# Library and Library Services in Teacher Education and Institution

*Akhand Mishra*

## ABSTRACT

Library is considered as the heart of a University, College, School and it is the centre of learning for Higher Education. Education must facilities the process of change that is essential for a developing and growing society to provide the promote facilities for advanced study and research in education. Libraries have long served crucial role in learning. Education and library are two inseparable—indivisible concepts, both being fundamentally and synchronically related to and co-existent with each other. One cannot be separated from the other, and the existence of one is impossibility without the other.

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*Keyword:* library, education, tets, library services, institute.

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## I. INTRODUCTION

India is a Country, where a large number of library science schools have been established. India recognized the impotence of library education relatively quite early because of the demand for qualified manpower requirement felt in the management of various types of libraries.

Library in an educational institution is an indispensable support mechanism in fulfilling the objectives of teaching learning in the institution. It is supposed to organize its activities in consonance with the information needs of the user community by providing the logistic support for the teaching of courses offered in the institution and by helping to create and sustain congenial atmosphere for inculcating lifelong learning among the library users. It is also mandated to play a positive role in promoting a healthy environment for teaching and research activities of the institution.

A Librarian has an integral part in the educational system. The librarian is a resource provider for teachers and students. Teachers and Librarians can jointly plan programs that help increase the student's information and knowledge base. A librarian can prepare special programs from the resources they have to enhance the educational experience of the student. The librarian can supply the sources and location of information.

Library is one of the social institutions, so it always is involved in the progress and development of the people as well as of the whole society. For the successful administration and organization of the library especially administration and organization of the library especially trained personnel are required to work.

Library does not mean merely a collection of books. This is only done through the library education by preparing trained person in the subject. Library education is a professional education which brings efficiency, competency, confidence and leadership of personnel.A research scholar can never successfully conduct his investigations and researches without the help of a library and a librarian. Librarian, as a—information officer or a—scientific officer‖

possesses, of necessity, definite subject background and knows best the subject area to be covered by an investigator in his narrow field of the problem in hand that he wants to attack! The scope of a library as an effective aid to study and education is virtually multitudinous. There are different types of libraries, viz.

o Special library
o National Library
o Public library
o Academic library

Which contribute to education in various different ways.Before accounting their role in education abruptly, it may be pertinent here to recall the definitions of these various kinds of institutions which are not often self-explanatory to the general public at which my present endeavor is primarily aimed, so that the various parts played by them in the furtherance of education can be distinctly and succinctly gleaned.

## II.    EDUCATION

Education is that process of development which consists the passage of human being from infancy to maturity, the process whereby he adapts himself gradually in various ways to his physical and spiritual environment.

### 2.1   Definition of Education

*Education as a process of drawing out the Innate Powers*

1) Education means the bringing out of the ideas of universal validity which are latent in the mind of every man.                                             ---------Socrates
2) Education is a process by which the child makes the internal external.        ------Froebel
3) Education is the manifestation of perfection already reached in man.    -----Vivekananda

*Education as a Process of Development of Individuality*

1) Education means to enable the child to find out ultimate truth making truth its own and giving expression to it.                              -----R.N. Tagore
2) Education is a natural, harmonious and progressive development of man's innate powers. ----Pestalozzi
3) Education is the development in the individual of all the perfection of which he is capable. --------Kant

*Education as a Process of Producing change in the group*

1) Education is the consciously controlled process whereby changes in behavior are produced in the person and through the person within the group.                 -------Brown

*Education as a Process of Adjustment to Environment*

1) Education is gradual adjustment of acquired habits of such action as will fit the individual to his physical and social environment.                            ----James

### 2.2   User Education in Library

Education is the Library Users in the method by which libraries can be used efficiently is called users education. Users Education is mainly concerned with providing guidance and instructions to the users for the proper use of library collection individually or collectively. Such programmers are organized to ascertain the information needs of the users, to help the users in the expression of their requirements and to enable them to use the library effectively and efficiently.

## III.  DEFINITION

User education is concerned with the whole information and communication process and one part of this involves the total interaction of the user with the library.                --- Malley

It is a process of activities involved in making the uses of the library conscious about the tremendous value of information in day to day life and to develop interest amongst the users to seek information as when they require it.                --- Kautilya

Kautilya gives the most simply definition when he says that instructions given to readers to help them make best use of the library, is user education. In general, it can be defined as a process of programmers through which users are made aware of the value of information.

*There Are So Many Methods of User Education-*

o   Shelf Guiding
o   Orientation week
o   Lecture Method
o   Library Tour
o   Audiovisuals Method
o   Printed Booklet

The objectives of organizing a library in an educational institution including a TEI are as under:

o   Assisting the parent body in fulfilling its objectives.
o   Acquiring and maintaining the latest edition of textbooks, sizeable number of subject related general books, periodicals and other course related material, in print as well as in electronic mode.
o   Acquiring and maintaining relevant collection of reference books and official publications
o   Facilitating efficient internet access to national and international data bases
o   Extending the library's own resources through networking with other libraries in the area
o   Organizing current awareness and selective dissemination of Information services
o   Maintaining an environment conducive for the full exploitation of the available information resources.
o   Taking measures required for the preservation of the available resources for future use.
o   Organizing various library services to enable the user community to derive maximum benefit from the resources built up in the library.

### 3.1  Library Services

Library Services should be so planned and organized that a user is able to get information/ document required by him promptly. The services like current awareness services, provision of short-range reference services and long range reference services, etc. are important means of helping the readers, so that their time can be saved. In order to provide library and information services, a reference librarian must take full advantage of services being provided by various agencies at local, national and international levels, Provision of reprographic service serves an extremely useful purpose.

### 3.2  Collection Development Policy

The library shall have a written collection development policy. The policy shall spell out:

o   Responsibility for the selection of Information Resources appropriate for the institution
o   Mechanism for the selection of information
o   Users needs and requirements
o   Subject relevance
o   Stock verification and weeding out policy based upon Ministry of Finance Policy
o   Budgetary provision and its division between
o   --Books and periodicals
o   --Print an electronic media
o   Acquisition Procedure

### 3.3  Selection of Information Resources

o   A Teacher Education Institution (TEI) shall have a book selection committee, comprising 2-3 faculty members. The librarian shall be the ex-officio convener of the committee who shall place before the committee catalogues of

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books brought out by different publishers, book reviews published in newspaper, journal etc and recommendations of faculty members. After examining the material, the committee shall make recommendations regarding procurement of new books.

o The books in the list approved by appropriate authority shall be acquired as per library procedure

o The committee shall also decide the journals to be acquired by the library on regular basis.

### 3.4 Basic Collection

The library of a TEI may possess information resources in proportion as suggested against each category of collection:

o Reference books such as general and specialized Dictionaries, encyclopedias, Handbooks, manuals, government policy documents, reports of commissions, Committees, etc.

o Specialized and standard books and other publications on education and other areas falling within the scope of teacher education programmers.

o School level text books required as essential readings. This will include at least two copies of NCERT and state level text book.

o Textbooks on various teacher education courses

o Literature, art and culture, current affairs and contemporary issues, children's literature etc

o Professional journals and magazines of general interest

o The purpose of indicating approximate proportion of titles under different categories is to ensure balance in the collection of the library.

## IV. ORGANIZATION AND ACCESS TOOLS

o The collection shall be organized subject wise based on a standard scheme of classification.

o The collection shall be broadly grouped in sequence such as reference collection, general collection, textbook collection, rare collection etc.

o There shall be a catalogue satisfying all the various approaches- author, title and subject.

o The library shall maintain both OPAC and Card Catalogue.

### 4.1 Circulation

The circulation system adopted by the library should have provision for indicating the number of books a user can borrow at a given time, their due date, facilities for reservation of title already on loan so as to ensure return of the borrowed material on time.

Check-in and checkout of library documents should be provided regularly and as per library rules. A register system or computerized circulation system may be applied to circulate the library document to its members.

The material not available for loan should be clearly marked.

The time schedule for issue/return as far as possible should be such as it promotes maximum use of the resources.Thesis, dissertations, periodicals, magazines, newspapers and bound volumes and CD's are not issuable.

### 4.2 Reference Service and Information Service

The library maintains a separate reference collection consisting of fast finding tools such as atlases, maps, handbooks, dictionaries etc. The collections of this section are very precious, enriched and valuable from the reader's point of view.

Reference services are the process of establishing contact between a reader and his documents. The library shall have provision for reference and information services.

### 4.3 Reading Service

This section consists of textbooks, periodicals, thought board, notice board and newspapers etc. It has a spacious and airy reading room with 20 sitting capacity for readers. There are thirteen types of newspapers on display every day. Among the Six are English (Tribune, Hindu, Asian Age and Indian Express etc.) and others are of Hindi

Daily newspaper (Amarujala, Hindustan and Dainik Jagran etc.). Moreover, there are few periodicals which are subscribed by our library (University News, ILA Bulletin etc.) and also received as a gift (Yojana, Dreams, & Edu-Track).

All the periodicals are displayed in the magazine display cabinet in the reading room.
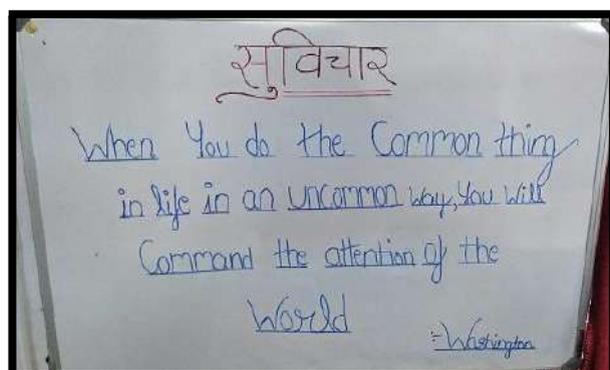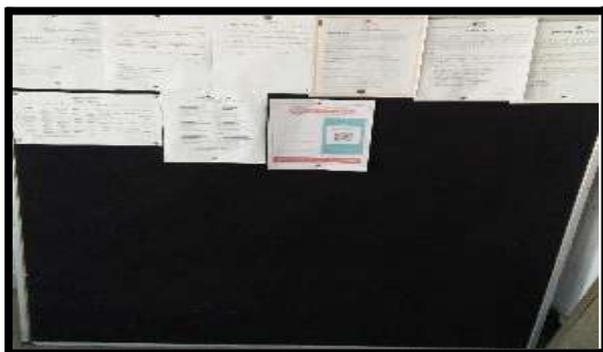


## 4.4 User Guidance

The Library users are given assistance in the use of the Library collections, services and in locating misplaced books. The library staff makes a thorough search for the books/journals reported in the location books. The users are welcome to contact the Librarian.

London Journal of Research in Humanities and Social Sciences

### 4.5 Online Public Access Catalogue (Opac)

The OPAC allows search by author, title, subject, call number, keywords and Boolean search. The call number indicates the location of books on the shelf. The computer catalog, OPAC is extremely user-friendly and enables searches to be conducted with ease and speed.

### 4.6 New Arrivals

In this service, new Books displayed are listed and circulated among the Heads and their constituent libraries for reference.



Generally in the beginning of an academic session, TEIs organize an orientation programmed to familiarize the new entrants with the programmers of the institution. The librarian should utilize this opportunity to discuss with the students not only the "Library Rules" but also the ways and means for making optimum use of the library resources.

*Space*

It is proposed that, the library should have approximately 1000 sq. ft. covered area with the following consideration in view.

I. The library should be located in the centre of the institution
II. There should be provision for future expansion
III. The library structure should be modular in nature

*Maintenance*

In the library there have been a section named maintenance section that is entrusted with the task of physical storage of documents with their orderly arrangement and other related activities.

If we look at the functions in a time sequence from the arrival of documents to the library till they are borrowed by the users, we notice that circulation work is preceded by maintenance work. Maintenance work comes between processing work and circulation work.

Maintenance work is the work of housing a collection and maintaining an order of arrangement of various types of documents for providing access to them in all the library functions, the maintenance work is the least discussed in professional literature.

*Budget*

The most central aspect of financial management is the budget, which is a statement of income and expenditure of the library. A budget is a systematically prepared statement of revenue and expenditure for different activities and operations of a library throughout the year.

### 4.7 Library Automation

Automation is technique to make a system automated, self active. For the electronic

machines are used to automate the libraries. Thus library automation means the application of machines to perform different routines, repetitive and clerical jobs involved in functions and services of the libraries. Before the birth of the computer, other types of machine were used for automating the library function.

Library automation concerns with managing, controlling and automating library collections, activities and services. Automation make library staff away from the traditional usual routine,

manpower can be used in upgrading the management of library and quality of information services. Computer are used in most of the activities of libraries like acquisition, cataloguing, circulation control and periodical management.

Library automation proper provision must be made for automation of house-keeping operations and services of the library. To facilitate the automation process, the institution should acquire necessary hardware and software.



## V. ACCESS TO INTERNET FOR ACCESSING INFORMATION

Access of internet may be utilized in order to retrieve immediate demand and to get update version of information to the users.

*Human Resource*

Every organization is made up of the resources of men, money, material and machinery. But without the resource of the men, all other resources by themselves cannot fulfill the objectives of the organization. It is only through the combined efforts of men that all other

resources are effectively utilized for the attainment of common objective.

Besides a professionally trained librarian, at least one assistant librarian must be available for the proper management of the library. The number of library staff should be in proportion to the size of the Institution.

*Furniture Use in Library*

o   Unit racks
o   Book cases (For special collection, viz CD, rare material, audio visual aids etc.)
o   Display Rack for new books
o   Display Rack (Periodical)

- o Book Trolley
- o Study Cartels (in college of M.Ed& Research Level)
- o Catalogue Card Cabinet
- o Filing Cabinet (for Maps, Plans)
- o Circulation Counter and allied Furniture
- o Ladders
- o Reading room Tables and Chairs
- o Computer Tables
- o Classification Record
- o Stock Verification List







*Equipments Use in Library*

- o Photocopying Machine
- o Vacuum Cleaner
- o Emergency Lights
- o Fire Extinguishers
- o Over head projector, with screen
- o Computer system
- o Scanning Machine
- o Notice Board

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*Objective of the Study*

o To study the attitude of secondary school towards Smart Library
o To compare the learning process among Teacher and students
o To study the availability of Library for resources among Teacher and Students

## 5.1 Review of Literature

The review of related literature provided a Library Services usage patterns among teacher educators and Institute. Most of the studies correlated teacher's and Library services usage patterns among teacher education and institute and stated that Library Services usages increase with prior knowledge, with proper teacher training, then teachers become library motivated role model.

Barab et at., 2000: Higgins & Moseley, 2001; Galanouli & McNair, 2001; Hewitt et al., 2002; Geddes, 2004; Bansavich, 2005; Asmari, 2005; Machine, 2006; Kerstin, 2006). A considerable number of studies reported that Library Services usage is limited in absence of Gov and Authorities support teacher education reported hands-on and sustained. Some of the studies outlines that pedagogical Library Services usage is very less and non significant, most of the education are unfamiliar with the basics and also institutes are not fully utilizing Library Services.

## VI. METHODOLOGY

The present study was carried out by employing survey method.

*Sample*

The study was carried out among secondary school student of Lucknow to find out the effect of Libraries Service (Smart Technology) on their learning. The study was considered the true representative population and they came from the Teacher and Student within school. The study was conducted in secondary schools only. A sample of 100 respondents was targeted.

## 6.1 Statistical Techniques

For the present study the questionnaire data were analyzed for determining the personal data and students attitude towards Library services (Technology) in general. T-test has been used for comparing Teacher and student attitudes towards smart library. From the data collected, percentage, mean, median, S.D. and t-values were calculated manually.

## 6.2 Analysis & Interpreation

Result are presented and discussed as follows in the order of the objectives of the study

*Objective 1*

To study the attitude of secondary school towards Smart Library

*Table 1:* Showing Attitude towards Smart Library (Technology) in Percentage

| Particulars | No | Percentage |
|---|---|---|
| Highly Favorable | 04 | 04 |
| Above Favorable | 41 | 41 |
| Moderate Favorable | 46 | 46 |
| Below Favorable | 09 | 09 |
| Highly Unfavorable | 00 | 00 |
| Total | 100 | 100% |

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**Attitude Chart**



Pie chart segments:
- 4 — Highly Favorable
- 41 — Above Favorable
- 46 — Moderate Favorable
- 9 — Below Favorable

Legend:
- Highly Favorable
- Above Favorable
- Moderate Favora
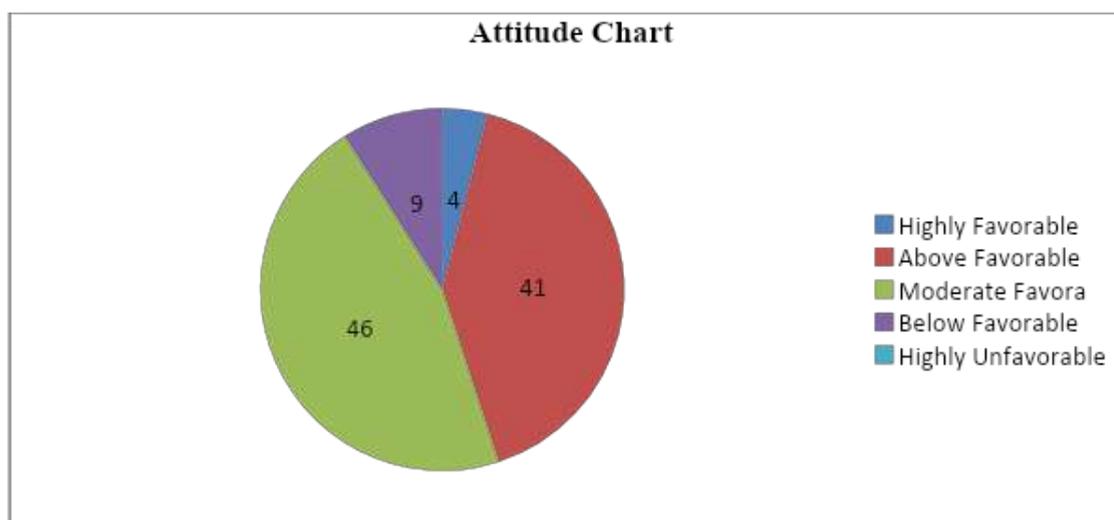- Below Favorable
- Highly Unfavorable

*Figure 1*

21 st century might be advantage for business, industries, government, academic institutions and library as well. Library has improved its facilities and services for not being just the keeper for books. Changing landscape on how activities or operations been done give some impact to the organisation outcomes and targets. This will be the challenge for some organisation in order to stay relevant. Libraries as the custodian of information and resources really need to be parallel with the development of technology today.

The implementation of digital format to library resources is the current trend that libraries must take into consideration as users might want to access easily and remotely. With current widely used gadgets such as smartphones and tablets, more information could be accessed anywhere at any time.

Table 1 shows that only 4% highly favorable, 41% above favorable, 46% moderate favorable, and 9% below favorable and 0% highly unfavorable.

The emerging of technology in the 21 st century might be advantage for business, industries, government, academic institutions and library as well. Library has improved its facilities and services for not being just the keeper for books. Changing landscape on how activities or operations been done give some impact to the organisation outcomes and targets.

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*Objective 2*

To compare the learning process among Teacher and students

| | Teacher | | | Student | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| N | Mean | S.D. | N | Mean | S.D. | df | t-value | Level | Significance |
| 50 | 170.64 | 23.25 | 50 | 180.54 | 18.30 | 4.18 | 2.39 | 0.05 | Insignificant |

N=Total Number of Teacher and Student
M=Mean Score of Teacher and Student
s.d= Standard Deviation of Teacher and Student
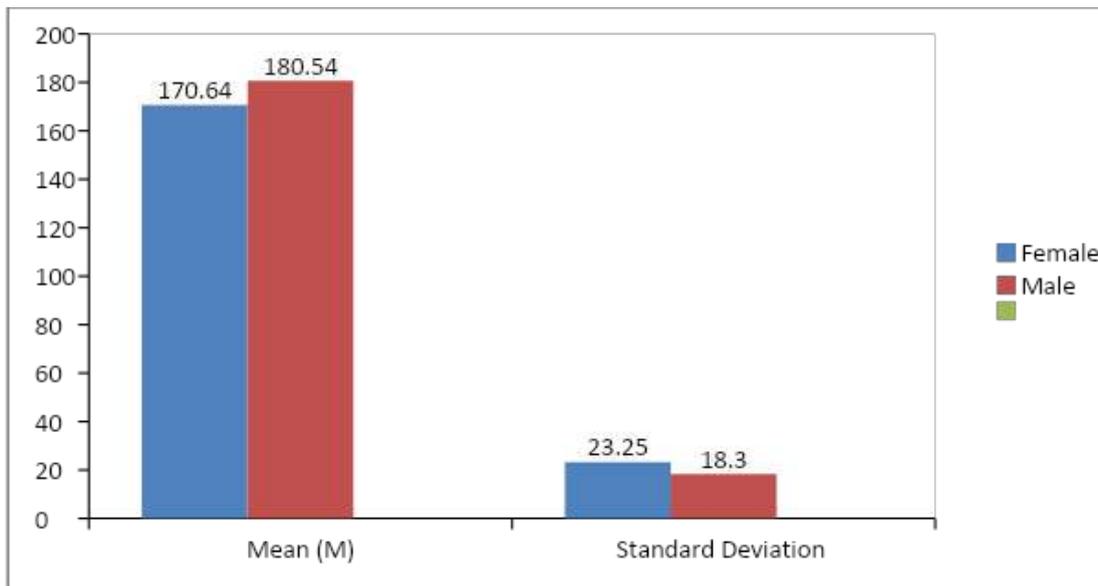df= Degree of freedom



*Figure 2*

Table2 shows that t-value of Teacher and Student attitude in school toward Smart Library is 2.39 which is less than the table value at the level of significance. For degree of freedom 4.18, at level 0.05 it is 2.57.

*Objective 3*

To study the availability of Library for resources among Teacher and Students

*Figure 3:* Showing the Comparison of Smart Technology Resources Government and Self-Finance Student

| Smart Technology | Teacher | Student |
|---|---|---|
| Library | 215 | 091 |
| Internet & E-mail | 936 | 647 |
| TV set | 007 | 004 |
| TV set | 020 | 006 |
| Software (Library Software) | 115 | 175 |
| Computer Laboratory | 006 | 002 |
| Video Conferencing Equipment | 200 | 017 |
| Tab | 205 | 0 |
| Total | 1704 | 942 |

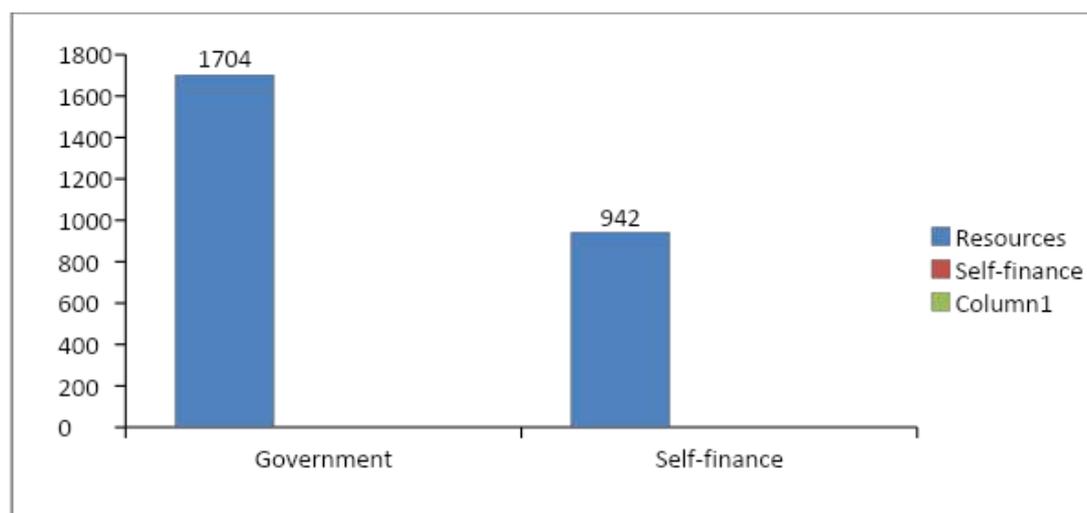Library and Library Services in Teacher Education and Institution

*Figure 4*

Table 4 shows that there is a large difference between resource Teacher and Student. In Teacher availability of resources are 1704 and Student availability resource are 942. In term of resources availability Teacher are rich than Students.

*Suggested*

A suggestive preliminary list of title of volume in the category of Reference collection, general collection and periodicals is included in the manual for the reference and guidance of new teacher Education Institutions. The TEIs may procure as many titles as easily available in the market. The institutions shall also make a selection of textbooks for various teacher education programmers. Besides, the library should also have a sizeable number of volumes on literature. Indian flok culture including flok songs and tales, children's literature and books of general interest on contemporary social, economic and political issues. The National Council for Teacher Education (NCTE) has plans to make available to the TEIs Teacher Education Institution additional lists containing titles of general and reference books on education at regular intervals.

## VII. FINDINGS AND RECOMMENDATIONS

The study confirms that library services are becoming smarter with the smart technologies, which enhances their working capabilities and satisfies the users associated with them. Implementing the smart technologies in the libraries has bridged the gap between the services offered by the libraries and the rapidly changing and competing needs of the humans.

## VIII. DISCUSSION

The establishment of an effective communication with the consumer base is crucial to let the consumers know that the library provides products and services which are relevant to the needs of the consumers. Library as a nation building agent that could create heart, mind and positive attitude of community.

## IX. CONCLUSION

Library is already a part of life. Rather than trying to assess how technologies will change our lives, we should accept these technologies as another set of tools and proceed to make the best use of them for the library and all of its users. We must, however, seize the initiative to ensure that we control, and the technologies of the future. The primary objective of libraries is to organize and provide access to information, and it remains the same although the format and methods have changed drastically. Under the present scenario of declining budgets and higher subscription costs of journals in India, it is becoming very difficult to meet the demands of library users. Presently many of the software's are involved in the working

of library sciences work like circulation, acquisition, cataloguing, serial, OPAC and many more that help in library activities.

Findings of the study direct towards below conclusions:-

- 4% are highly favorable, 41% are above favorable, 46% are moderate favorable, 9% are below favorable and 0% are highly unfavorable.
- T-value of Teacher and Student attitude towards is 2.39 which are lesser than the tabled value at the level of significance. For degree of freedom 4.18, at level 0.05 it is 2.57. So there is no significant difference between the attitude of Teacher and Student towards services is retained.
- The smart Library services infrastructure of the student is poorly developed, unevenly distributed and inadequate. However, some smart technology resources like Library, Internet & E-mail, TV set, Software (Library Software), Computer Laboratory were considered to be fairly available. Through not fully adequate, the student recognizes the need for smart technology resources in its academic endeavors and as such there is already something to build on.

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