

## Theories of Library Administration: An Overview

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### Abstract-

Library is of greatest importance so far as an academic institution is concerned. Its administration is very challenging and it is based on certain theories that must be followed. The Librarian has to organize a well thought out plan for the execution of while duties must be properly assigned according to the abilities of the members of the staff. The staff must perform the details of routine faithfully. Next theory is elimination of waste i.e. wastage in human personality, mental and physical energy must be eliminated for the proper functioning of the library. Then there should be correlation between different sections so that work may be done on time. Jobs must be classified on the bases of their periodicity designing of forms is helpful in carrying out decisions and policies. And lastly, maintaining files and records in a library keys it up-to-date.

**Key Words:** library, Administration, Maintenance of files, Spending body.

### Introduction-

The present paper aims to focus on the basic theories of library administration. Administration, in itself, is the very soul of any institution is it public or private in the abuse of which that institution crumbles and collapses. And so far as library administration is concerned it is predicated on certain basic theories, viz (1) planning (2) Job Analysis (III) Routine (IV) Elimination of waste, (V) Correlation (VI) Time Scheme (VII) Forms and Registers & (VIII) Correspondence, Files and Rewards etc. The first and foremost theory is planning which is done to analyse and is to late the different functions to be performed by the library staff. Then job is grouped according to their periodicity ranging from immediate to Chanel. Organisation of any routine requires a food deal of preparation and it ensures accuracy of work and orderliness. Wastage accuracy in human personality may be eliminated by means of mental and physical energy, materials, space and time. The Librarian must try to maintain 'harmony in work' which requires internal as well as external correlation among the staff members. Time management is a key factor that ensures that the library administration functions smoothly. The jobs must be done according to their periodicity. the Librarian should further design forms and registers which keep in

carrying out decisions and policies. Then, ultimately, maintenance of files and records in a library shows the efficiency of the administration.

### Organisation of Plan-

The organisation of Plan for the administration of Library requires the classification of work where by the staff members are assigned their respective duties.

#### 1. Spending Body-

Library is a spending body that does not directly contribute to the increase of rational wealth. Therefore, a department that spends without earning is treated as a step-mother. Here the government is not keen to provide it necessary funds. It is the duty of the Librarian to devise more economical methods of administration.

#### 1. Dependent Body-

Secondly it is seldom that a library administration is independent. On the contrary, whatever be the nature of a library, other than being a National Central Library, it is likely to be a department of a larger organstaion whose central executive usually tends to take advantage of his privileged position and develop a grasping tendency on the one hand and obstructive tactics on the other. As a result of this, a library is at a perpetual disadvantage in developing either its.

Own distinctive functions of or the functions common to all administrations.

## 2. Staff formula-

The staff formula is abbreviated in the following manner:

Let

A = Number of volumes Accessioned in a year.

B= Annual Budget allotment in Rupees.

D= Number of periodicals Documented-that is, abstracted and indexed in a year.

G= Number of Gate-Hours for a year.  
(One Gate-Hour = One counter gate kept open for one hour)

H= Number of Hours the library is kept open in a day.

P= Number of Periodicals currently taken.

R= Number of Readers per day.

S= Number of Seats for readers.

V= Number of Volumes in the library.

W= Number of working days in a year.

[X]= X, if X is one integer.

= The Integer just greater than X, if its fractional part is greater than .25.

= The Integer just smaller than X. if its fractional part is not greater than .25.

SB= Number of persons in Book Section.

SC= Number of persons in Circulation Section.

SL= Number of persons in Librarian and his Deputies.

SM= Number of persons in Maintenance Section.

SP= Number of persons in Periodicals Sections.

SR= Number of persons in Reference Section.

ST= Number of persons in Technical-that is Classification and Cataloguing-Section.

### Formulae for Staff of Different Sections

SB=  $A/6000$

SC=  $G/1500$ .

SL=  $HW/1500$ .

SM=  $A/3000$ .

SP=  $P/500$ .

SR=  $[R/50] W/250$ .

ST=  $9A+40D)/2000$ .

### Formula for Total Professional Staff

$SB+SC+SL+SM+SP+SR+ST$   
 $=\{3(A+20D)+2(G+3P)+2W(H+6[R/50]0)/3000$

### Formula for Non-Professional Skilled Staff

$B/30,000+[S/100]$ .

### Formula for Unskilled Staff

$SB/4+SC/2+SL+SM/4+SP/2+SR/8+A/20,000$   
 $+D/50+B/60,000+[S/100]/4+V/30,000=\{27A+2$   
 $(B+120D)+40(G+3P)+30,000[S/100]+4V+2W($   
 $40H+3[R/50])\}/120,000$ .

### Categorisation of Job-

Library administration follows a sequence of steps namely 'function' 'factor' 'work' and 'job'. This sequence gradually increase in intension and deceases in extension. In certain calls, the step 'work' may be absent and the category 'job' may occur just often 'factor'. The jobs of eara item of work are classified according to their periodicity, viz.

- |              |              |
|--------------|--------------|
| 1. Immediate | 5. Weekly    |
| 2. Hourly    | 6. Monthly   |
| 3. Casual    | 7. Quarterly |
| 4. Daily     | 8. Annual    |

### Full Job Number-

The full job number will consist of a preliminary number, a Function Number, a Factor Number, a colon, a Work Number, a colon, a Period Number and a Job Number.

#### 1. Number of Groups of Digits-

Now we can describe, the structure of the notation representing a job in general terms. It will consist of six groups of digits.

#### 2. Preliminary Number-

The first digit shows whether the job belongs to Distinctive Library Function or to General Office Function. This is the Preliminary Number.

#### 3. Function Number-

The second group will represent the function. It may be referred to as Function Number. It will be of one figit or two digit according as it has no 9 or one 9 at its beginning. Thus, the number of digits in the Function Number is definitely ascertainable from its very appearance. Hence, according to the rules of Colon Classification the function number need not be separated by a ":" from the succeeding group of digits.

#### 4. Factor Number-

The third group of digits will represent the Factor to which the job relates. It may be referred to as the Factor Number. It may be of one or more digits. As it is thus of a varying number of digits, it must be separated by a ":" from the succeeding group of digits.

**5. Work Number-**

The fourth group of digits represents the Work to which the job belongs. It may be referred to as the Work Number. This may be of one of more digits, ie of a varying number of digits. Hence, it has to be followed by a “:”. If there is no Work Number, the colon which is to accompany it may be omitted.

**6. Period Number-**

Next comes the Period Number. From the period table given at the beginning of this part of this chapter, it can be seen that the Period Number is always of one digit. Hence, according to the rules of Colon Classification, it can be followed immediately by the Job Number without an intervening colon.

**7. Job Number-**

The sixth group of digits represents the specific job. It may be referred to as the Job Number.

**8. Full Number for Job-**

This a full blown number for a Job will consist of a Preliminary Number, a Function Number, a Factor Number, a colon , a Work Number, a colon, a Period Number, and a Job Number.

**Fixing of a Routine-**

Routine means the duties which are of a regular and repetitive nature and that are essential for purposes of administration. The routine can be wholly or partially suitable. However, no system of routine, howsoever carefully proscribed, can produce the desired effect, unless its details are faithfully performed by the staff. The meticulous performance of the allotted routine with food will, enthusiasm and interest is the only way of ensuring the quality of the service and maintaining the reputation of the library because nothing can be hidden from the public eye.

Routine demands accuracy of work because if these are a slight mistake in writing the call numbers, or accession numbers, it will lead to a number of problems to be faced in future. A very trivial spelling mistake may hideaway a catalogue card from the readers. Routine also demands orderliness because if it is not practiced, chaos will be the result sooner or later. The card system brings about orderliness in the library and it satisfies the fourth law of library Science “save the time of the reader and save the time of the staff”. Thus, if routine is followed carefully it will bring about accuracy

of work and orderliness and will remove chaos and confusion.

**Ways to Eliminate Waste-**

The effective library administration requires elimination of waste which may occur in human personality, in mental energy and in physical energy. This wastage may also occur in materials, space and time. It is very subtle and elusive and least provided against, though it is the most devastating. The elimination of waste is carried out by the librarian by means of standardization, simplification and recording.

**Standardization-**

It means the setting up, by the mass or the authority, of a quantity, quality, pattern or method, as a unit of measurement. Milvie Diwey ,the father of librarian ship, preached and practiced standardisation. The library profession has standardised the procedure to be followed in book selection, in book ordering, in accessioning, in classifying, in cataloguing, in circulation work and in every other price of work to be done in a library.

**Simplification-**

Next to the principle of standardisation comes the principle of simplification. The smaller the variety of models and sizes to cater to a given need, the lower the wastage. However, it does not mean that individuality is to a dead level of mechanical routine. On the other hand, an orderly and satisfactory administration system should try to release men and not to enslave them. Therefore, standardisation and simplification are to be carried out only in limited areas. And if carried beyond these areas, they will only be harmful rather than helpful because standardisation is always a compromise. One always wants freedom of choice in everything whereas standardisation puts curb on men’s mind.

**Recording-**

Forming of a definite record of the standard is a step in standardisation. Records are essential as a substitute and supplement for the human memory. Our memories are deceptive and an often ship thins; we tend to forget things miler the passage of time. Therefore a definite record helps in keeping the past intact and also helps in measuring the degree or nothing the point of deviation from standards.

**Correct Correlation-**

The efficient library administration entails the correct correlation of the performances of the various sections called the extended Correlation and also the correct correlation of the performances of the various members of the save section called the internal correlation. Every individual is supreme and unique in his particular function, but the library requires the correlation of the performers of every member in order to succeed in its objective.

Since library has to work on all days and for long hours with promptness exactness and accuracy of the highest order, there must be co-ordination and economy in the library administration. The librarian must discuss ways to bring about harmony in work. He should meet the section heads at least once in a month to discuss matters at inter- sectional level.

At the same time, there must be monthly meeting of the members of a section to discuss and solve all intra-sectional problems. In the meeting, the heads of all the sections must be well- equipped so that they may be able to offer valuable suggestions. Small ad hoz committees may also be formed to consider specific points and to draft for the consideration of the staff council. Lastly, it is the sacred duty to put his full personality into the work of correlation so that the best results may be achieved.

#### **Time Management-**

Library administration depends solely on the proper management of time. The librarian should so skillfully manage the time that the jobs of the day and of the week are generally such that they can just fill a day or a week without overflowing. Then he must classify jobs according to their periodicity. However, it is apt to point out here that a day is too short a period and a month is too long, therefore, most of the routine in a library is best done on a weekly basis. So, the library staff must be vigilant to see that the work is properly rounded off every week.

However, In India, the considerable number of holidays hampers the smooth functioning of library administration on a weekly basis. The tradition of holidays leads to much leisureliness disorderliness, delay and waste of time in administration. So the librarian must ensure that whatever time the staff has, they must make

the most of it for the proper functioning of the library.

#### **Forms and Registers-**

Though considered by many as unnecessary and so much red-tape, if properly designed, forms can be converted into effective tools to simplify and control work and to save cost and time. While designing the form, it must be kept in mind that it provides the means of carrying out decisions and policies and is the basis of administrative action. Design sheet should include the following information:

- 1 All the purpose that the form has to fulfill;
- 2 The information which must be recorded in the form in order to fulfill each purpose;
- 3 The sections and the number of persons by whom the information is to be entered in the form;
- 4 The source of the information to be entered in the form;
- 5 The time, the frequency and the circumstances attendant on the entry in the form;
- 6 Whether pen, pencil, or typewriter, is to be used in filling the form or whether photography is to be used;
- 7 The sections and the number of persons by whom each piece of information is to be used and how it is to be used-is it transcribed to another form periodically or is it merely read by someone for information?
- 8 When and how frequently and for how long a period is the information to be used; and
- 9 The method of sorting the forms and the method of filing them-the information by which they are to be filed and the filing appliances to be used.

While designing the form, the principle of economy should be practiced. The reading should be cattily and appealing. It should contain the necessary instructions. The design of the form solely depends on the type of file used:

1. If vertical files, the filing symbol should be conspicuously put on the leading line and the paper itself should be of proper weight;
2. If visible files, it has to be decided what information should be visible and whether the form should be visible at the top or at the bottom;

3. If loose leaf binding is used, sufficient binding margin must be allowed- about an inch or so;
4. If the forms are to be bound as a book, the amount of margin to be left and the number or pages that should go into a book are to be carefully considered; whether a verso and the succeeding recto are to be differently paginated or whether the same page number should be borne by them is also to be considered; and
5. If photography is to be used, multi-purpose Master Copy and set of associated Masks may be designed. The quantum of work in the libraries of India today and the current cost of clerical labor may not make this economical.

It is also important to note that for the designing of the form, the size and quality of paper are to be paid attention to colour and weight of the paper also matters.

#### **Correspondence, Files and Records-**

The last theory of library administration is correspondence, files and records. Filing is an essential aspect of every office. If the filing system is proper, the administration of library will be easy and efficient. Files should be arranged vertically rather than horizontally. File numbers are classified among themselves by the filing characteristic and it will consist of the name of the correspondent.

For the maintenance of the correspondence the registering clerk is responsible who on receipt

of a mail writes its file number above the salutation, if it is not already found in some standard place in the correspondence. He also underlines in pencil the filing characteristic, in case it is different from the name of the correspondent. Thereafter he notes the correspondence in the appropriate inward Correspondence Register. The Correspondence and the Registers are then sent to the different sections. A very important thing in dealing with correspondence is to follow up both inward and outward letters and to wait if the necessary action is taken or if the necessary replies are received.

#### **Conclusion-**

To conclude, the success of library administrative depends solely on the theories dealt with in the foregoing discussion. Among them planning is of the foremost significance. Then the librarian must only see the job and distillate it properly. The rule of 'first thing first' must be followed and job must be done routine. Elimination of waste is a problem which requires to be tackled skillfully. The head of the library must try his best to achieve harmony of work among the staff. Time management is an important factor that facilitates library administration. Designing of forms and registers should be specific and economically frugal. Keeping of files and records and correspondence are key to the overall success of the library administration.

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