclusive; it covers mixed collections – collections of digitised materials which have physical counterpart plus electronic collections that are 'born-digital' – as well as digital services such as digitisation and electronic reference service. Institutional repositories on the internet are digitised collections of institutions and illustrate as examples of digital libraries.

The major difference between physical and electronic/digital libraries is that the "space" in which digital collections are stored is virtual and not physical space as in a physical library.

2.4.4 Virtual Library

The term virtual library was initially used interchangeably with digital library, but now it is used primarily for libraries that are virtual in other senses (such as libraries that aggregate distributed content from a variety of separate digital and electronic libraries in a virtual space using computers and computer networks). For example, subject gateways that search remote locations for information. Virtual library has no physical counterpart such as CD, DVD and computer disk.

2.4.5 Hybrid Library

These days, most libraries are hybrid type libraries since the resource that they hold in their collections are in print as well as in electronic and digital format. Hybrid library is also about creating a single user interface to access electronic resources and all other resources in a variety of formats.

Self Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

1) Trace the origin and growth of the different types of libraries.

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2) Fill up the blanks in the following statements with appropriate or phrases given in the brackets:

a) Academic libraries attached to different educational institutions were established at different levels for_____ (i) rapid spread of education, ii) changes in society, iii) new systems of political philosophy).

b) Concepts of democracy, increased literacy, reading public, production of a great variety of books in different subjects caused the creation_____ (i) school libraries, ii) government libraries, iii) public libraries).

c) National libraries came to be established for_____ (i) preserving national heritage and culture, ii) to introduce a new political philosophy, iii) to resolve social conflicts).

d) Industrial revolution and consequent establishment of industrial enterprises and trade activities brought about the necessity for_____ (i) special libraries (ii) college libraries (iii) school libraries).

e) Increased governmental activities in different areas of governance resulted in the establishment of_____ (i) government libraries, ii) commercial information centres, iii) document delivery centres.)

3) Match Column A with Column B

Column A	Column B
1) Academic libraries	1) Industrial development
2) National libraries	2) School libraries
3) Special libraries	3) Preserving National heritage
4) Government libraries	4) Information institutions
5) Off shoot of libraries	5) Ministries and in their departments

2.5 FUNCTIONS OF DIFFERENT TYPES OF LIBRARIES

The most important basic objective of any library is to offer the best possible service to its users to enable them to make the fullest use of its books and other documents. Based on this basic objective, the common functions of a library are:

● Build a collection of books and other documents in line with the needs of the users;

● Process and organise the collection systematically in the stack room, ensuring their easy location and replacement by subject approach; and

● Provide assistance and services such as lending and reference services to put the collection to the best use.

Keeping the above functions as primary, let us discuss the specific functions that are special to different types of libraries.

2.5.1 Academic Libraries

Academic libraries are those that serve students in schools, colleges, universities and other academic institutions. Table 2.2 indicates the different kinds of academic libraries in India.

Table 2.2: Academic Institution Libraries in India

No.	Schools	Colleges	Universities
1	Primary	Junior	Conventional
2	Middle	Undergraduate	Institutes of Science
3	Secondary	Postgraduate	Institutes of Technology
4	Higher Secondary	Institutes of Management	Agriculture
5	Polytechnics	Engineering	Medical
6	Open Schools	Business	Agriculture
7	Others	Others	Distance Education
			Others

School Libraries

The ideal functions of school libraries are briefly stated here. The formative years of children at the primary and pupils at secondary levels are also the foundation years of learning to inculcate in them good reading habits and good conduct as invaluable assets. Whatever habit is cultivated at these stages, will obviously stay in them throughout their lives. The ideal functions of school libraries from pre-school to higher secondary are presented below in Table 2.3.

Table 2.3: Services and Resources of School Libraries

Levels	Learners	Services	Resources
Pre-school (2 years)	Children (3-5 yrs.)	Play and learn	Toys, picture books, posters
Primary school Children (5-10 yrs.)	Children (5-10 yrs.)	Play and learn. Love for books is created	Learning toys, picture books, posters, very simple books
Middle	Children (5-8th standards)	Reading-cum-study rooms. Guided use of books. Cultivation of reading habits	Illustrated books; simple reading books, picture posters, etc.
Secondary level	Pupils (9-10th standards)	Introduction to library. Use of reference book. Simple activities	Illustrated reference books. Additional textbooks. Guided reading
Higher Secondary	Students (11-12th standards)	Typical library Intensive use Of books. Reading room open for long hours Extensive use of reference books	Projects guidance. Advance text books. General reading

What has been suggested above is ideal and rarely possible in the present conditions that exist in school libraries in India, with possible exceptions in private public schools. Such built-in facilities are however operating in schools of western countries with appropriate trained teacher-cum-library staff.

College Libraries

Colleges perform one of the most important functions of the education process. College students do not get much individual attention, as they are used to getting it in schools. Self-learning and self-study becomes almost compulsory. This implies that they have to depend very heavily on library facilities. Most of the colleges in India offer library facilities for the benefit of students, teachers, the administrative and management staff and for others who have permission to use these facilities. Table 2.4 gives a summary of college library services which are illustrative, not exhaustive.

Table 2.4: College Library Services

No.	Colleges	Users	Services	Resources
1	Junior colleges offering courses of 11th and 12th standards in some states in India	Students, teachers and others	Textbook services Reading room facilities. Reference service.	Additional text books. Reference Collection
2	Graduate and Post Grad Students	Teachers and others	Reading room facilities for long hours. Reference services. Introduction to collections and facilities	Extensive general collection and reference books
3	Professional Colleges Students teachers and others	Students, teachers and others	User service. Reference. Service. Data service	Extensive collections of professional books and Reference Sources

Textbook service: In addition to prescribed textbooks, additional titles for further studies and consultation are necessary in textbook service. Reading room (RR) facilities for extended hours are necessary.

Collection building in college libraries should naturally be oriented towards the subjects taught. Technical manuals, scientific and technical data sources, national and other standards are necessary; books on industry and business are also necessary for professional colleges. Introduction to the library resources and facilities constitute user education service.

University Libraries

University libraries all over the world not only have been able to develop rich and

extensive collections, but have also established specialised services. Research for doctoral and post-doctoral degrees is normal in universities. Universities produce publications which appear in learned periodicals, research reports, etc. The libraries extend facilities to support such specialised research activities in universities. Most university libraries are automated and offer a variety of computer-based services.

2.5.2 Public Libraries

Public libraries are distinctly different from other libraries as mentioned earlier. Apart from lending and reference services which are common to all other types of libraries, services in public libraries include a number of extension services, such as community meeting rooms, services to children, lectures on topics of current interest to the general public and cultural programmes. Many public library activities are guided by the UNESCO's definition of a public library. According to UNESCO, public libraries are the "local gateway to knowledge, provide basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups."

2.5.3 Special Libraries

A variety of specialised services with considerable speed are typical functions of special libraries. A notable service is personalised service offered to select groups such as research and marketing staff in industrial and business enterprises.

2.5.4 Government Libraries

As indicated earlier, government libraries have a responsibility to collect all government publications of their respective ministries and departments. They organise special services at short notice in supplying appropriate material to senior level officers and provide short and condensed reports for them.

Self Check Exercise

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

4) Give the UNESCO definition of a public library.

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2.6 SOME ILLUSTRATIVE EXAMPLES

Most countries have their own pattern of libraries with suitable modifications in tune with national priorities and requirements. In this Unit we are discussing only libraries in the United States of America (USA) and Great Britain. These countries have made significant and substantial contributions in almost all dimensions of library development, serving as the best model for other countries to follow United States of America. The USA is a land of libraries. Most of the different types of libraries discussed above have originated from the US. All of them invariably offer high quality services in every aspect of professional services.

The Library of Congress (LC), their national library, initially instituted to serve the Congress (Parliament of the US) is indeed the pride of the country. It is a highly complex institution with a vibrantly active and dynamic knowledge and information centre endowed with incomparable and unparalleled rich resources and extensive facilities. The school libraries are models with programmes integrating class room learning and libraries. College and university libraries are universally well known for their collections and user services. The special libraries and information institutions are as conspicuous as the other US libraries. The public libraries are imposing and impressive institutions and many of them enjoy international reputation. The activities of professional associations like American Library Association, Special Library Association and other professional bodies preserve the pride of the profession in US. The literature on library and information is extensive and serves as the world literature in our profession.

Libraries in Great Britain are as famous as libraries of the US. The British Library, their national library is a historical institution. Their National Bibliography represents the best model of national bibliographies. Other types of libraries and professional associations and literature are also as great as their counterparts in the US.

2.7 TYPES OF LIBRARIES IN INDIA

In India, we have almost every type of libraries as described above. The National Library of India is in Kolkata. It started as the Calcutta Public Library in 1835 founded by public men and scholars of Calcutta. In 1903, at the behest of Lord Curzon, the then Viceroy of India, the library was merged with the Official Imperial Library. With the dawn of independent India, the Government of India, declared it as the National Library of India, as an institution of national importance. Built over a period of more than a century, the collection is highly impressive, with a number of prestigious gift collections. The Library has been headed by a galaxy of eminent persons.

With the passing of the Delivery of Books and Newspaper (Public Libraries) Act 1954, the Library has been the depository of Indian publications in all the official Indian languages and English. The Central Reference Library, also located within the National Library campus, brings out the *Indian National Bibliography,* a record of all current Indian publications. The National Library provides a number of user services. In keeping with modern trends, it is also being automated.

The National Science Library and the National Medical Library both located at New Delhi are our national libraries in the field of science and medicine respectively. The Indian Agricultural Research Institute Library also located at Delhi, is also considered as our national library in the field of agriculture.

Academic Libraries: Most of the libraries of Indian universities, Indian Institutes of Technology (IITs), Indian Institutes of Management (IIMs), the Indian Institute of Science, Bangalore, Tata Institute of Fundamental Research (TIFSc), Mumbai and such others have rich collections and offer a variety of user services. These institutions have international stature in their academic and research activities and therefore their libraries have also risen to comparable heights.

Colleges, by and large, have got libraries with good collections and the libraries offer a variety of services to their respective readers. Many of the colleges, have also rich collections and offer user services. For example, St. Xaviers College at Kolkata is 150-year old and has got a rich library with a valuable collection of rare books. The library has been automated and provides a number of readers' services.

Many schools in India have also very good libraries. For example, the library of Bharatiya Vidya Bhavan, New Delhi possesses very rich collection.

Special and Research Libraries: India has an excellent set of research institutions in almost every discipline, product, scientific and technological missions. Libraries pertaining to research institutions of Council of Scientific and Industrial Research, Indian Council of Agricultural Research, Indian Council of Medical Research, Defense Research and Development Organisation, etc. have excellent collections. Many of them are automated and providing varieties of services.

Industrial and Business Libraries Undertakings both in public and private sectors also have excellent libraries that offer appropriate user services.

Government Libraries :They are serving the respective ministries and departments. Many of them are having good collections and a fine record of user services. The Central Secretariat Library (CSL), founded in 1891 is one of the oldest government libraries of the country. The Library has a huge collection of books and non-print materials over 5.5 lakh volumes. It is the second largest central government library after the National Library, Kolkata. It has a separate Hindi and Regional Languages Wing and a branch library. The Library is automated and provides a number of services.

Public Libraries : In India, public libraries are yet to rise to the level of international standards, despite many states having the library legislation to set up a public library system. The Delhi Public Library System, started with the support of UNESCO offers library service to the Delhi public with its branches and mobile libraries.

Self Check Exercise

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

5)   Why so many government libraries were built up?

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6)   Write briefly about the different types of libraries of India.

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2.8   SUMMARY

In this Unit, the origin and growth of libraries are described, followed by various types that came up later. The factors that caused the creation of the different types of libraries are briefly indicated. All these types of libraries were generally initiated in western societies. Learning and education taking precedence, school, college and university libraries came up first. With large scale production of books and their wide circulation, changing living conditions,

growing population of educated and learned peoples, public libraries came up with government support. The need to nurture industrial development and serve specialised persons led to the creation of special libraries. Increased government activities aiming towards a welfare state, the government officials needed special collection and service. Government libraries appeared on the scene to serve this purpose. The functions of these types of libraries were distinctly different. Each of these types of libraries had different collections, served different groups of users, offered services appropriate to their needs and located close to their respective user community. Beginning from the middle of the twentieth century, new institutions began to be established to meet variety different needs. They can be considered off-shoots of the conventional libraries. The different types of libraries attached to schools, colleges, universities, research institutions, industrial and business enterprises are described. Public libraries have also been described. Examples of these types of libraries in USA and Great Britain are provided. Examples of Indian libraries of the different types are also given.

2.9   ANSWERS TO SELF CHECK EXERCISES

1)   Several factors have been attributed to the origin and growth of the different types of libraries. Some of them are: i) the invention of printing, ii) large scale book publishing at all levels of education and learning, iii) rising population of reading public, iv) concept of democracy, changes in social life of people, industrial development and such other factors. Initially school, college and university started coming up, followed by public libraries, special libraries, national libraries, government libraries.

2)   a) i; b) iii; c) i; d) i; e) i.

3)   a) 2; b) 3; c) 1; d) 5; e) 4.

4)   According to UNESCO, public libraries are the local gateway to "Knowledge and are to provide a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups."

5)   Government ministries and departments have unique functions to perform because of the government's responsibilities for providing a number of services to the people. Different officials of the government have different duties and responsibilities and they have specialised needs. Only libraries that have the kind of collection, knowledge of user needs can offer the specialised needs. Hence government libraries have been set up.

6)   All the types of libraries are present in India. The National Library, Kolkatta, has a prestigious collection serving national interests and requirements. Libraries attached to schools, colleges, universities, research institutions, professional institutions serve students, researches, scholars and others. Special libraries attached to Industrial enterprises, business houses serve their users. Government libraries serve government officials. Thus for every type of activity of the nation, libraries have been operating in India.

2.10   KEYWORDS

Academic Libraries   :   The libraries associated with educational institutions.

Browsing Books   :   To look through a book in a casual manner.

Delivery of Books and Newspaper (Public Libraries) Act 1954	:	This Act of Indian Parliament mandates all publishers to deposit a copy of their publication to the National Library, Kolkata and a few other libraries in India.
National Library	:	A library that collects and preserves all the publications of the country.
Public Library	:	Library meant to be used for free by all the people and established legally by governments.
Special Library	:	Library of Research and Development institution, industrial and business houses and for special groups of people.

2.11 REFERENCES AND FURTHER READING

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