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MLIS SEMESTER II

(PAPER – 1)

**RESEARCH METHODS AND STATISTICAL
TECHNIQUES**

**TOPIC – LIBRARY RECORDS AND REPORTS
E-CONTENT**

LIBRARY RECORD

Library record means a document, record, or other method of storing information retained by a library.

The term record has been in use in the context of archives for a long time. But now it is a widely used term in industrial houses, institutions, organisations and in libraries. In library science, it refers to the documents containing details of process, activity and results of some function of either the whole organisation or a part of it.



Some of the records have both current and future uses, while others are required to be used only in future, as source material. For example, the files created for the exhibition will be used mainly in future when another exhibition is organised. On the other hand the bibliography of the books may be used at present as well as in future.

International Standard on Records Management defines a record as: “recorded information in any form, including data in a computer system, created, received and maintained as evidence and information by an organisation or person, in the transaction of business and kept as evidence of such activity”.



A library is an organisation where sources of information in its various form such as books, serials, microfiches, CD, etc. are acquired, processed and made available to the users for their use. In making provision for resources and later on for offering various services, libraries also generate many records, both in descriptive as well as in the form of statistical tables.

Traditional records formats include letters, minutes, memoranda and reports, etc. The electronic record formats include spreadsheets, databases, e-mails and facsimiles.



NEED FOR RECORDS

- Records are needed to document actions and decisions taken in a library and to conduct library business in an orderly, efficient and accountable manner.
- Records are needed to provide consistency, continuity and productivity in the library management and administration.
- Records are needed to deliver services in a consistent and equitable manner as records help to bring and maintain uniformity in the routines.
- Records are needed to support and document policy formulation and managerial decision making and to promote informed decision making.



- Records, in the form of a catalogue, serve as a tool for efficient access to the library resources.
- Records as a proof of budget utilisation to fulfil audit requirements.
- Records of workload help in rational allocation of manpower across various departments.
- Records as data of utilisation of services to justify library expenditure to the parent management and the society.



KINDS OF LIBRARY RECORDS

In a fully computerised library such records are computer generated by the relevant software modules. In non-automated libraries, the dominant forms of records are: ledgers, registers, files, cards and statistical sheets.

Records may be categorised by :-

- i)their life span,
- ii)content and
- iii)form of presentation of information



LIBRARY REPORTS

Any organization is expected to present its annual report. Annual report of a library is the survey of work carried out during the preceding year. It summarizes activities and achievements of the library. It is a type of reporting by the librarian to the higher authorities. An annual report is the survey of the actual work done during the preceding year. An annual reveals the books accessioned and processed, services rendered, new departments or services introduced, financial and other resources and their utilization, assessment of performance and the like.



PURPOSE OF THE ANNUAL REPORT:

- To acquaint the Board of Trustees and other administrative authorities about the real financial position and other aspects of the services rendered by a library.
- To serve as a publicity media towards attaining the users.
- Helps to compare of annual reports of different years which will enable the librarian to determine the strong and weak points of the library. This will help him to improve the library.
- The staff position can be reviewed and reallocation of staff can be made in the library.
- To access the actual needs and to find out ways and means of the provisions of more funds.



THANK YOU

