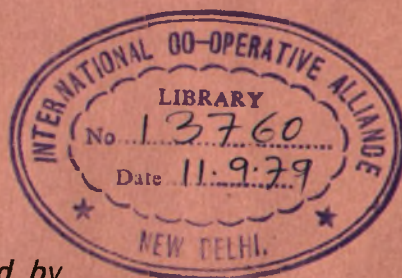


# Report of the Orientation Course for the Librarians of Cooperative Training Colleges and Apex Level Organisations/Institutions of India

(New Delhi, India : 13—25 June, 1977)

**B. D. PANDEY**  
*Co-ordinator and Rapporteur*

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*Sponsored by*

**National Council for Cooperative Training**

(National Cooperative Union of India)

34, South Patel Nagar, New Delhi-110008

*In collaboration with*

**International Cooperative Alliance**

Regional Office & Education Centre for South-East Asia

“Bonow House”, 43, Friends’ Colony (East),

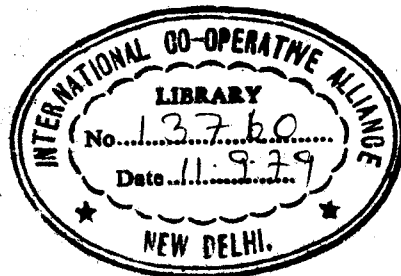
NEW DELHI-110-014, INDIA



**REPORT OF THE  
ORIENTATION COURSE FOR THE LIBRARIANS OF COOPERATIVE TRAINING  
COLLEGES AND APEX LEVEL ORGANISATIONS/INSTITUTIONS OF INDIA**

(New Delhi, India : 13-25 June, 1977)

B.D. Pandey  
Co-ordinator and Rapporteur



Sponsored by  
NATIONAL COUNCIL FOR COOPERATIVE TRAINING  
(National Cooperative Union of India)  
34, South Patel Nagar, New Delhi-8.

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"Bonow House", 43 Friends Colony (East),  
New Delhi-110-014, I N D I A



ORIENTATION COURSE FOR THE LIBRARIANS OF COOPERATIVE TRAINING COLLEGES AND APEX LEVEL ORGANISATIONS/INSTITUTIONS OF INDIA

R E P O R T

1. Introduction

The Orientation Course for the Librarians of Cooperative Training Colleges and Apex Level Cooperative Organisations of India was organised by the National Council for Cooperative Training (National Cooperative Union of India) in collaboration with the International Cooperative Alliance Regional Office & Education Centre for South-East Asia, at the ICA Regional Office Premises, New Delhi, India, from 13th to 25th June, 1977. The Course was attended by 20 participants, consisting of 16 librarians of the Cooperative Training Colleges (State/provincial level), three librarians of national level cooperative organisations and one from the ICA Regional Office & Education Centre for South-East Asia. The Course was inaugurated by Mr. R.B. Rajaguru, Regional Director-designate, ICA Regional Office and Education Centre for South-East Asia, Mr. M.M.K. Wali, IAS, Chief Executive, National Cooperative Union of India presided over the inaugural function. The course was directed by Mr. B.D. Pandey, Librarian & Documentation Officer, ICA Regional Office, who was assisted by Dr. V.B. Lal, Deputy Director, National Council for Cooperative Training of India.

2. Objectives

The Course was intended to orient cooperative librarians in India about recent trends of library organisation and management, to teach how to set up documentation services and to discuss the ways in which efficiency of cooperative libraries in India can be raised, through mutual cooperation.

3. Course Methodology

- 3.1. Mr. B.D. Pandey, Librarian & Documentation Officer, ICA Regional Office & Education Centre for South-East Asia, visited a few cooperative libraries to get first hand information on their working and problems. Background information from participants was collected through a situation note regarding the libraries and the participating librarians, their problems and expectations of the participants from the course.
- 3.2. The syllabus of the course was prepared on the basis of the information collected as above.

- 3.4. Group discussions on relevant subjects were held.
- 3.5. Study visits to a few libraries in Delhi were made in order that the participants can see for themselves how reputed libraries are organised and managed.
- 3.6. A directory of participating libraries consisting of the summary of the information sent by participants to the questionnaires sent by us, including other physical details of the libraries was prepared. (directory enclosed).

#### 4. Syllabus

The syllabus covered theoretical and practical aspects of cooperative libraries, and of documentation and information services. The topics covered by the Course were as follows:

- i. Role of Libraries in the promotion of cooperative ideals and in cooperative education and training programme.
- ii. Role of libraries in community.
- iii. Social science libraries - organisation and management.
- iv. Cooperative libraries and their management.
- v. Recent trends in library management.
- vi. Library organisation and management - Group Discussions.
- vii. Cataloguing theory: Concept, Need & Importance.
- viii. Cataloguing Practical : Classified cataloguing and dictionary cataloguing.
- ix. Role of the International Working Party of Cooperative Librarians and Documentation Officers of the ICA in the promotion of library development in developing countries.
- x. How to prepare a cooperative bibliography and documentation, reference and information service, and newspaper clippings.
- xi. Reference and information service with the special reference to a small and medium-size social science libraries attached to the training colleges and cooperative organisations.

- xii. Circulation and use of periodicals,
- xiii. Group-discussion on procurement, display and maintenance of cooperative journals,
- xiv. Cooperative training and communication: the role of libraries and information centres,
- xv. Documentation Service: Preparation and use of bibliography, Documentation - importance, need, types, techniques, search for documentation, circulation, and Selective Dissemination of Information (SDI) service.
- xvi. Classification - types of classification, Colon classification in greater detail, and
- xvii. Audio-visual aids and techniques of handling a film projector.

#### 5. Group Discussion and Plenary

Matters regarding library organisation and management were discussed through group discussion. Areas covered in the group discussion were : i) space, ii) finance, iii) open or closed access system, iv) book selection - its problem, book order - its problems, v) book issuing system, vi) accessioning, display and maintenance work, vii) Staff - its numbers, qualifications, etc., viii) stock-taking - its frequency, who should be responsible for the missing books - librarian ? or should such books be written off ?, ix) discarding (weeding out) of old books, its criterion, who should do it, how it should be done. cadre and pay-scales of librarians as existing today.

To discuss the above subject areas, the participants were divided into three groups. Each group was given a few subjects for discussion and was asked to prepare a report. Each report was discussed in a plenary and was agreed upon after necessary amendments. The amended and agreed group reports are as follows:

#### Group I - Report

##### Participants

i.	Smt. Shashikala P. Ugargol	--	Leader
ii.	Smt. Sharda Kansal	--	Member
iii.	Shri Suresh Chandra	--	Member
iv.	Shri G.S. Verma	--	Member
v.	Shri Balwant Singh	--	Member
vi.	Shri S.S.R. Sharma	--	Member

### Topics discussed

- i. Space,
- ii. Finance,
- iii. Open or Close access,
- iv. Book selection - its problems, Book-order - its problems.

#### i. Space

As library is a growing organism, it should be in a position

to expand with the growth of book collection. But as cooperative organisations and training colleges generally do not have their own buildings they have provided a little place, single room each case for their libraries. This library room is sometimes used also as a class room, dinning room, examination room, etc. It also disturbs the readers when books are not kept in one room, hence readers find it very difficult to consult books.

### Recommendations

- i. It is therefore, recommended that a cooperative library should be provided with a separate large room normally for 10,000 books over 50 journals and sitting place for 50 trainees. There should be a place limit for every reader, with 25 sq.mtr. in a centrally located place. This library room should not be used for other purposes.
- ii. Old editions which are less used should be removed from the main library or should be placed in a central depository library (NCCT and NCUI) or they may be presented to the other bigger libraries.
- iii. While constructing a new building the authorities should make necessary provision for the present needs and the future requirements of the library. The place should be free from disturbances. In fact, librarians should also be consulted at the time of drawing up a building plan.

#### ii. Finance (Budget)

Generally budget provided by the authorities is not sufficient to fulfil the reference and reading needs of the readers. Cooperative literature is growing now. So there should be an annual budget allotment to purchase at least 200 books at an average rate of Rs.40/- per book. For periodicals and newspapers there should be a provision of Rs,2,000/- per annum.



iii. Open or Close Access System

Normally open access should be provided in the library so that there is no barrier between the reader and knowledge. The knowledge should not be locked. In the open access system the loss of books cannot be ruled out. Hence a helping hand is necessary to keep a watch over books etc. If this cannot be done, the present closed system should continue.

iv. Book Selection

This is one of the important function of the librarian. He/She should be a member of a books selection committee which will have power to select or reject books. The Librarian should be authorised to write directly to the publisher and book-sellers for the procurement of approved books. There should be sufficient book selection tools. Librarian should consult for book selection various institutions viz. Library of ICA Regional Office & Education Centre for South-East Asia, International Working Party of Cooperative Librarians and Documentation Officer, Vaikunt Mehta National Institute of Cooperative Management Library, NCCT, NCUI, etc.

Group II - Report

Participants

- |      |                       |   |        |
|------|-----------------------|---|--------|
| i.   | Shri R.P. Jangid      | - | Leader |
| ii.  | Shri S.R. Singh       | - | Member |
| iii. | Kumari Deepika Kher   | - | Member |
| iv.  | Shri S.N. Parmar      | - | Member |
| v.   | Shri S. Thattacharjee | - | Member |
| vi.  | Shri S.P. Rajkumar    | - | Member |

Topics discussed

- v. Book issuing system,
- vi. Accessioning, display and maintenance work,
- vii. Staff - its number, qualifications, supporting staff.

v. Book Issuing System

Different systems of issuing books are being adopted in the libraries of institutions and cooperative colleges. Some have register system, some of them are following Browne or Newark system and some have partly amended it to suit their convenience. It is recommended that the Browne system or Newark system should be followed except for the study-kit books. The study kit books may be issued on Register. All the books issued to the faculty members should be returned at least once a year; however, they may be issued again in the new register. One utilisation register may be maintained in which daily lending should be recorded. If Newark system is adopted there is no need of keeping such a register.

vi. Accessioning, display and maintenance work

All the items which are purchased should be accessioned. The publications received free, but priced should also be recorded. Pamphlets need not to be accessioned, but a separate register should be maintained for pamphlets putting accessioning numbers, e.g., P-1, P-2, P-3, and so on. Similarly periodicals should be accessioned and regular reminders should be sent for the non-receipt of the periodicals.

Important periodicals should be bound every year and these volumes should be entered in the Accession Register. Unpriced publications should also be entered in the accession register which are of permanent value for the readers. It is to be decided by the Librarian in consultation with the principal and the lecturers in a meeting. If the pamphlets are already entered in the Accession Register and it is later felt that they are not of much use in the library, they may also be transferred into this pamphlets register and a reference should be made in the Accession Register, i.e., "Transferred to Pamphlet Register, vide Serial No. P-----." It would avoid the unnecessary burden on the Accession Register.

For display of new titles, panel board should be used. There should be display boxes for displaying new books. For the display of recent periodicals display racks should be in the library and current periodicals should be displayed on the racks. The library should be properly maintained in this respect.

vii. Staff - Its number, qualifications, supporting staff

Normally, a librarian works for 250 days in a year and at present there is no provision for supporting staff. It is felt that at least a library clerk should be provided to take care of typing work, issue and return of books, handling of Audio-visual equipments and also look after the library in the absence of the librarian.

Qualifications

The librarian should be a graduate and trained in the profession of library science. Educational qualifications may be relaxed for persons who have working experience of at least five years in a cooperative library. It is strongly felt that attractive pay-scales should be there to attract qualified hands. Librarians having higher academic and professional qualifications should be given incentive by way of senior pay scale and additional increments, etc. However, such qualified librarian should be given additional work of higher nature.

Group III - Report

Participants

- |      |                   |    |        |
|------|-------------------|----|--------|
| i.   | Mr. E.M. Amnekar  | -- | Leader |
| ii.  | Mr. S. Pandey     | -- | Member |
| iii. | Kumari Gauri Bose | -- | Member |
| iv.  | Mr. S.C. Pandya   | -- | Member |

Topics discussed

- viii. Stock-taking, its frequency, who should be responsible for the missing books - the librarian or should such books be written off ?
- ix. Discarding of old books, its criterion.
- x. Cadre and pay-scales of librarian as exist today.
- xi. Classification and documentation.

viii. Stock-taking - Its frequency, who should be responsible for the missing books - the Librarian or should such books be written off ?

.....  
In order to find out missing and misplaced books, the stock verification is necessary. In the library usually the readers,

lecturers and the trainees/students prefer to go to the cup-boards and scan the books and then make the selection of books rather than refer the catalogue and place the demand. In this procedure, there is likelihood that the books is misplaced from its original place.

The periodicity of the stock verification should depend on the number of volumes in the library. It is advisable to have stock verification once in a year for a library having volumes upto 5,000. If the volumes exceed 5,000, it is better to have it once in two years.

#### Recommendations

- i. The existing practice of conducting half yearly stock taking should be changed and the same may be conducted once a year or in two years, depending upon the number of volumes in the library.
- ii. The librarian should not be held responsible for loss of books unless he/she is found guilty or negligence.
- iii. Precautions may be taken to prevent loss of books from the library.
- iv. Vigilance should be provided at the exit gate which will prevent such loss of books.
- ix. Discarding of old books - its criterion

Weeding of books is desirable. Old editions, unwanted and mutilated books beyond redemption may be discarded from the library. This can be done in consultation with the principal and faculty members. Such discarded books, if necessary, should be preserved at the National Depository Library at NCUI, NCCT or VMNICM.

#### x. Cadre and Pay-scales of Librarians as Exist today

The profession of librarianship is the profession of disseminating information and knowledge, hence it is expected that the librarian should have a good level of academic and professional skills. It is, therefore, recommended that the profession of librarianship should not be categorised as clerical work as it is done today.

#### Recommendations

To begin with, it is recommended that the librarians should be treated at least on par with technical assistants and be given the grade of Rs.425-800. We also recommend that librarians having higher academic and professional qualification with more than five years work

experience should be given a higher grade of Rs.550-900. However such librarians should be given additional duties of higher nature. With regard to the librarians working at the national level organisations/institutions, it is recommended that they should be placed initially in the grade of Rs.700-1,300. However, it is further recommended that such librarians should possess necessary academic and professional qualifications and experience.

**xi. Classification and Documentation**

The Group recommended as under:

- i) All the books/documents in the library should be classified.
- ii) Librarian should ensure that all the books are classified and catalogued according to the recognised scheme of classification i.e. DDC or CC or UDC.
- iii) To increase the effectiveness of the library, the librarian should seek the cooperation and support of the teachers and research staff and provide them good reference and bibliographical services. The students/ trainees should be given orientation in the use of library.

**xii. Study visit**

The following libraries were visited by the participants;

1. Indian Institute of Public Administration Library,  
IIPA Hostel, Indraprasa Estate,  
Ring Road,  
New Delhi-110-001.
2. Indian Adult Education Association Library,  
Indraprastha Estate, Ring Road,  
New Delhi-110-001.
3. Indian Institute of Mass Communication Library,  
C-51 South Extension Part II,  
New Delhi-110-001.
4. National Council for Cooperative Training,  
34, South Patel Nagar,  
New Delhi-110008.
5. National Cooperative Union of India Library,  
Eros Apartments,  
56, Nehru Place,  
New Delhi-110-024.

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xiii. Conclusion

The Course was concluded with a valedictory address by Mr. P.E. Weeraman, ICA Regional Director for South-East Asia. In his valedictory address he stressed the need for librarians to be committed cooperators. He advised the librarians to be cooperative educators and to organise the libraries scientifically, so that there can be efficient dissemination of information and knowledge which is very vital for cooperative education and training. He suggested that similar kind of courses should be organised in other parts of South-East Asia. He also suggested that a Regional Conference of Cooperative Librarians, Documentation Officers, and Information Officers should be called in near future.

6. Formation of National Working Group of Indian Cooperative Librarians

The Course formed a National Working Group of Indian Cooperative Librarians to have mutual cooperation among the cooperative librarians in India and to promote development of cooperative libraries in India. The National working Group at its meeting held on 18th June at the ICA RO&EC adopted a Constitution which is given below at para 7. It also held its first meeting on 18th June at the Premises of the ICA RO&EC. The report of the meeting is given at para 8.

7. Constitution

Membership of the working Group shall be open to all cooperative libraries in India.

B. Aims and Objectives

The aims of the National Working Party shall be as follows:

- i. to impress upon the authorities that library development should form a part of the coordinated educational development plans. The library development should not be treated in isolation.
- ii. to create and promote an effective system of collaboration which will be profitable to all participating organisations and colleges.
- iii. to promote cooperative library development of the country through coordinated efforts.

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- iv. to extend and strengthen relations among the members of the National Working Party;
- v. to provide information on practical questions which affect the sphere of activeness of the cooperative librarians and raise their standard of professional competence;
- vi. to strive in every way to improve the effectiveness of cooperative libraries and documentation services;
- vii. to endeavour to increase by appropriate means the use of the ICA's Library activities, and at the request of the ICA, assist and advise the ICA, and take advice from the ICA on matters relating to libraries and documentation and information services;
- viii. to encourage the use of common standards recommended by the National Working Group for collaboration among cooperative libraries, documentation services and other participating organisations.

C. Executive Committee

The Executive Committee shall consist of the librarians of national level cooperative organisations, librarians of VMNICM, and zonal representatives, one for each zone, representing cooperative colleges in the country from eastern, western, northern and southern part of India. The Working Group will elect a chairman, a senior vice-chairman, a junior vice-chairman, a secretary and a Joint Secretary out of the members of the Executive Committee. The Working Group will function in close collaboration with the International Working Party of Cooperative Librarians and Documentation Officers; the Librarian and Documentation Officer of ICA Regional Office & Education Centre for South-East Asia shall act as a liaison Officer.

D. Formation of Zones

With regard to the zonal representatives of cooperative training colleges, it was decided that one librarian of each zone will be elected as the group leader of each zone, the position of group leader will be rotated among the librarians of the zone. The group leader will represent the zone on the Executive Committee of National Working Group.

8. Report of the First Meeting of the National Working Group

The First Meeting of the National Working Group held on 18 June at the ICA RO&EC was attended by the following members:

1. Mrs. Shashikala P. Ugargol,  
Bangalore
2. Mrs. Sharda Kansal,  
Chandigarh
3. Mr. G. S. Verma  
Dehradun
4. Kumari Deepika Khara,  
Hyderabad.
5. Mr. Satya Narayan Parmar,  
Indore.
6. Mr. R.P. Jangid,  
Jaipur
7. Mr. Sudhansu Bhattacharjee,  
Kalyani, Dist. Nadia
8. Mr. S. F. Singh,  
Lucknow
9. Mr. S. P. Rajkumar,  
Madras
10. Mr. M.V. Masto,  
Nagpur
11. Mr. Sudama Pandey,  
Palna
12. Mr. B.N. Amnekar,  
Pune.
13. Miss Daisy Chacko,  
Trivandrum
14. Mr. S.C. Pandya,  
Vailabh Vidyanagar
15. Miss Gauri Bose,  
Ganpati
16. Mr. S.S. Ram Sarma,  
Bhubaneswar
17. Mr. Suresh Chandra,  
New Delhi (NCUI)
18. Mrs. Anuradha Mohan,  
New Delhi (NAFED)
19. Mr. Balwant Singh,  
New Delhi (NCCT)



20. Mr. B.D. Pandey, (OBSERVER)  
Librarian & Documentation Officer,  
ICA Regional Office & Education Centre  
for South-East Asia,  
New Delhi.

The meeting constituted the zonal committees as follows and elected a group leader/representative to represent each zone on the Executive Committee of the National Working Group.

1. Eastern Zone

- i. Mr. S. Bhattacharjee  
Librarian, C.T.C.  
Kalyani. - Leader
- ii. Kumari Gauri Bose,  
Librarian, C.T.C.  
Gauhati - Member
- iii. The Librarian  
C.T.C.  
Bhubaneswar. - Member

2. Western Zone

- i. Mr. B.M. Amnekar  
Librarian, C.T.C.  
Pune - Leader
- ii. Mr. M.V. Maste  
Librarian, C.T.C.  
Nagpur. - Member
- iii. Mr. S.C. Pandya,  
Librarian, C.T.C.  
Vallabh Vidyanagar. - Member

3. Northern Zone

- i. Mr. G.S. Verma,  
Librarian, C.T.C.  
Dehra Dun - Leader
- ii. Mr. R.P. Jangid,  
Librarian, C.T.C.  
Jaipur. - Member
- iii. Mr. Sudama Pandey  
Librarian, C.T.C.  
Patna. - Member

- iv. Mr. S.R. Singh,  
Librarian, C.T.C.  
Lucknow - Member
- v. Mr. S.N. Parmar  
Librarian, C.T.C.  
Indore - Member
- vi. Smt. Sharda Kansal  
Librarian, C.T.C.  
Chandigarh. - Member

4. Southern Zone

- i. Smt. Shashikala G. Ugargol  
Librarian, C.T.C.  
Bangalore. - Leader
- ii. Mr. S.P. Rajkumar,  
Librarian, C.T.C.  
Madras. - Member
- iii. Kumari Dairy Chacko  
Librarian, C.T.C.  
Trivandrum. - Member
- iv. Kumari Deepajka Khera,  
Librarian, C.T.C.  
Hyderabad. - Member

The following office bearers and the members of the Executive Committee were elected unanimously.

- i. Mr. Suresh Chandra  
Librarian, NCUI, New Delhi. - Chairman
- ii. Mrs. P.B. Rashingkar  
Librarian, VMNICM, Poona. - Sr. Vice-Chairman
- iii. Mr. Librarian,  
IFFCO, New Delhi. - Jr. Vice-Chairman
- iv. Mr. B.M. Amnekar,  
Librarian, C.T.C. Pune - Secretary
- v. Mrs. Anuradha Mohan,  
Librarian, NABED, New Delhi. - Jt. Secretary
- vi. Mr. Balwant Singh,  
Librarian, NCCT, New Delhi. - Member

- vii. Mr. Sudhansu Bhattacharjee            -    Member  
    Librarian, C.T.C. Kalyani.
- viii. Mr. G.S. Verma                        -    Member  
    Librarian, C.T.C. Dehradun.
- ix. Mrs. Shashikala P. Ugargol           -    Member  
    Librarian, C.T.C. Bangalore

(Representative of Southern Zone)

- x. Mr. B.M. Amnekar,                      -    Member  
    Librarian, C.T.C. Poona

(Representative of Western Zone)

E. Functions of the Executive Committee

The functions of the Executive Committee of the National Working Group shall be to:

1. take action on resolutions, recommendations, etc. adopted by the National Working Group of Indian Cooperative Librarians.
2. initiate and develop collaboration among libraries and documentation services of the cooperative organisations of India and also libraries of scientific and educational institutes with activities in the cooperative field;
3. Advise cooperative organisations and institutes and give instruction to or train their staff in library and documentation problems, and when necessary, refer them to selected experts, primarily within the National Working Group.
4. collect and circulate proposals among librarians and documentation officers to promote discussion.
5. ensure and maintain close collaboration with the NCUI, NCCT, ICA and other relevant organisations, and
6. carry out such other activities as are conducive to the promotion of the aims and objectives of the group.

F. Recommendations of the National Working Group

The following recommendations were made by the National Working Group to achieve a national level network of cooperative library, documentation and information system in India.

1. Membership of Library Associations at local, national and international level

- i. Each cooperative library should be the member of local as well as Indian Library Association.
- ii. All cooperative libraries in India should be the members of the International Working Party of Cooperative Librarians and Documentation Officers and should provide effective support to the International Working Party by participating in its meetings and other activities.

2. Compilation of Directories and Manuals

- i. Each library should make a complete list of books, it possesses and thereafter regular accession list should be issued and exchanged. There should be inter-library-loan arrangements between the cooperative libraries.
- ii. Compilation of a union catalogue of holdings of periodicals/serials of Indian cooperative libraries.
- iii. Comilation of a Directory of Indian cooperative Libraries consisting of the national level organisations, state level cooperative unions/federations/cooperative training colleges/cooperative training centres.
- iv. Compilation of the libraries specialized collections, viz. archives, annual reports, expert committees reports, reports of registrars, of cooperative societies, Ministries of Cooperation and other specialized cooperative leaders' conferences.
- v. Compilation of a Directory of Indian Universities teaching cooperation.
- vi. Compilation of an inventory of on going research projects and to cooperate with the compilers of the ICA Cooperative Research Register.
- vii. Compilation of a combined documentation bulletin with more emphasis on regional language literature. The regional representatives of the National Working Group should carry out with this task.
- viii. To prepare a manual for Indian Cooperative Librarians with the expansion of Colon Classification suitable for classifying cooperative literature.

3. Collaboration with other Agencies

- i. Collaboration with the compiler of the "Directory of the Organisations engaged in Cooperative Research", and
- ii. Collaboration with the Indian Social Science Documentation Centres.

4. Development Plans for the Cooperative Libraries at Various Levels

- i. to collaborate with public library authorities at the local level. Explore the possibilities of opening a special corner for cooperative literature in the public library.
- ii. to cooperate with Block Development authorities for exploring the possibility of opening a library in their blocks with special emphasis on cooperative literature.
- iii. to work out a coordinate plan for developing the libraries of national level organisations into a specialised library of the subject of the organisation. These libraries should be accessible to all cooperative libraries of the country for their reference requirements.
- iv. to develop the NCUI or NCCT or VMNICM libraries as a national depository of all types of cooperative literature.
- v. to appoint Central Committee (authority) within NCCT to procure foreign books/journals, etc. The ICA Regional Office & Education Centre for South-East Asia be requested to suggest suitable titles for procurement, and
- vi. attempts should be made for opening libraries for the workers of the cooperative enterprises, viz. cooperative sugar factories, IFFCO plants, etc. and for the members in all cooperative organisations including the primary level.

5. Education and Training for Cooperative Libraries

- i. A short term course (2-3 weeks duration) should be organised for the librarians of state level cooperative unions/federations.
- ii. A intensive basic course of at least one months duration should be organised for the librarians or the persons looking after the library of cooperative training centres.
- iii. To request NCUI, NCCT, ICA, UNESCO and other concerned national and international organisations to provide study scholarship to the cooperative librarians to study library science in India as well as in foreign countries.

6. Other Activities

To call the Annual meeting of the National Working Group and a bi-annual meeting of all the members for follow-up action and other matters.

7. Collaboration with International Organisations

- i. Cooperation and collaboration with the international organisations should be strengthened for the exchange of cooperative literature, for seeking their aid and assistance and for securing study scholarships in foreign countries. The organisations with whom such cooperation should be established are ICA, UNESCO, ILO, FAO, UNICEF, UNIDO, UNCTAD, ICFTU, etc.
- ii. It was suggested that a regional seminar for cooperative librarians and documentation officers for South-East Asia should be organised.
- iii. It was suggested that a Working Party of Cooperative Librarians and Documentation Officers for South-East Asian Region should be formed.
- iv. It was suggested that in near future the International Working Party of Cooperative Librarians and Documentation Officers should hold one of its meetings in South-East Asia.

SUMMARY OF THE INFORMATION RECEIVED FROM THE LIBRARIANS OF  
COOPERATIVE TRAINING COLLEGES AND OTHER PARTICIPATING  
LIBRARIANS FOR THE ORIENTATION COURSE.

1. SOURCE OF INFORMATION:

The summary has been worked out on the basis of the questionnaires sent by 16 secondary level cooperative training colleges, one national level cooperative training college and two apex level organisations.

2. CHARACTERISTICS OF LIBRARIES AND LIBRARIANS:

i. Academic qualification:

Out of 19 participants 5 are Post Graduates, 11 are Graduates, and 3 are Under Graduates.

ii. Professional qualification:

6 are B.Bib.Sc., 3 are Dip.Lib.Sc., and 9 are C.Lib.Sc.

3. LIBRARY COLLECTION:

Almost all the libraries are having books on cooperatives and allied subjects. The collection is generally sufficient for their reference requirements. The average collection of libraries is between 5,000 to 8,000 volumes. They are receiving 50 to 75 journals on cooperatives and allied subjects. However, the Vaikunth Mehta National Institute of Cooperative Management Poona, has over 18,000 volumes, and receiving over 270 journals. Similarly the National Cooperative Union of India has 20,000 volumes and receiving 200 journals. NAFED (National Agricultural Cooperative Marketing Federation of India) has 3,500 volumes and receiving 90 periodicals.

4. CLASSIFICATION SYSTEM FOLLOWED:

- |                   |                 |
|-------------------|-----------------|
| i. Colon          | by 8 libraries, |
| ii. Dewey         | by 5 libraries, |
| iii. U.D.C.       | by 3 libraries, |
| iv. Register Form | by 1 library.   |

(Two colleges did not respond).

5. OPEN OR CLOSE ACCESS:

Except Vaikunth Mehta National Institute of Cooperative Management, all libraries are following closed access system.

6. LIBRARY ACTIVITIES:

Most of libraries at present are doing their routine work of accessioning, classification, cataloguing, book selection, etc. However, Vaikunth Mehta National Institute of Cooperative Management, Poona, compiles documentation on cooperatives. Other cooperative libraries are also looking after audio-visual matters and librarians are handling film projectors.

7. LIBRARY PROBLEMS:

- i. Procurement of foreign cooperative books and journals.
- ii. Book selection sources for Indian cooperative books and journals.
- iii. Inadequate library space and finance.
- iv. Inadequate library staff.
- v. Low grade of library staff.
- vi. Difficulties faced in handling film projectors.
- vii. Difficulties faced in following the Colon Classification.
- viii. Problem of compiling cooperative documentation.

8. DIRECTORY OF PARTICIPATING COOPERATIVE LIBRARIANS OF ORIENTATION COURSE IS ENCLOSED:

(List enclosed).

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LIST OF PARTICIPANTS

A. Co-operative Training Colleges:

1. Mrs. Shashikala P. Ugargol,  
Librarian,  
Cooperative Training College,  
12/1, Kanakpura Road,  
Basvangudi,  
BANGALORE KARNATAKA
2. Mrs. Sharda Kansal,  
Librarian,  
Cooperative Training College,  
Kothi No.3095, Sector 28-D,  
CHANDIGARH
3. Mr. G.S. Verma,  
Librarian,  
Cooperative Training College,  
Rajpur,  
DEHRADUN U.P.
4. Miss Deepika Khara  
Librarian,  
Cooperative Training College,  
Rajendra Nagar,  
HYDERABAD ANDHRA PRADESH
5. Mr. Satya Narayan Parmar,  
Librarian,  
Cooperative Training College,  
Fort,  
INDORE MADHYA PRADESH
6. Mr. R.P. Jangid,  
Librarian,  
Cooperative Training College,  
Thavria House, Pareek College Road,  
Bani Park,  
JAIPUR RAJASTHAN
7. Mr. Sudhansu Bhattacharjee,  
Librarian,  
Cooperative Training College,  
Kalyani, District, Nadia,  
BENGAL WEST BENGAL

8. Mr. S.R. Singh,  
Librarian,  
Cooperative Training College,  
Mausam Bagh,  
Sitapur Road,  
LUCKNOW     UTTAR PRADESH
9. Mr. S.P. Rajkumar,  
Librarian,  
Cooperative Training College,  
89, Poonamallee High Road,  
Kilpauk,  
MADRAS.     TAMIL NADU
10. Mr. M.V. Maste,  
Librarian,  
Dhanajayrao Gadgil Cooperative Training College,  
Sahakar Mandir, Mahaj,  
NAGAPUR     MAHARASHTRA
11. Mr. Sudama Pandey,  
Librarian,  
Cooperative Training College,  
Tekari Road,  
Near Pathar-ki-Masjid,  
PATNA 6     BIHAR
12. Mr. B.M. Amnekar,  
Librarian,  
Cooperative Training College,  
43/16-A, Erandwana, Karve Road,  
PUNE.     MAHARASHTRA
13. Miss Daisy Chacko,  
Librarian,  
Cooperative Training College,  
Kesh Bharg, Poojappura,  
Trivendrum     KERALA STATE
14. Mr. S.C. Pandya,  
Librarian,  
Cooperative Training College,  
VALLABH VIDYANAGAR.     GUJARAT STATE
15. Miss Gauri Bose,  
Librarian,  
Cooperative Training College,  
Kahilipara,  
GAUHATI     ASSAM

16. Mr. S.S. Rama Sarma,  
Librarian,  
Cooperative Training College,  
361, Sahid Nagar,  
BHUBANESWAR. ORISSA

B. APEX COOPERATIVE ORGANISATIONS:

17. Mr. Suresh Chandra,  
Librarian,  
National Cooperative Union of India,  
Eros Apartments (6th Floor),  
56, Nehru Place,  
NEW DELHI-110024.
18. Mrs. Anuradha Mohan,  
Librarian,  
National Agricultural Cooperative  
Marketing Federation of India Limited,  
Sapna Building, 54, East of Kailsah,  
NEW DELHI-110024.
19. Mr. Balwant Singh,  
Librarian,  
National Council for Cooperative Training,  
34, South Patel Nagar,  
New Delhi-110008.

C. INTERNATIONAL COOPERATIVE ORGANISATION:

20. Mr. Ram Prakash,  
Librarian,  
International Cooperative Alliance,  
Regional Office & Education Centre for South-East Asia  
'BONOW HOUSE' 43, Firends Colony (East)  
NEW DELHI-110014.

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## P R O G R A M M E

<u>Monday 13th June</u>	<u>Session No.</u>	
10.30 - 11.30	1	Inauguration
11.30 - 13.30	2	Presentation of background information by the participants.
13.30 - 14.30		Lunch break.
14.30 - 15.30		Presentation of background information by the participants.
16.00 - 17.00	3	ICA and its activities. Lecturer: Mr. Lionel Gunawardana, Jt. Director (P. P. R. & I). ICA Regional Office & Education Centre for South-East Asia, New Delhi-110014.  Discussion.
<u>Tuesday 14th June</u>		
19.00 - 11.30	4	Role of Libraries in Promotion of Cooperative Ideals and in Cooperative Education and Training Programme.  Lecturer: Dr. V.B. Lal, Dy. Director, N.C.C.T.
12.00 - 13.30	5	Programme of Orientation Course and Exposition.  Lecturer: Mr. B.D. Pandey, Librarian & Documentation Officer, ICA, New Delhi.
13.30 - 14.30		Lunch break
14.30 - 17.00	6	Role of Libraries in Community. Lecturer: Mr. D.R. Kalia, Director, Central Secretariat Library, New Delhi.  Discussion.

Wednesday 15th June

Session  
No.

10.00- 11.30

- 7 Social Science Libraries - Its  
organisation and Management.  
Lecturer: Mr. N.K. Goyal,  
Chief Librarian, Indian  
Institute of Economic Growth,  
Delhi.

12.00 - 13.30

- 8 Cooperative Libraries and its  
Management.  
Lecturer: Mr. B.D. Pandey,  
Librarian & Documentation  
Officer, ICA, New Delhi.

13.30 - 14.30

Discussion.

Lunch Break.

14.30 - 17.00

- 9 Recent Trends in Library Management.  
Lecturer: Mr. Girja Kumar,  
Chief Librarian,  
Jawaharlal Nehru University  
Library, New Delhi.

Discussion.

Thursday 16th June

10.00 - 11.30

- 10 Group Discussion on "Library  
Organisation and Management".  
Coordinator:  
Mr. H.C. Jain, Librarian  
University of Delhi, South Delhi  
Campus, New Delhi.

Assisted: Mr. B.D. Pandey,  
Librarian & Documentation  
Officer, ICA, New Delhi.

12.00 - 13.30

- 11 Library Organisation and Management --  
Group work and group report.

13.30 - 14.30

Lunch break.

14.30 - 17.00

- 12 Plenary on Library Organisation  
and Management.

Discussion.

Friday 17th June

Session  
No.

10.00 - 13.30

- 13 Cataloguing Theory, Concept, Need and Importance.  
Lecturer: Mr. Krishan Kumar,  
Department of Library Science,  
University of Delhi, Delhi.

Discussion.

13.30 - 14.30

Lunch break.

14.30 - 17.00

- 14 Cataloguing Practical - Classified Cataloguing and Dictionary Cataloguing.

Lecturer: Mr. Krishan Kumar,  
Department of Library Science,  
University of Delhi, Delhi.

Saturday 18th June

10.00 - 11.30

- 15 International Working Party of Cooperative Librarians and Documentation Officers and of Developing Countries and possibility of mutual cooperation between cooperative libraries in India.

Lecturer: Mr. B.D. Pandey,  
Librarian & Documentation  
Officer,  
ICA, New Delhi.

12.00 - 13.30

- 16 How to prepare a Cooperative Bibliography and Documentation, Reference and Information Service and Newspaper Clippings.

Lecturer: Mr. B.D. Pandey,  
Librarian & Documentation  
Officer, New Delhi.

13.30 - 14.30

Lunch break.

14.30 - 17.00

- 17 Study visit - National Council for Cooperative Training Library, New Delhi.

Sunday, 19th June

F R E E

Monday 20th June

Session  
No

10.00 - 13.30

18

Reference and Information Service with the special reference to a small and medium size social science libraries attached with the training College.

Lecturer: Mr. C.P. Vashishth,  
Department of Library Science,  
University of Delhi, Delhi.

Discussion.

13.30 - 14.30

Lunch break.

14.30 - 15.30

19

Circulation and use of periodicals (introduce an article written by Mrs. Edith Gonczy).

Introducer: Mr. B.D. Pandey,  
Librarian & Documentation  
Officer, ICA, New Delhi.

16.00 - 17.00

20

Panel - Discussion on procurement display and maintenance of cooperative journals.

Tuesday, 21st June

O F F D A Y

Wednesday, 22nd June

10.00 - 13.30

21

Classification - Types of Classification  
Colon Classification in greater detail.  
Lecturer:

Mr. T.N. Rajan,  
INSDOC, New Delhi.

13.30 - 14.30

Lunch break

14.30 - 17.00

Classification - Types of Classification,  
Colon Classification in greater detail  
(Lecture continued).

Lecturer: Mr. T.N. Rajan,  
INSDOC, New Delhi.

Discussion.



Thursday 23rd June

Session  
No.

10.00 - 13.30

- 22 Cooperative Training and Communication:  
The role of Libraries and Information  
Centres;  
Lecturer: Miss Kalpana Disgupta,  
Senior Librarian,  
Indian Instiyute of Mass  
Communication, New Delhi.

13.30 - 14.30

Discussion.  
Lunch break.

14-30 - 17-00

- 23 Audio-visual Aid and Technique of  
Handling Film Projector.  
Lecture-cum-demonstration.  
Lecturer:  
Mr. Nanda,  
National Institute of Health  
and Family Welfare, New Delhi.

Friday, 24th June

10.00 - 13.30

- 24 Study visits.

13.30 - 14.30

Lunch break

14.30 - 17.00

Study visits continued.

Saturday 25th June

10.00 - 13.30

- 25 Closing session  
Valedictory address by  
Mr. P.E. Weeraman,  
ICA Regional Director  
for South-East Asia, New Delhi.

13.30 - 14.30

Lunch

14.30

F R E E

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