

NORMS AND STANDARDS FOR LIBRARY PRESCRIBED BY REGULATORY BODIES OF PROFESSIONAL EDUCATION IN INDIA: A STUDY

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ABSTRACT: *The Bureau of Indian Standards (BIS) came out with Indian Standard: 1553-1960 Code of practice relating to primary elements in the design of library building. The IS 1553-1960 prescribed the average size of different types of libraries, the different kinds of rooms required, etc. This paper attempted to study the norms prescribed by regulatory bodies of professional education such as AICTE, MCI, DCI, PCI, INC, VCI and NCTE and found that none of the regulatory bodies of professional education in India has suggested the Indian Standards such as IS: 1892 (Part-I) – 1978 Specifications for Library Furniture and Fittings: Timber; IS: 1892 (Part-II) – 1977 Specifications for Library Furniture and Fittings: Steel; IS: 1172-1971 Code of Basic Requirements for Water Supply, Drainage and Sanitation; IS: 3312-1974 Steel Shelving Cabinets; IS: 4116-1976 Wooden Shelving Cabinets, etc. Further, ISO standard such as ISO/TR 11219:2012 which specifies data for the planning of library buildings has also not been recommended by the regulatory bodies of professional education in India. This paper suggests that the regulatory bodies need to recommend the BIS standards and ISO standards to the libraries for accreditation*

Keywords: Bureau of Indian Standards, IS 1553-1960, AICTE, MCI, PCI, INC, VCI, NCTE, ISO/TR 11219:2012

1. Introduction

Library plays a vital role in academic and research system and that is why library is considered to be the 'heart' of educational / research system. Without a good library and a laboratory, any university cannot ensure quality education or research.

Considering the importance of library in higher education and research, the Bureau of Indian Standards came out with Indian Standard: 1553-1960 Code of practice relating to primary elements in the design of library building based on the recommendations of a Committee chaired by Dr.S.R.Ranganathan, who is honoured as the 'Father of Indian Library Science'.

2. Indian Standards

The implementation of a library development plan involves the construction of a new library building, and probably, also the remodelling of the existing library building. The functional design of library buildings, fittings, and furniture ensure efficient service. The experience gained in the design of library buildings and equipment by librarians and architects during the last fifty years in India and in foreign countries were also documented. Based on such experience and the available data, the Library buildings, fittings and furniture sectional committee of the Indian Standards Institution has brought out the following standards which are of considerable value in the planning of library buildings in the Library Development Plan.

2.1 Indian Standard 1553-1960

The IS 1553-1960 Code of Practice Relating to Primary Elements in the Design of Library Buildings prescribes the average size of different types of libraries, the different kinds of rooms required; the basis and method of estimating the dimension of each kind of room, etc.

The following are also prescribed by IS 1553-1960:

- Controls and conveniences
- Basic dimensions for building
- Basic dimensions for furniture

The approximate size of the collection and number of reader's seats to be provided for each of the different types of libraries are furnished in Table-1.

Table-1: Size of collection and Reader's Seats

S. No.	Type of Library	No. of volumes	No. of periodicals for display	No. of Reader's seats
1	National Central Library	2,00,000 to 6,00,000	500 to 2,000	500 to 2,000
2	State Central Library	1,00,000 to 5,00,000	100 to 1,000	500 to 1,500
3	City Central Library	50,000 to 3,00,000	50 to 1,000	100 to 1,000
4	Rural Central Library	50,000 to 3,00,000	Nil	50
5	Branch Library	50,000 to 25,000	20 to 50	50 to 200

As prescribed by IS: 1553-1960, the rooms required for the different library buildings are furnished in Table-2.

Table-2: Rooms required for different kind of library buildings

S. No.	Room	Public Library				
		NCL	SCL	CCL	RCL	BL
1	Stack Room	R	R	R	R	R
2	Catalogue Room	R	R	R	R	R
3	General Reading Room	R	R	R	R	R
4	Periodicals Reading Room	R	R	R	-	-
5	Special Reading Room	R	R	R	-	-
6	Research Cubicles	R	R	R	-	-
7	Group Study Room	R	R	R	-	-
8	Seminar Room	R	R	R	-	-
9	Conference Room	R	R	R	-	-
10	Exhibition Room	R	R	R	R	-
11	Librarian's Room	R	R	R	R	R
12	Deputy Librarian's Room	R	R	R	R	-
13	Technical Staff Room	R	R	R	R	-

14	Administrative Staff Room	R	R	R	R	-
15	Committee Room	R	R	R	R	-
16	Display space at Entrance	R	R	R	R	-
17	Night Watchman's Room	R	R	R	R	R
18	Microfilm Reading Room	R	R	R	-	-
19	Document Reproduction Room	R	R	-	-	-
20	Audio-visual Room	R	R	R	R	-

2.2 Indian Standard 1829 (Part I) 1961

Part-1 of this standard prescribes standards for library furniture and fittings-Timber. The following are the two other Indian Standards relevant to our purpose:

2.3 Indian Standard 1172-1957

This standard prescribes the Code of Basic Requirements for Water supply, drainage and sanitation.

2.4 Indian Standard 1233-1958

This standard provides the recommendations for Modular coordination of dimensions in the building industry.

2.5 Data required for planning the library building

For the design of library building, fittings and furniture, and for estimating the capital expenditure, the following basic data are required about each of the different types of libraries.

- the different departments based on their respective functions;
- the approximate size of the collection – that is the number of volumes and the number of current periodicals for display
- the approximate number of reader's seats to be provided;
- the different types of rooms required;
- the strength of the staff;
- Other general control and conveniences to be provided; and
- Basic dimensions for each of the rooms, fittings, and furniture

3. Standards prescribed by Regulatory Bodies

Besides the BIS, the regulatory bodies of professional education in India also prescribe various norms and standards for library as the role of library in ensuring quality professional education is pivotal. The following are some of the norms and standards are prescribed for library building, reading hall, staff room, etc by the regulatory bodies of professional education in India.

3.1 All India Council for Technical Education (AICTE)

The AICTE has given the specifications for Central Library with Reading Room for any college offering Engineering and Technology degree. The space requirements of AICTE are furnished in Table-3

Table-3

S. No.	Type of Institute	Area required for Library &	Reading Room
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		Reading Room (in Sq. m.)	Seating
1	Engineering College offering Degree (If the intake is 400)	400	15%* of total students (maximum 150)
2	Engineering College offering Degree (If the intake is 420)	600	15% of total students (maximum 150)
3	Polytechnic College offering Diploma	300	15% of total students (maximum 150)
4	Pharmacy College offering Degree / Diploma	150	15% of total students (maximum 150)
5	Architecture / Town Planning Institute	150	15% of total students (maximum 150)
6	Institutes offering Degree/Diploma programmes in Applied Arts & Crafts, Hotel Management & Catering Technology	150	15% of total students (maximum 150)
7	Institutes offering Programmes in Management and MCA	100	15% of total students (maximum 150)

* *If the institute offers PG programme, the reading room seating requirement would be 25% of total students (maximum 100).*

The AICTE also prescribed the number of titles, volumes, national / international journals, e-journals, reading room seating and number of computers for digital library in Table No. 5.3 of its Approval Process Hand Book in page No. 114. The other requirements of Library as per AICTE are furnished below:

- Book titles and volumes required at the time of starting new Institution.
- Yearly increment
- Component for additional division / course
- Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix 10 is essential.
- Journals and Books may also include subjects of Science & Humanities.
- Digital Library facility with multimedia facility is essential.
- Reprographic facility in the library is essential.
- Document scanning facility in the library is essential.
- Document printing facility in the library is essential.

- Library books/non books classification as per standard classification methods is essential.
- Availability of NPTEL facility at the library is essential.
- Computerized indexing with bar coded / RF tagged book handling is desired.

3.2 Medical Council of India (MCI)

The Medical Council of India (MCI) which is the apex body in India regulating medical education prescribes the following as the mandatory requirements for the library of a medical college as per Amendment Notification dated 8th July 2009 of Medical Council Act, 1956 (102 of 1956).

There shall be an air-conditioned Central Library (2,400 Sq.m) with seating arrangement for at least 300 students for reading and having good lighting and ventilation and space for stacking and display of books and journals. There shall be minimum one room for 150 students inside and one room for 150 students outside. It should have not less than 11000 text and reference books. In a new medical college the total number of books should be proportionately divided on yearly basis in five years. The number of journals shall be 100 out of which one-third shall be foreign journals and subscribed on continuous basis. The number of copies of textbooks in each subject of undergraduate teaching shall be ten.

There shall be provision for

- a) Staff reading room for 30 persons;
- b) Rooms for librarian and other staff;
- c) Room for daftaries and book binders;
- d) Microfilm reading room;
- e) Journal room;
- f) Room for copying facilities;
- g) Video and Cassette room (desirable); and
- h) Air-conditioned Computer room with Medlar and Internet facility with minimum of 40 nodes.

There shall be provision for e-library also.

Further, MCI insists that there shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of any one book shall be counted towards computation of the total number of books.

The staff pattern suggested by MCI for the Central Library of a Medical College is as follows:

1. Librarian with a degree in Library Science - 1
2. Deputy Librarian - 1
3. Documentalist - 1
4. Cataloguer - 1
5. Library Assistants - 4
6. Daftaries - 2

7. Peons - 2

3.3 Dental Council of India (DCI)

The Dental Council of India (DCI) insisted the requirements of the library based on the number of admissions to first year BDS. If the intake is 50, the requirements are as follows:

Library: 4500 sq. ft. Building consisting of –

- (a) Reception & waiting
- (b) Property counter
- (c) Issue counter
- (d) Photocopying area
- (e) Reading room to accommodate 50% of total students strength
- (f) Postgraduates & staff room
- (g) Journal room
- (h) Audio – visual room
- (i) Chief librarian room
- (j) Stores and stocking area.

If the intake is 100, the requirements would be as follows:

Library: 8000 sq. ft. Building consisting of :-

- (a) Reception & waiting
- (b) Property counter
- (c) Issue counter
- (d) Photocopying area
- (e) Reading room to accommodate 50% of total students strength
- (f) Postgraduates & staff reading room
- (g) Journal room
- (h) Audio – visual room
- (i) Chief librarian room
- (j) Stores and stocking area.
- (k) E-consortium provision to be provided in the college library connected with the National Medical Library

The number of staff recommended is 1 librarian. There is no mention about the supporting staff.

3.4 Pharmacy Council of India (PCI)

The Pharmacy Council of India which is the apex body for pharmacy education in India has recommended a library with 150 sq. Mts. The minimum norms for the initial stock of books, yearly addition of books and the number of journals to be subscribed are as follows:

S. No.	Item	No. of titles	Minimum volumes
1	Number of books	150	1500 adequate covering of a large number of standard text books and titles in all disciplines of pharmacy.
2	Annual addition of books	-	100 to 150 books per year
3	Periodicals (Hard copies / Online)	-	10 National 5 international periodicals
4	CDs	-	Adequate numbers
5	Internet browsing facility	-	Minimum ten computers
6	Reprographic facilities		Photocopier – 1 Fax – 1 Scanner – 1
7	Library automation and computerized system		

3.4.1 Library Staff

S. No.	Staff	Qualification	Required
1	Librarian	M. Lib.	1
2	Assistant Librarian	D. Lib.	1
3	Library Attender	10 + 2 / PUC	2

3.5 Indian Nursing Council (INC) 3

The Indian Nursing Council (INC) guidelines and minimum requirements to establish a new College of Nursing to offer B.Sc. (Nursing) insists the following requirements for the Library:

- There should be a separate library for the college.
- The size of the library should be of minimum of 2400 sq. Ft.
- It should be easily accessible to the teaching faculty and the students.
- Library should have seating arrangements for at least 60 students for reading and having good lighting and ventilation and space for stocking and displaying of books and journals.
- The library should have at least **3000** books.
- In a new college of Nursing, the total number of books should be proportionately divided on yearly basis in four years.
- At least 10 sets of books in each subject to facilitate for the students to refer the books.
- The number of journals should be 15 out of which one third shall be foreign journals and subscribed on continuous basis.

- There should be sufficient number of cupboards, book shelves and racks with glass doors for proper and safe storage of books, magazines, journals, newspapers and other literature.

In the library, there should be provision for:

- Staff reading room for **10** persons
- Rooms for Librarian and other staff with intercom phone facility
- Video and cassette / CD room (desirable)
- Internet facility

The INC's staff recommendation for Library is as follows:

- | | | | |
|----|--------------------|----|------------------------|
| a) | Librarian | .. | 2 |
| b) | Library Attendants | .. | As per the requirement |

The INC has not recommended for any other para-technical staff like Library Assistants, Cataloguers, etc. Further, the qualification for the post of Librarian has also not been prescribed by the INC.

3.6 Veterinary Council of India (VCI)

The Veterinary Council of India - Minimum Standards of Veterinary Education-Degree Course (B.V.Sc. & AH.) Regulations, 2008 prescribes the following requirements for the library:

Every Veterinary College shall have its own building and land for running various departments with an attached Teaching Veterinary Clinical Complex (TVCC), Instructional Livestock Farm Complex (ILFC), College Library, Central Instrumentation Facility (CIF), a disease investigation unit and post mortem facility at an accessible distance.

There should be a Library with reading room and arrangement for staff and students with adequate seating accommodation. The Library at the College level should be provided with adequate books/journals/periodicals; reprographic and duplication facilities; internet connectivity and manpower (at least one Assistant Librarian with supporting staff) in case the College is located away from the university/centralized library.

3.7 National Council for Teacher Education (NCTE)

The norms and standards prescribed by the National Council for Teacher Education to the colleges offering B.Ed. programme are as follows:

- **Library Space:** There shall be a library-cum-reading room with seating capacity for at least fifty percent students equipped
- **Collection:** Minimum 1000 titles and 3000 books including text and reference books relevant to the course of study, educational encyclopedias, year books, electronic publications (CD-ROMs) and minimum five journals of education and subscription to five others in related disciplines.

- **Collection development:** The library holdings shall be augmented with addition of two hundred titles annually including books and journals published and recommended by NCTE.
- **Technical support staff:** Librarian (one)

Qualifications: Bachelor's degree in library and information science (with fifty five percent marks)

Remuneration; The supporting staff shall be paid as per the UGC/State Government / Central Government pay scales structure.

- The library shall have photocopying facility and computer with Internet facility for the use of faculty and students.
- Except in the case of textbooks and reference books, there shall not more than three multiple copies of each titles.

4. Library Space Requirements and Regulatory Bodies

It is clearly understood that none of the regulatory bodies of professional education in India has suggested the Indian Standards such as IS: 1892 (Part-I) – 1978 Specifications for Library Furniture and Fittings: Timber; IS: 1892 (Part-II) – 1977 Specifications for Library Furniture and Fittings: Steel; IS: 1172-1971 Code of Basic Requirements for Water Supply, Drainage and Sanitation; IS: 3312-1974 Steel Shelving Cabinets; IS: 4116-1976 Wooden Shelving Cabinets, etc. Further, ISO standard such as ISO/TR 11219:2012 which specifies data for the planning of library buildings and provides guidance on the selection of technical building equipment for the different functional areas of libraries and applicable to all types of libraries in all countries, but especially to academic and public libraries has also not been recommended by the regulatory bodies of professional education in India.

5. Conclusion

It is well known that the advent of the computer and internet has had its impact on Libraries. The major functions of a library *viz.*, acquisition, technical processing, circulation, serials control are now being automated to some extent. This necessarily has implications on the performance standards already developed. This calls for a re-examination of the existing standards and requirements for library building, furniture, etc. With the changing environment or role of libraries, due to the advances taken place in information and communication technologies, the standards should have to be critically revisited and revised guidelines need to be drawn.

It is suggested that the regulatory bodies of higher education and professional education in India such as UGC and other bodies should look into the existing standards and guidelines with regard to the libraries and appoint a committee with LIS professionals to revisit the same and also to recommend the revised guidelines in the light of latest ICT developments taken place in the field of library and information science. These guidelines should be made as mandatory requirements for the newly established organizations for accreditation. Then only, quality library and information services can be assured to the students, research scholars, faculty and other stakeholders of any educational institute.

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