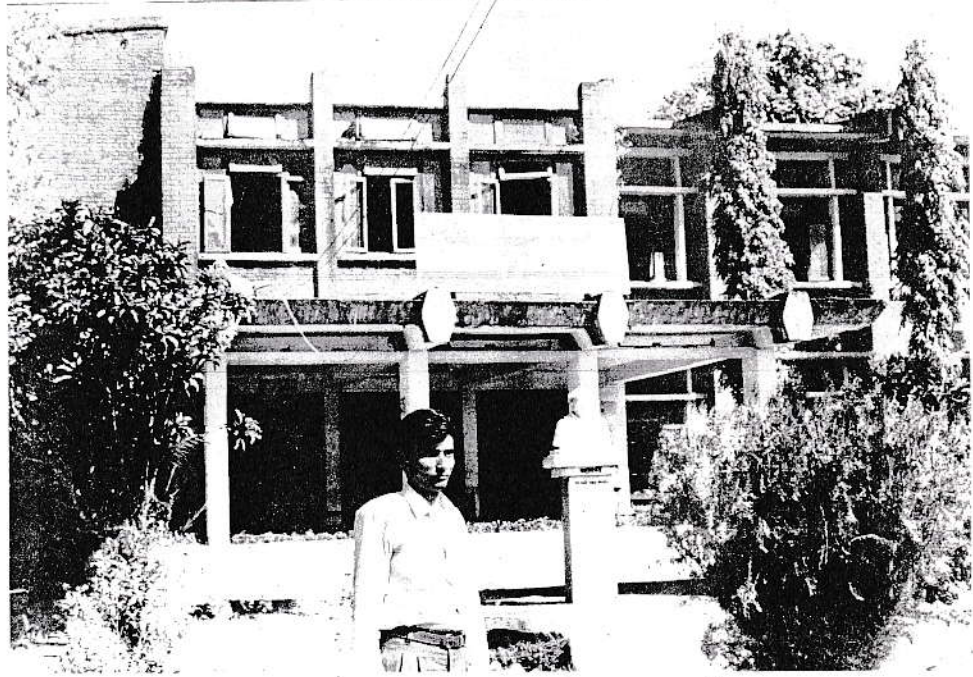


वीरेन्द्र क्याम्पस पुस्तकालय

चरङपुर, चितवन

**A CASE STUDY OF BIRENDRA MULTIPLE
CAMPUS (BMC) LIBRARY
CHITWAN**



**A Project work submitted to the Tribhuvan University
Department of Library Science
in partial fulfillment of the requirement for the Bachelor Degree
in Library Science**



By

MAHENDRA PRASAD ADHIKARI

**Tribhuvan University
Department of Library Science
Faculty of Humanities and Social Sciences
Kirtipur, Kathmandu**

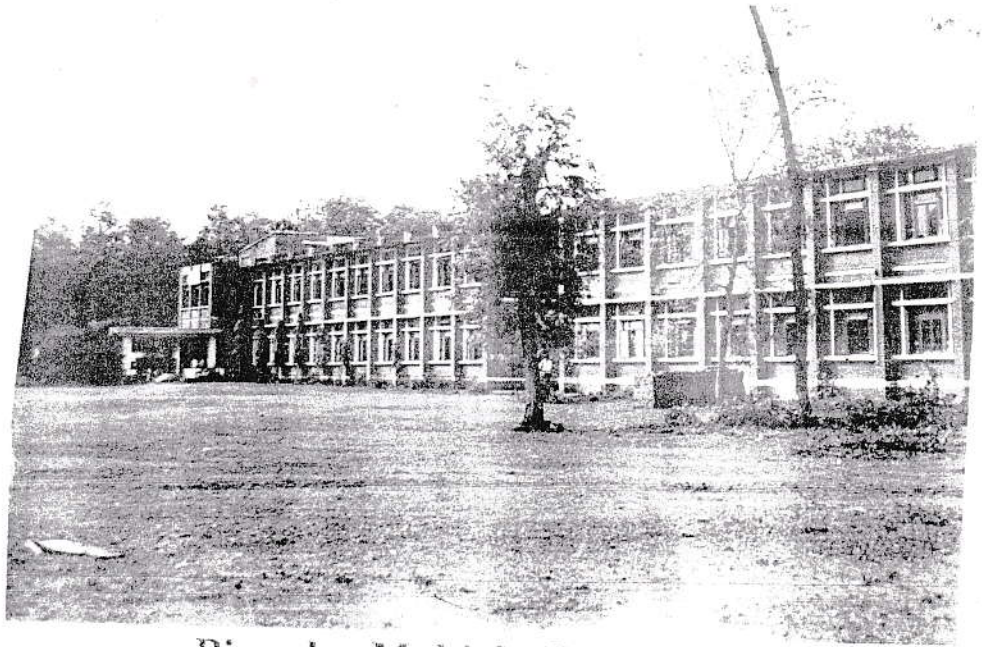
Nepal

1999

(2056)

वीरेन्द्र क्याम्पस पुस्तकालय

चरङपुर, चितवन



Birendra Multiple Campus



Birendra Multiple Campus

वीरेन्द्र क्याम्पस पुस्तकालय

धरमपुर, चित्तवन

Quotation

" Research was born out of man's Problems "

- Carter V. Good and Douglas E. Scates

Born' Malviya Campus

Library

Acc. No.

57

T

Date

2056-12-8

Lib.

Shikari



TRIBHUVAN UNIVERSITY
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Date.....

RECOMMENDATION LETTER

This Project works entitled "A CASE STUDY OF BIRENDRA MULTIPLE CAMPUS (BMC) LIBRARY" is submitted by Mr. Mahendra Prasad Adhikari for partial fulfillment of the requirement for the Degree of Bachelor of Library Science under my guidance and supervision, Mahendra has put his best efforts to make this work a detailed and critical study. I hope this type of analytical study will be a supportive source of information to reflect prevalent situations of the BMC Library. I recommend this project work for acceptance and evaluation.

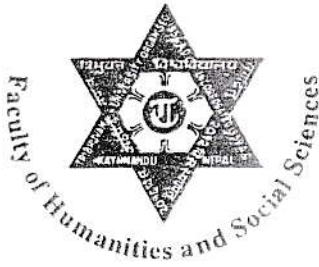
Leela Dahal

Mrs. Leela Dahal

Lecturer

Department of Library Science

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Nepal.

Ref. No.....

Date.....

APPROVAL LETTER

The Project Work entitled "A CASE STUDY OF BIRENDRA MULTIPLE CAMPUS (BMC) LIBRARY" presented by Mr. Mahendra Prasad Adhikari has been accepted for partial fulfillment of the requirement for Bachelor Degree of Library Science.

Mr. Madhusudan Karki
Head
Department of Library Science

ACKNOWLEDGMENT

This Project work is a part of the Second Paper, under the title for which I was assigned to submit "A CASE STUDY OF BIRENDRA MULTIPLE CAMPUS LIBRARY."

I am grateful to my respectable teachers Mr. MADHUSUDAN KARKI, Head of the department of library science.

I would like to express my gratitude to teacher Mrs. LEELA DAHAL, who encouraged me and provided her genuine help through out the course and during the preparation of this work and Mr. KRISHNA M. BHANDARI, Chief Librarian of Central Library Mr. RUDRA PRASAD DULAL, Mrs. NIRMALA SHRESTHA and Mr. Mohan Pradhan who kindly offered me warm affection during the course. I would also like to thank all the staff of this library, who helped me in every purpose.

My special thank goes to Mrs. INDIRA GHIMIRE, Chief Librarian, of BMC library for her valuable cooperation during my study period. And also Dr. SURYA M. ADHIKARY, Mr. ISHWOR K. PIYA retired chief librarian of BMC, who provided me informations during the preparation of this work.

Similarly, I would like to thank to my family and Mr. GOVINDA R. ADHIKARI whose boundless love, heartily supporting and constant inspiration made this study successful.

Finally, I would like to thank my colleagues and Mr. Lal Bahadur Chouhan who helped and shared their experiences during the preparation of the work.

Thanks.

MAHENDRA P. ADHIKARI

DEDICATED

TO MY DARLING

BIMALA ADHIKARI

Preface

The fullform of BMC Library is Birendra Multiple Campus Library. It is a academic Library which was established in 2023 B. S. The main function of this library is to promote the teaching and learning activities of BMC's teachers and students. The main objective of this library is to help to meet the goal of Birendra Multiple Campus.

This study is mainly grouped in two parts: the first part of the study highlights the introduction, objectives and functions of BMC. The objective, scope, significance of the study and review of literature are also in this part.

The second part of the study focusses on the activities of the library including the introduction of BMC Library, financial resources, collection of reading materials, users needs and services, methodology of finding informations. The conclusion and recommendation are also included in this part.

Perhaps, this is the first case study being made on BMC Library. It is hope that this study will help the interested party to get a brief information about the BMC Library and also provide information about strengths and weakness of the library.

-MAHENDRA P. ADHIKARI

Catalogue of Project:

Shelf Card

027.70722

Ad42c

Adhikari, Mahendra Prasad

A case study of BMC Library/Mahendra Prasad
Adhikari. - Kathmandu: Department of Library
Science, T. U., 1999.

Acc No.

xiv,40p.: ill; 30cm.

Includes bibliography with appendix

Dissertation(B. Lib. Sc.) - Tribhuvan University.

1. Academic Libraries. 2. Academic Libraries-
case studies. I. Title.



Main Entry

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Subject Added Entry-1

027.70722

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ACADEMIC LIBRARIES

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Subject Added Entry-2

ACADEMIC LIBRARIES-CASE STUDY

027.70722

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LIST OF ABBREVIATION TERM

A.C.C.	Assistant Campus Chief
A.M.	Middle night to 12 O' Clock in the day
B.A.	Bachelor Level
Bib.	Bibliography
Blib. Sc.	Bachelor Degree in Library Science
BMC	Birendra Multiple Campus
B.S.	Bikram Sambat
B.SC.	Bachelor Degree in Science
C.A.Cutter	Charles Ammi Cutter
CAS	Current Awareness Services
CC	Colon Classification
CCC	Classified Catalogue Code
CD-ROM	Compact Disc Read-only memory
CL	Central Library
DDC	Dewey Decimal Classification
Dec.	December
Feb.	February
GIS	Geographic Information System
I.A.	Intermediate of Arts
ICIMOD	International Center for Integrated Mountain Development
Ill.	Illustrated
ISIS	Integrated Set up Information Service
ISBN	International Standard book number
Jan.	January
M.A.	Master Degree in Arts
MARC	Machine Readable Catalogue
Nov.	November
PCL	Proficiency Certificate Level
P.M.	Middle day to Middle Night
SDI	Information Selective Dessimination
S.L.C.	School Living Certificate
TU	Tribhuvan University
TUCL	Tribhuvan University Central Library

Chapter - 1

1. Introduction

1.1 Background of the Study:

The term 'Library' is used for collection of books and other information materials which have been kept for reading, study and consultation. A Library is an organization which provides information to its users, i.e., to the community it serves, to meet their needs and help to solve their problems. Information may be printed and non printed, or recorded in the form of books, periodicals, pamphlets and audio-visual materials, magnetic tapes, photos, etc. The collected documents then have to be organized, stored and made available to users at the time of need. It acquires the materials, their organization preparation of catalogues and other location tools to make the various sources of informations and collections available to the clientele.

There are several type of libraries, one of which is the academic library. An academic library is a library in a University, University college, and other institutions of higher learning. It has three branches, such as, school library college library, university library and research library, here, BMC library plays an important role to the students/teachers requirements. The users of the library are students, teachers and administrative staffs. This library plays a vital role to meet the objectives of this campus. So this study is going to know about MBC Library, its collections on text books, reference books and periodicals and other supportive documents. Reference section, Binding section and Acquisition process is nominal. A library is an information centre and circulation section and reference section plays vital role for the students and teachers.

In the beginning 2022 B. S. when college was established there were 14 students admitted in BMC but now in total 3,537 students are studying.

At present in BMC the library users: Students, Teachers and Administrative Staffs.

The Campus has Library building and has the following sections under the Library.

- Nepal Collection
- Circulation Section
- Reference Section
- Acquisition Process
- Periodical Section
- Text book Section
- Stack Room
- Studying Room
- Binding Section
- Property Counter

Now the library has 23,278 books, periodicals and other reading materials. There are limited number of news papers, to support reference services and materials of the library .

1.2. Statements of Problem:

The Library of BMC was established in 2023 B.S Now 23,278 books/ documents have been collected in the library. Most of them are related in science and arts faculty and are the English and Nepali languages. And few books are available also for other faculties in the library.

There is only one professional librarian. So far rectification has not been done yet since the establishment of the library. But only stock verification has been done trying in the year 2052 and 2054 B.S. but not been successful.

The library has not been subscribing any foreign journals systematically because of no regular budget for periodicals. Few journals are available. There is no provision to collect the journals. It is academic library and has membership of students, teachers

and administrative staffs. This library applies close access system. But in close access system users can not retrieve their documents without the help of the library staff. Documents have not been catalogued classified in the library in scientific way. So in the context of this case study the above mentioned facts are taken as the problems of users. So this case study will help to the concerned body to improve the library condition for best utilization of the available documents and informations.

1.3 Objectives of the study:

Following objectives are designed for this case study.

- a. To find out the over all management of the Birendra Multiple Campus Library.
- b. To find out the source of information for the students and teachers.
- c. To access the facilities provided by the library to the users.
- d. To suggest necessary improvements for collection development.
- e. To apply Classification and Cataloguing system for systematic arrangement of documents to help for information retrieval.

1.4 Limitation of the study:

Every study should be bounded in certain time situation. This study is based on following limitations

- a. It is limited on the Birendra Multiple Campus Library.
- b. This study covers the data up to date of Ashwin, 2056 since its establishment.
- c. The research is partially based on the questionnaires, which were circulated amongst those students studying in the 2nd year M.A. Economics. Only 40 copies (18.87%) of questions were circulated amongst the students out of (212) students studying in the second year.

1.5. Importance of the study:

- a. This study will help to know the facilities provided by the library to its clientele
- b. This study will help to find out the overall management structure of Birendra Multiple Campus Library.
- c. This study will help to find out the problem facing by the library and to reduce its difficulties, and
- d. To give information about collection development.

1.6 Definition of Term:

1. LIBRARY

The term used for collection of books and other library material which have been kept for reading, study and consultation.

2. ACADEMIC LIBRARY

Those of universities, university, college and all other institutions forming part of or associated with institutions of the higher education. It has three parts, school, college, university/research.

3. COLLEGE LIBRARY:

It is a building or a series of rooms containing a collection of books and other materials which have been acquired and prepared for the use of student, teachers, faculty and other.

4. LIBRARY MATERIALS:

Books, periodicals, pamphlets, reports, dissertation microfilms, maps, gramophone, tapes, and all other audio-visual records.

5. LIBRARY SERVICES:

The facilities provided by a library for the use of library materials and dissemination of information.

6. **DOCUMENTATION:**
Reprography, abstracting, indexing, e-mail, Internet, machine readable catalogue(MARC), computer, book reviews, CAS, SDI, CDS/ISIS, bibliography and other
7. **LIBRARY INSTRUCTION:**
Teaching readers how to use the library and its material.
8. **CLIENTELE:**
Refers to the borrowers and users of a library as a whole.
9. **CATALOGUE:**
A list of books, maps, or other items arranged in some definite order. It records, describes and indexes the resources of a collection a library or a group of libraries.
10. **ACCESSION BOOK OR REGISTER:**
The chief records of the books added to a library. Books are numbered progressive as they are added to stock and entered in the register. It may be in card or book form.
11. **AUDIO/ VISUAL MATERIALS:**
Non book materials such as gramophone records tapes, slides, transparencies, filmstrips which require apparatus to render them useable.
12. **BIOGRAPHY:**
Biography is one of the most popular fields of study, providing information, inspiration and entertainment about person.
13. **BIBLIOGRAPHY:**
Bibliography is considered "as the technique of systematically producing descriptive lists of written or published records (especially books and similar)" and is defined "such as a list so produced" and is supposed to give sufficient detail to fulfill its aim.
14. **FINE:**
A charge made for retaining a book longer than the time allowed.

Chapter-2

REVIEW OF LITERATURE:

Case study is a method of study in depth rather than breadth. The case study places more emphasis on the full analysis of limited number of events or conditions and their inter relationship.¹

In general college is regarded as an institution of higher learning which usually offers three or four year course after school leading to Bachelor's degree. Some of the larger colleges also offers courses leading to masters degree.²

The five laws of library science has very wisely and deeply covered the significance of the users covering it in his second, third and fourth laws of library science. According to him we have to give importance to the users in right time.³

Reference has discussed about the users in many angles. His focus goes mainly on the users of the academic libraries. His categorization between the users and non users have clearly defined and emphasized about what, why and how ascertaining about library users need.⁴

The bulletin "Bibek" provides information about BMC such as introduction of BMC added faculty and historical back ground is written in Nepali language.⁵

Library administration theory and practice has discuss about in the college libraries functions, services, building, furniture, acquisition process, library committee and others.⁶

¹ Kothari, C.R. Research methodology methods and techniques new Delhi; 1995. p-140

² Krishan Kumar: library manual new Delhi: Vikas publishing house, p 30

³ Ranganathan, S.R.: Five laws of library science.- 2nd ed. New Delhi: 1988.

⁴ Krishan Kumar: Reference service.- 5th ed.- New Delhi: 1996

⁵ Bibek.- Nepal teacher association unit of BMC no. 4, 2054

⁶ Mittle, R.L Library administration theory and practice.- New Delhi.- Metropolitan book co., 1990.

Chapter - 3

3. BACKGROUND INFORMATION OF THE PROJECT WORK

3.1 Introduction of Birendra Multiple Campus (BMC):

Nepal is a developing country which is situated between the two great countries, India and China. Before 2018 B.S. Nepal was divided in to 35 districts. It was divided in to 14 zones and 75 districts in first of Baishak 2018 B. S. In 2029, it was further divided in to four development regions and Seti and Mahakali Zones were separated as the fifth development region in 2037 B. S. respectively. Presently, Nepal is divided in to 14 Zones, 75 districts, one metropolitan city, four sub-metropolitan cities, 53 municipalities and 3913 village development committees respectively. The Chitwan districts lies in middle development region Narayani zone. Birendra Multiple Campus was established in middle region of Nepal. BMC lies on Bharatpur Municipality ward no 10 and near above the Narayangarh Bazar. Its area is round by the wall. It is government campus in Chitwan district . This Campus is constituent campus of T. U. This Campus was established in 2022-01-15 B.S. In that campus, founder Principle was Ram Kumar Jivan Mitra (2022-01 to 2022-08-08) In the first, Campus name was Birendra Inter College and studied in intermediate of Arts. In 2030 B. S., college name was change in Birendra Campus When accepted by the T. U.

In the beginning, there were 14 students were admitted and eleven students appeared in final examination and among these nine students had passed. But now there are 3,537 students studying. In the beginning, there were only three staff with principle, such as, principle, office assistant and peon. But now there are 193 Teachers and 70 Administrative staffs. There is a separate Library building.

Name of the various Campus Chiefs since 2022 to date:

1. Founder Campus Chief: Ram Kumar Jivan Mitra (2022-01-15 to 2022-8-8) J

2. Ananda Dev Bhatta (2022-10-28 to 2030-04-01) ✓
3. Jhulendra Man Pradhan (2030-4-1 to) ✓
4. Devi Lal Shrestha (2031 to 2035) ✓
5. Bhagawan Ratna Tuladaha ✓
6. Rudra Prasad Upadhaya ✓
7. Dr. Surya Mani Adhikari (2043-08-15 to 2047-08-15) ✓
8. Dr. Tirtha Raj Khaniya (2047-8-16 to 2048-09-20) ✓
9. Chandra Bilas Adhikari (2048-09-20 to 2050-12-01) ✓
10. Dr. Bhriгу Nath Singh (2050-12-01 to 2054-10-30) ✓
11. Bishnu Prasad Sharma Sapkota 2054-12 ✓
12. Bishnu Parsad Poudel (Bhushan) (2055-08-4 to 7) ✓

The building are separate for faculties of science and Humanities and social science. Now, building are separate for faculties of humanities and social science of master degree. Campus Programme has been running in shift wise as follows:

In morning Shift, Day Shift and Evening Shift.

Now Bishnu Prasad Poudel (Bhushan) is the Campus Chief of this Campus. This campus follows rules and regulation formation by the T. U.

Assistant Campus Chief are:

1. Ishori Raj Laudari
2. Daya Ram Poudel
3. Mohan Singh Raout
4. Ramesh Babu Dhakal
5. Arun Kumar Shresth

In this campus operate two faculties these are:

1. **Humanities:**
 - Proficiency certificate level
 - Bachelor Level
 - Master Level of Economics
 - Master level of Nepali
2. **Science:**
 - Proficiency Certificate level
 - Bachelor level

3.2 Introduction of Birendra Multiple Campus Library:

It is an academic Library. It's former name was Ghanashyam Bahadur Shingh Library. This Library was established in 2023 B. S. In the beginning library was started in a room. In that time Mr. Ishwor K. Piya was the first Library staff. Initial collection was near about 750 and furniture were small in size. At that time Mr. Ananada Dev Bhatta was the Campus chief. In 2028 B. S. it's name was changed to Birendra College Library. In 2045 B. S. the BMC Library building was constructed. At that time library collection was 11,982 (in accession). Ishwor K. Piya was the assistant Librarian (Chief Librarian) and Dr. Surya Mani Adkhkari was the Campus Chief. Library building construction cost Rs. 7,02,908/-.

BMC Library is collecting documents through purchase and gift. It is running in its own separate building.

Table No. 1 Campuses Budget and Library Budget

S. No.	Year	Total	Library Budget
1	2052/053	3796000/-	65,000/-
2	2053/054	7911500/-	80,000/-
3	2054/055	8436000/-	85,000/-
4	2055/056	8794289/-	64,400/-
5	2056/057	81143600/-	63,000/-

Source: BMC

Table No. 2 Collection development of the Library (2051 to 2055)

S. No.	Year	Collection		Total
		Gift	Purchases	
1	2051	51	990	1041
2	2052	35	799	834
3	2053	20	1214	1234
4	2054	146	1077	1223
5	2055	301	948	1249

Source: BMC Library

3.2.1 Objectives of BMC Library:

BMC Library is devoted to support and facilitate the teachers, students and administrative staffs. The objectives are:

1. To operate as a dynamic instruments of higher education.
2. To furnish a learning environment appropriate for reading.
3. To serve the teaching and learning of the campuses.
4. To teach skills needed for the use of the library.
5. To provide informations services.

The collection of books and periodicals are mostly concerned to the following disciplines.

1. Institution of Science and Technology:
 - a. Botany
 - b. Physics
 - c. Chemistry
 - d. Mathematics
 - e. Statistics
 - f. Zoology
2. Faculties of Humanities and Social Sciences:
 - a. Economics
 - b. Political Science
 - c. Culture
 - d. English
 - e. Geography
 - f. History
 - g. Nepali
 - h. Journalism
 - i. Mathematics.

3.2.2 Location:

It has seperate building. Now it is in first floor. It is placed in proper place, near from the front side of the campus building. It lies on Bharatpur Municipality ward no 10 and near above the Narayangarh Bazar in Chitwan district.

3.2.3 Library Building:

The BMC Library is being run in its own building. Now it is in first floor, provision of light and water is well, it is placed in proper place, near from the front

3.2.1 Objectives of BMC Library:

BMC Library is devoted to support and facilitate the teachers, students and administrative staffs. The objectives are:

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 - b. Political Science
 - c. Culture
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side of the campus building. Forty students can study once a time with ventilation windows covered the iron net and also separate ventilation on it. Fifteen windows, seven door, seven room, three study room, Hall/Periodical hall is one and three separate ventilation are also.

Table No. 3 Present situation of Library building and furnitures

S. No.	Items	Numbers
1	Office Table	6
2	Office Chair with hand	7
3	Office chair with hand, steel	4
4	Working Table	1
5	Reading Table	10
6	Reading Chair	44
7	Standing table for news paper	5
8	Study Carrel	8
9	Property Shelf	1
10	Close steel rack, one side	10
11	Close rack, both side	8
12	Open steel rack, both side	13
13	Open rack, one side	9
14	Fan	12
15	Open rack both side	2
16	Tubelight	15
17	Bulb	24
18	Room 20×18 fit	4
19	Hall 30×30 fit	1
20	Corner Triangular	3
21	Office Toilet	1

Source: Observation.

3.2.4 Library rules and Regulations:

According to the nature and purpose of the parent body, the library development committee has been made rules and regulations like wise, the other campuses of T. U. The BMC library provides services to the students, teachers and administrative staffs respectively.

According to the current rule of the campus the student can borrow tow books one at a time. Teachers and administrative staffs can borrow 15 and three respectively. Due date for students is (14 days) Fourteen days for teachers and administrative staff time bound is unlimit of issued. fine system and other penalties for disobeying the library rule is limited in papers only till now. Fine is only nominal for students, that is ten paisa per day and if the book lost by the users they would be penalty for payment or replacement by double charge for the cost of books. In reference book of fine perday Rs. one.

3.2.5 Library Personnel:

There are eight staffs working in the library but almost of all are in lower post. M^{rs}. Indira Ghimire as an Assistant Librarian is looking the library.

1.	Asst. Librarian	1	2.	Asst. Administrator	1
3.	Head Assistant	1	4.	Book-cheker	2
5.	Book Binder	1	6.	Peon	2

3.2.6 Library Finance:

The financial resources of the library is the over due fine, membership charge and yearly allocated budget by the T. U. and others. Although, the BMC has nineteen bighas land in Chitwan Bharatpur ward no. 10. But now to the library total budget given by the University is only Rs. 64,000/-.

3.2.7 Library Hour:

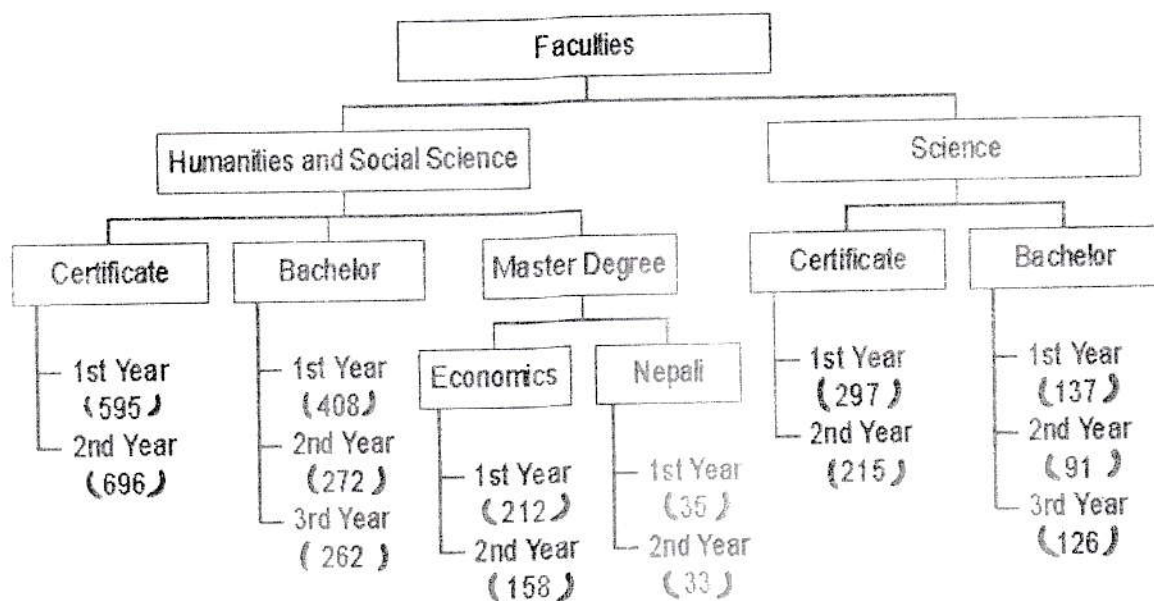
The library opens generally at 10.00 am. to 5.00 pm. February/ March to October/November and from 10.00 am to 4.00 p.m. during November/December to January/February. But that campus has been running in shift wise such as morning shift, day shift and evening shift. So, there opening time is 6.00 a.m. to 8.00 p. m. only for during the class run.

3.2.8 Users of the Library:

It is a collect library under the academic library, all the students, teachers and staff are the users of the library. Total users are near about 3800 such as:

a. Number of Students(2055/2056)

Figure No. 1



Source: BMC

b. No of administrative staffs

- Top level (Officer) - 7
- Middle level (Table worker) - 32
- Lower level (Peon level) - 31

c. No of Teachers

-	Reader	-	7
-	Lecturer	-	59
-	Asst. Lecturer	-	20
-	Lower than asst. lecturer	-	26
-	Contact	-	30
-	Partial	-	50

3.2.9 Library Committee:

The Library committee consists of 9 seats which are:

Chair Prson (Campus Chief)	-	1
Member from Teachers Association	-	1
Member from Administrative Staffs Union	-	1
Member from Student Union	-	1
Member from Teachers nominated by campus chief	-	4
Member Secretary (Library Chief)	-	1

3.2.10 Lending Procedure:

Generally, Library opened for the students teachers and staff of the BMC Library. Local people are also allowed to use library under the supervision of library staff. One borrowing card is provided for each student facilitating him/her to borrow two books at a time lending books are issued fro tow weeks to students. The borrowing card also use for Text book and reference books. Over night facility for Text book is provide only to the Teacher.

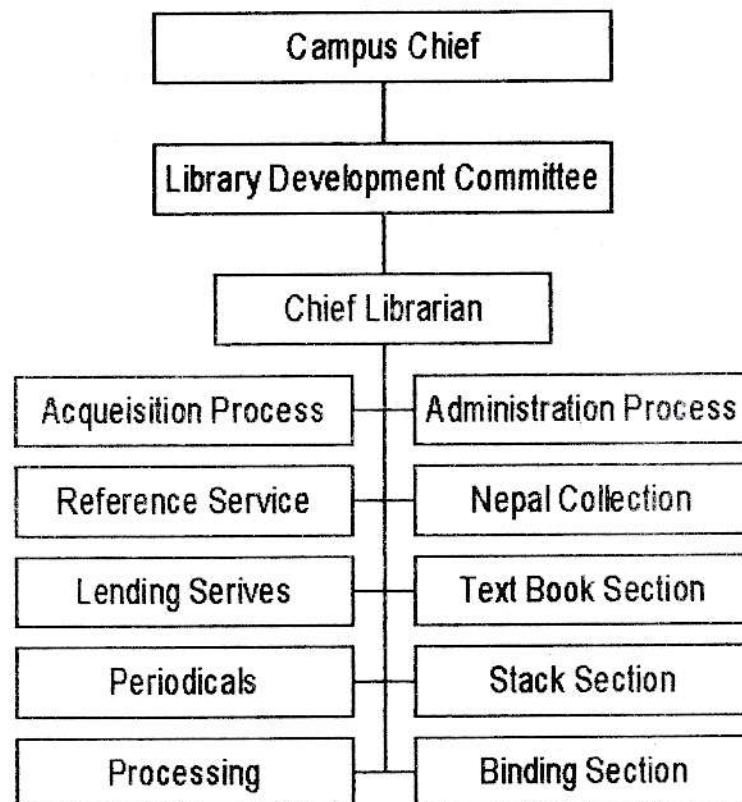
The circulation section of BMC Library does following functions:

1. Circulation section provides membership of Library.
2. It renews the membership when the date of membership is expired.
3. Circulation section charge the overdue fine from those user who does not returned the book on due date.

4. Circulation section does function of book charging and discharging.
5. It manages the reservation of books.
6. Circulation Section charges penalties for lost or damaged books from readers.
7. It maintains the circulation records. The circulation records contains the book issue record, overdues record, records. These records to prepare comparative statement of Library.

3.2.11 Library Organization Chart:

Figure No. 2



Source: BMC Library.

3.3 Library Management:

Management in any institution plays a vital role to achieve the goals of the institution. Library management is also essential in Library to manage it systematically to serve the clientle and make the effective use of Library. The Library system is divided into following section for managerial aspects to achieve the objective and make the system alike.

3.3.1 Circulation Counter:

The circulation counter is placed near to the entrance. The circulation section is the heart of the library because through it the user can get various kinds of information about the library service and users can inquire about their needs. ~~In circulation counter there are their needs.~~ In circulation counter there are three staffs. They provided information which is required by the students.



3.3.2 Acquisition Process:

"The best reading from the largest number at the least cost" -Melvil Dewey. Library has developed collections such as books, documents, few no of Journals, Periodical and other magazine through purchase and gift. It has received 21,308 books

through purchase and 1,970 books and documents from gift. The library has subscribed different varieties of magazine, newspaper, periodicals and journals.

<u>S. No.</u>	<u>News Papers</u>	<u>Frequency</u>
1.	Gorkha Partra	Daily
2.	The Rising Nepal	Daily
3.	Kantipur	Daily
4.	The Kathmandu Post	Daily
5.	Himal	Bi-Monthly
6.	International forum	Monthly
7.	Bimochan	Monthly
8.	Madupark	"
9.	Carima	"
10.	Bigyan Pragati (Hindi)	"
11.	Science Reporter	"
12.	Wisdom	"
13.	Desantar	Weekly
14.	Sunday Dispatch	"
15.	Chalfal	"
16.	Mahima	"
17.	Prakash	"
18.	Janavabana	"
19.	Drristee	"
20.	Janadesh	"
21.	Ghatna Ra Bichar	"
22.	Astha	"
23.	Budhabar	"
24.	Samakalin	"
25.	Tarun	"
26.	Bimarsha	"
27.	Suryadaya	"
28.	Weekly Kantipur	"
29.	Weekly Janasatta	"

Book acquisition is a major function of Technical service unit. It also purchases current periodicals which is relevant to the institution. To purchase documents it gives first priority to those documents which are recommended by the subject department and students. If the documents are not available locally then the library subscribes through the national or international book publishers when the book acquired by the library first of all books are registered in the accession registered systematically.

3.3.3 Book Binding Section:

Library has also a Book Binding Section. One professional Book Binder was appointed for book binding function. But now since five years books are usually binds in contact other professional of binders who is the out of this campus.

3.3.4 Reference Section:

Dr. S. R. Ranganathan has devided reference service in two categories:

1. Ready reference service; and
2. Long range reference service

Definition of reference service:

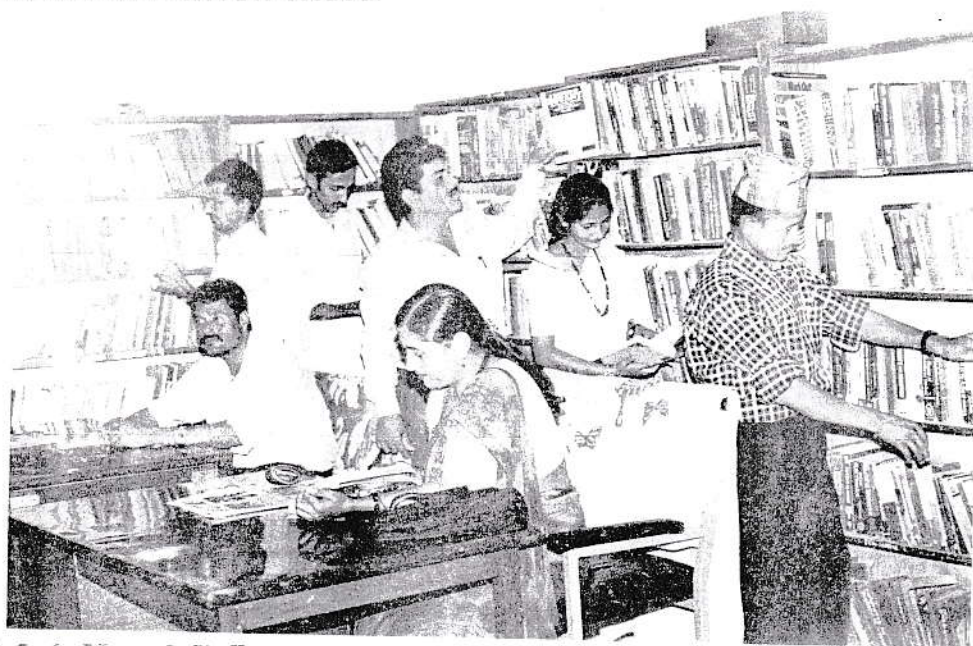
1. "Process of establishing contact between the right reader and the right books at the right time and in the right personal ways." (1st definition of S. R. Ranganathan)
2. Personal service to each reader in helping him to find the documents answering his interest at the moment pinpointedly, exhaustively and expeditiously. (2nd definition of S. R. Ranganathan)

The main objectives of reference section is "Save the time of the user" (4th. law of Library Science.)

The library has a small collection of reference materials. This includes number of dictionaries, Bibliographies, Directories, encyclopedias, hand book, manual, statistical year Book, World Bank Report, World Development Report, General Knowledge, Biography, Almanac Year Book and other reference materials. It is only for reference purpose. Generally the users are not allowed to borrow the reference materials.

3.3.5 Text Book Section:

The Library has a small collection of only Text book. One copy for every text are included on text book section. These books are arranged subjects wise. There are two staffs. In this room one side is Text Book, another side is Nepal Collection. Those are reference not for issued.



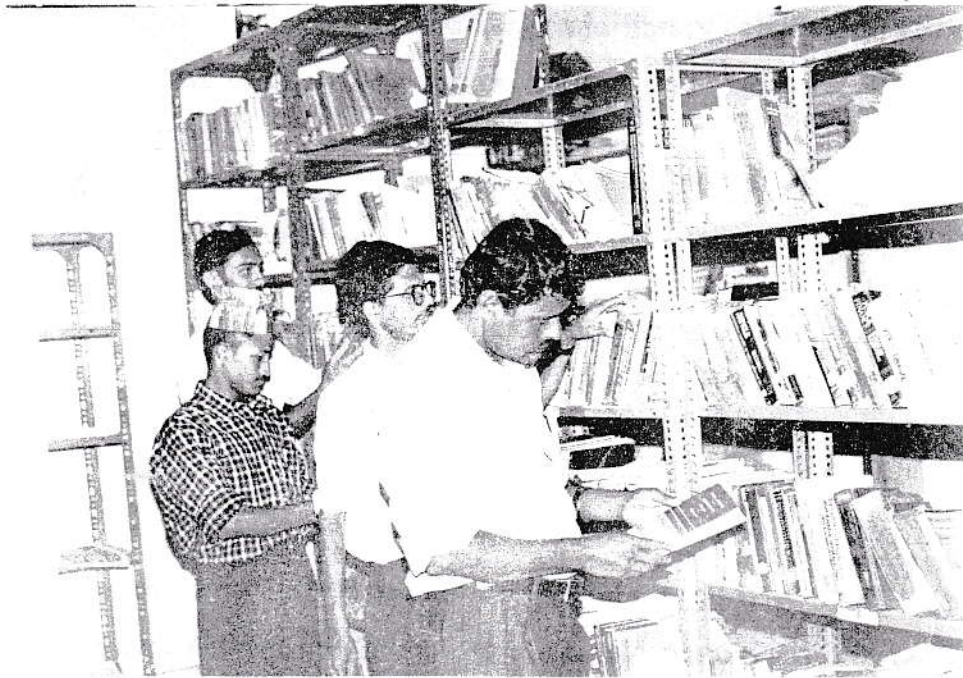
3.3.6 Nepal Collection:

BMC Library has the provision of Nepal Collection. The book which is written about Nepal these types of book are collection near about no of one thousand and one hundred fifty. The materials of Nepal Collection are in close stack. These books are not for issue.



3.3.7 Stack Section:

The Library has also Stack Section. Most of the collections of stacks are text type books and subject reference books. These are issued for home use only, and borrowed by the users. It has close relation with circulation because all of the books are issued from the circulation desk.



Chapter - 4

METHODOLOGY:

4.1 Population:

It is college library under the academic library, all the students, teachers and administrative staffs are the user of the library. Total user are about 3,800 and are mentioned below.

Students	=	3537
Teachers	=	193
Staffs	=	70
<hr/>		
Total	=	3800

4.2 Sampling:

Among the total number of library user out of 212 M. A. 2nd year students of Economics which makes fifteen percent of sample population had been taken for the purpose of the study.

4.3 Research Instruments:

The sources used to collect the information are called research instruments. The questionnaire is applied as the main tool of the study. In addition to the field survey, the following instruments are used during the study period.

- A. Calculator
- B. Computer, Floppy disk and printer
- C. Other Stationaries

4.4 Data Collection Procedure:

Various steps of methodology have been followed to get the reasonable information about the BMC Library. The steps are taken as under:

1. The study is based on literature review and primary and secondary source of Information.
2. The fifteen percent sample population of the library user (M. A. 2nd year Economics) had been taken for the purpose of the library.
3. For data collection techniques are following:
 - A. Questionnaire
 - B. Observation
 - C. Analysis of Library Records

A. A questionnaire having 22 questions were distributed to 40 individuals which were the students of M. A. 2nd year of Economics. This number respondent about 19% of student of M. A. 2nd. year Economics and 1.13% of the total campus student. Out of the 40 questionnaire distributed, 31 were duly filled and returned and nine not responded. Those are presented in Pie Chart/Bar Diagram/Table.

B. Observation:

The study area was observed personally in various visits and different observation were made to verify the response made by the respondents in questionnaire.

4.5 Analysis of Data:

The collected data are analyzed showing both in actual number and in percentage and also tabulated and presented in Pie Chart/Bar diagram/table. The analysis of data is presented in Chapter - 5.

Chapter -5

5. PRESENTATION AND INTERPRETATION OF FINDINGS:

The findings made through users survey by means of questionnaire is presented in the following paragraphs. (All together 40 users of M. A. Economics 2nd year among 212 students and out of 3800 users (1.05%) were surveyed). Thirty one (31) users returned questionnaire in time. Among the 31 users, 24 (77.41) were male users and 7 (22.58%) were female users.

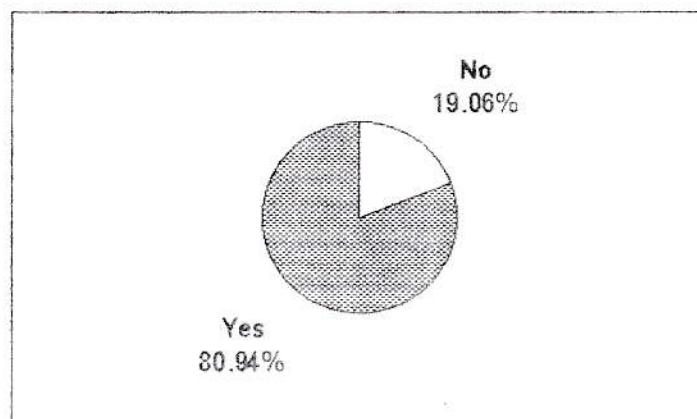
These mentioned data are related to personal data of surveyed users and it was kept in question No. 1 Other questionnaires are related to the objective of Library, Library use, Collection development, Library Services, users need and Library improvement. In this papers 22 questions are asked. In Library use block 4 questions, library collection and development 6 questions, library services 2 questions, users need 4 questions and library improvement 5 question had been asked.

The analysis of finding from these questions as follows:

2. Are your familiar with the objectives of BMC Library as follow such as:
- a) educational b) informational
 - c) Cultural d) Leisure e) Recreational

In answer to this question, 31 users 100% answered that they were familiar with the objectives of BMC library as yes, 25 users (80.94%) and non familiar or no, 6 users 19.35%

Figure No. 3 Status of familiar with the objectives of BMC Library.



Source: Survey

3. Library use:

A. How often do you visit the BMC library?

In answered to this question, all the user answered that they visit the library daily 5 users(16.12%), weekly, 9 users (29.03%) monthly, 10 users (32.25%) other days, 1 user 3.22% and 6 users(19.35%) never visit out of 31 user of BMC library.

Table No. 4 Visiting status in the BMC Library

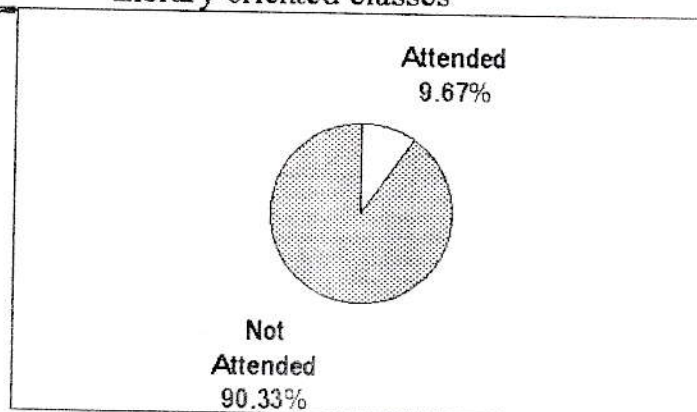
S. N.	Description	Total	Percent
I	Daily visit	5	16.12%
II	Weekly	9	29.03%
III	Monthly	10	32.25%
IV	Other days	1	3.22%
V	Never	6%	19.35%
	Total	31	100%

Source: Survey

3.B Have you ever attended library oriented readers advisory classes?

In answer of this question, all the user answered that they have attended library oriented/ readers advisory classes or yes, 3 users(9.67%), and No, 28 users (90.32%)

Figure No. 4 Library oriented classes



Source: Survey

3.C Do you think this type of class is helpful for information from BMC library?

In answer of this question, all the user answered that yes, 20 users (64.51%) and No 11 users (35.48%).

3.D How do you get your required document information from the library?

In this question, 25 users answered out of 31 user that by catalogue, 6 users (24%) and 19 users (76%) by staffs.

Table No. 5 Information retrieving system

S. N.	Description	Total	Percent
I	by catalogue	6	24%
II	by staff	19	76%
III	by browsing	-	-
IV	other	-	-
	Total	25	100%

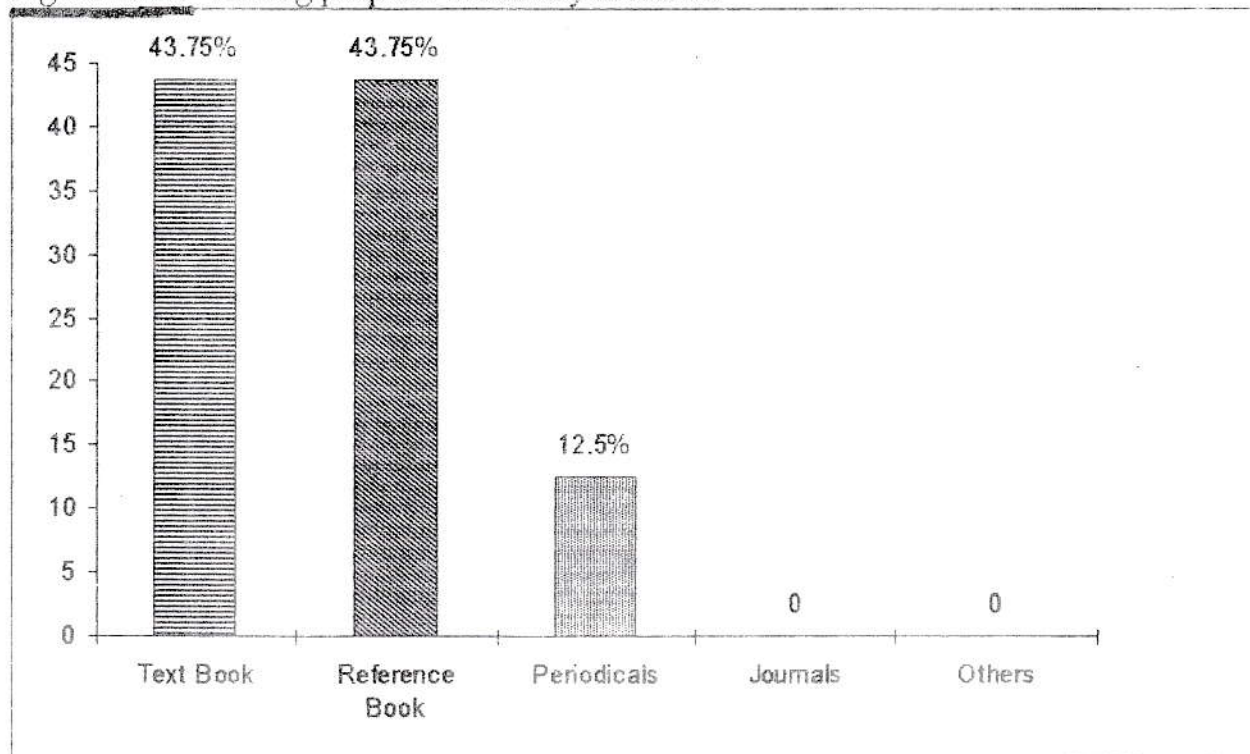
Source: Survey

4. Library development:

4.A Your visit to the library mainly for

In this question; answered as follows:43.75% users visit to the library mainly for text book . 43.75% users visit to the library mainly for reference book. 12.5% users visit to the library mainly for periodicals. See also bar diagram

Figure No. 5 Visiting purpose of Library materials



Source: Survey

4.B What type of materials are plenty in the library?

In this question, answered as follows:

5 (16.67%) materials are text books. 11 (36.67%) materials are reference books
6 (20%) materials are periodicals. 1 (3.33%) Journal. 7 (23.33) materials are
general books.

Table No. 6 Collection of Library Materials

S. N.	Description	Total	Percent
I	Text book	5	16.67%
II	Reference book	11	36.67%
III	subject book	6	20%
IV	Journals	1	3.33%
V	General book	7	23.33%
	Total	30	100

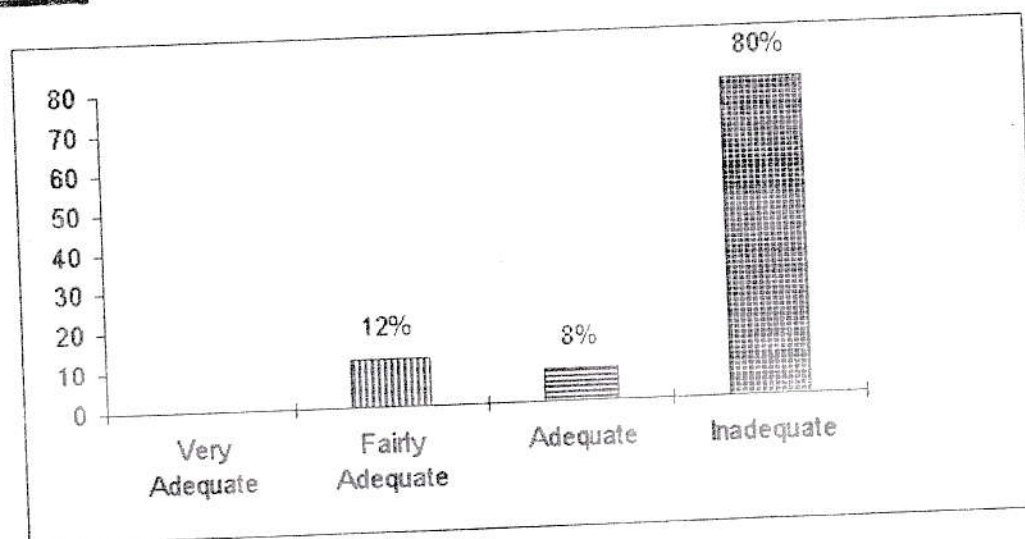
Source: Survey

4.C. Do you feel the growth rate of the library collection is.

In this question, answered as follows:

3 (12%) users feel fairly adequate. 2 (8%) users feel adequate. 20 (80%) users
feel in adequate.

Figure No. 6 Feeling of collection development



Source: Survey.

4.D Which of the following language, the library has large collection of reading materials in

In this question, answered as follows:

2 (7.7%) reading materials are in Hindi. 7 (26.92%) reading materials are in Nepali. 17 (65.38%) reading materials are in English

Table No. 7 Materials in different languages

S. N.	Description	Total	Percent
I	Hindi	2	7.7%
II	Nepali	7	26.92%
III	English	17	65.38%
	Total	26	100

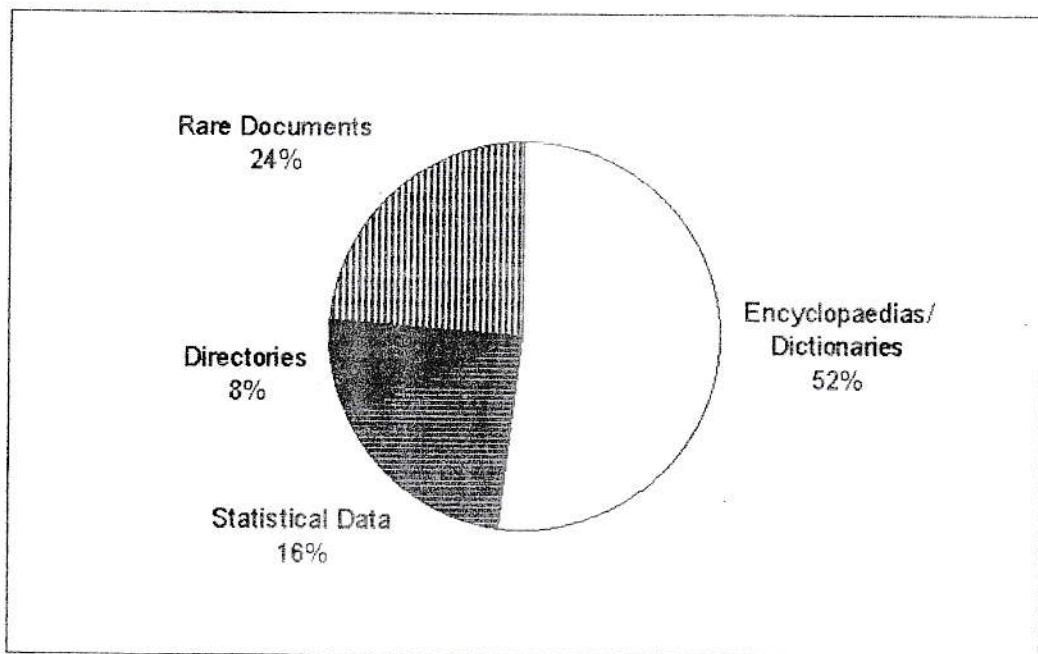
Source: Survey.

4.E. What type of documents are plenty in reference section?

In this question, answered as follows:

13 (52%) documents are encyclopedias/ dictionaries. 4 (16%) documents are statistical data. 2 (8%) documents are directories. 6 (24%) documents are rare documents.

Figure No. 7 Collection of reference materials.



Source: Survey.

4.F Do you know about Nepal collection?

In this question, answered as follows:

13 (54.17%) users know about Nepali collection. 11 (45.83%) users do not know about Nepal collection.

5.A Does the library display of the following on:

a. New Books Jacket

In this question,

5(0.84%) user answered 'yes' 19(79.16%) user answered 'No'

b. Different Journal

In this question,

7(30.43%) user answered 'Yes' 16(69.43%) user answered 'No'

c. Different type of periodicals

In this question,

14(58.34%) users answered 'Yes' 10(41.66%) users answered 'No'

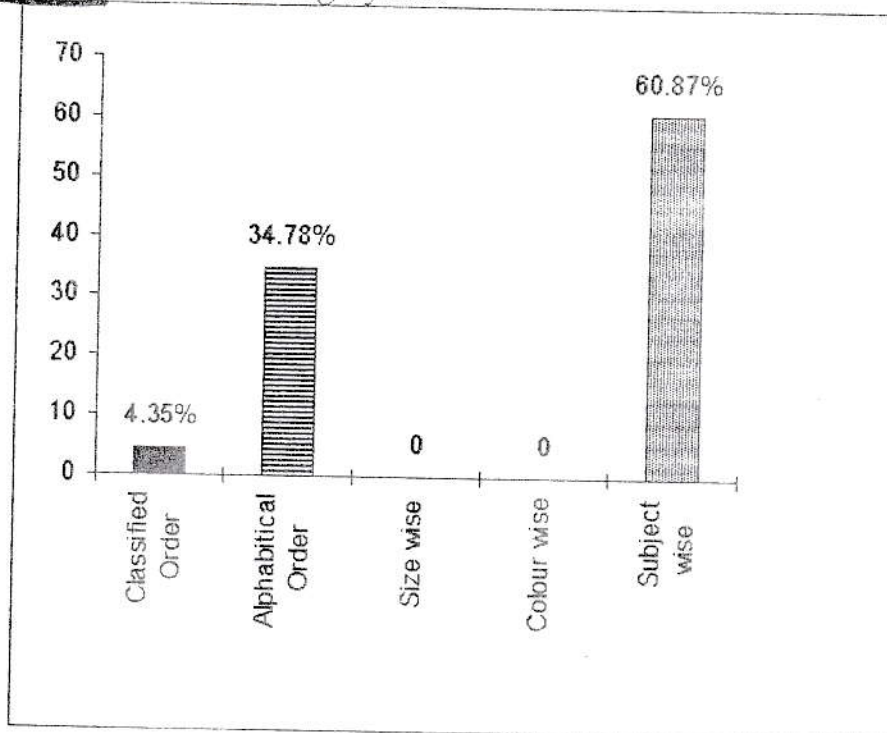
5.B Which of the following system you use to retrieve the required documents? In this question, answered as follows:

1(4.35%) user use classified order to retrieve the required documents.

8(34.78%) user use alphabetical order to retrieve the required documents.

14(60.87%) user use subject wise to retrieve the required documents.

Figure No. 8 Shelving System



Source: Survey

6. Users Need:

- A. Do you feel the need of the following type of documentation and information services in the library? such as, a) E-mail b) Internet c) Machine readable catalogue(MARC) d) Reprographic e) Abstracting/ indexing f) Book reviews

In this question;

15(78.95%) users answered 'yes' 4(21.05%) users answered 'No'

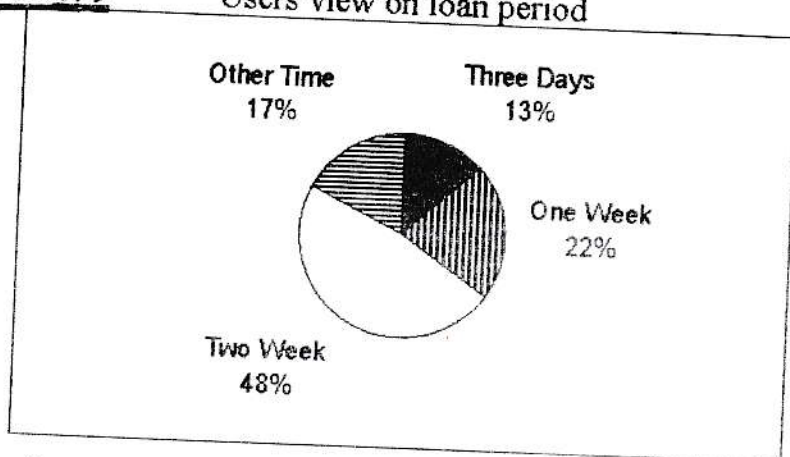
- B. What should be the loan period (issued duration) for books?

In this question, answered as follows:

3(13.04%) users select three days the loan period for books. 5(21.73%) users select one week the Loan period for books. 11(47.83%) users select Two week the Loan period for books. 4(17.4%) users select others time the Loan period for books.

Figure No. 9

Users view on loan period



Source: Survey.

- 6.C. Is the present opening hours (6.00 a.m. to 8.00p.m.) suitable to you?

In this question,

17(68%) users answered 'yes' 8(32%) users answered 'No'

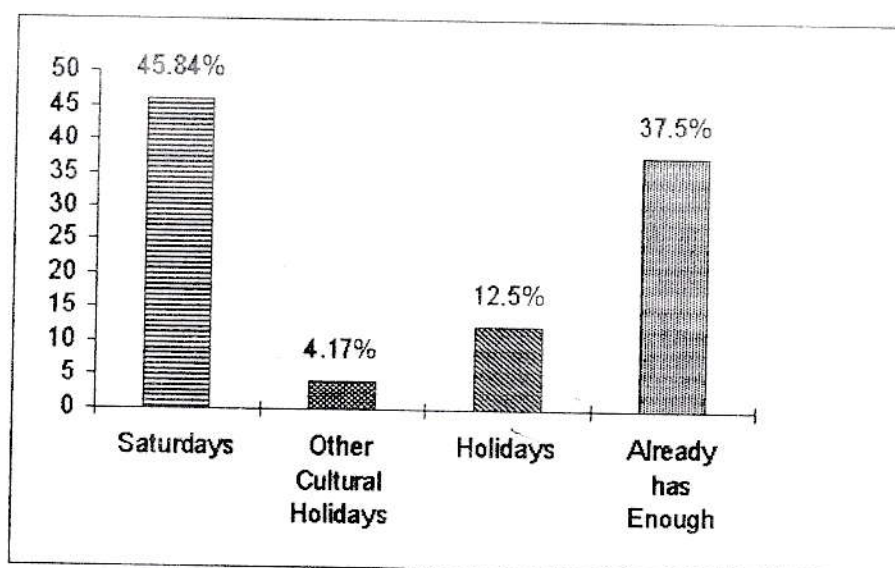
- 6.D. Do you want library to be opened on

In this question, answered as follows:

11(45.84%) users want Library to be opened on Saturday. 1(12.5%) users want Library to be opened on holidays. 9(37.5%) users answered that already has enough for opening time.

Figure No 10

View of Library opening day.



Source: Survey.

7. For Library improvement:

Please tick your suggestions for the further development t of this library.

A. On management

In this question,

5(12.82%) user suggestions for the further development on manpower.
 10(25.64%) user suggestions for the further development on environment control
 22(56.41%) user suggestions for the further development of this Library on duty full
 of the staff. 2(5.13%) user suggestion on staff facilities

Table No 8

Suggestions for good library management.

S. N.	Description	Total	Percent
I.	Manpower	5	12.82
II.	Environment control	10	25.64
III.	Duty full of the staff	22	56.41
IV.	Staff facilities	2	5.13
	Total	39	100

Source: Survey.

B. On Library services:

In this question,

13(33.34%) user suggestion for improvement on circulation, reservation of books. 13(33.34%) user suggestion on Reference service. 5(12.82%) user suggestion on informational books, Journals and periodicals. (15.38%) user suggestion on documentation service. 1(2.56%) user suggestion on Library Loan. 1(2.56%) user suggestion on overnight.

Table No. 9 Suggestion for improvement on Library Services.

S. N.	Description	Total	Percent
I.	On circulation, reservation of books	13	33.34
II	Reference services	13	33.34
III	Display of informational documents	5	12.82
IV	Documentation service	6	15.38
V	Library Loan Service	1	2.56
VI	Over night	1	2.56
	Total	39	100

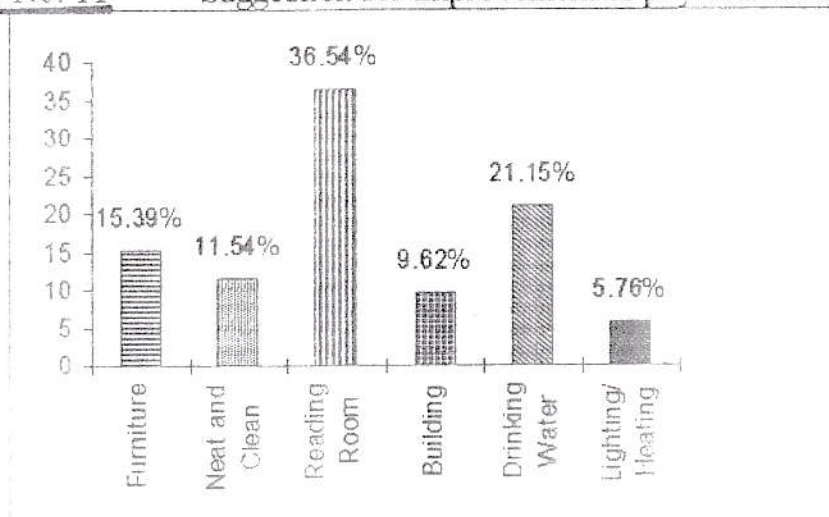
Source: Survey.

7.C. On Physical facilities

In this question,

8(15.39%) user suggestion for development on furniture. 6(11.54%) user suggestion on neat and clean. 19(36.54%) user suggestion on Reading room. 5(9.62%) user suggestion on Building. 11(21.15%) user suggestion on drinking water 3(5.76%) user suggestion on lighting/heating.

Figure No. 11 Suggestion for improvement of physical facilities.

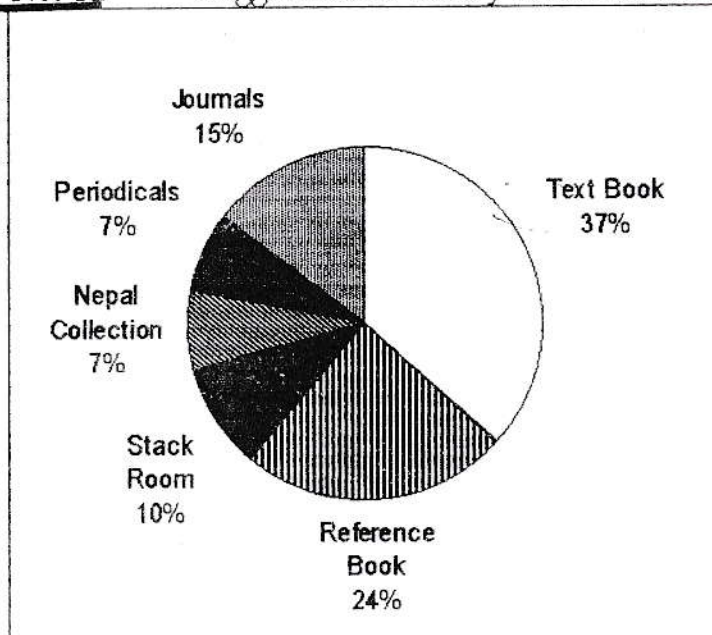


Source: Survey

7. D. On collection of growth: In this question,

15(36.59%) user suggestion for he further development of this library on text books. 10(24.4%) user suggestion for improvement on reference books. (9.76%) user suggestion for important on stack room. 3((7.31%) user suggestion of Nepal collection 3(7.31%) user suggestion on periodical. 6(14.63) user suggestion on Journals.

Figure No. 12 Suggestion for library materials development.



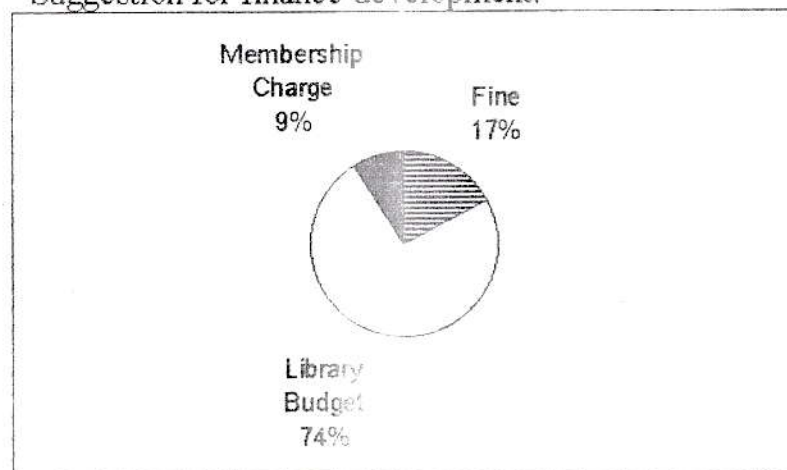
Source: Survey

7.E. On budget increase:

In this question,

4(17.39%) user suggestion increase on fine. 17(73.91%) user suggestion increase on library budget. 2(8.7%) user suggestion increase on membership charge.

Figure No. 13 Suggestion for finance development.



Source: Survey

Chapter - 6

SUMMARY, CONCLUSION AND RECOMMENDATION

SUMMARY:

This study carried out the present condition of BMC library. This report has tried to mention various aspects of library service, library collection and users need. In this study, recommendation has been made regarding weakness in the library, such as, function, service and collection, its usefulness to users and its help to them their learning and teaching activities. Questionnaire was designed and distributed among the users requesting them to put their view. Analysis of the data acquired through questionnaire has been made in the analysis part of this report. More over interview with library staff was also taken in the relevant topic. This study targeted to focus on the following objectives.

1. To find out the ratio of visitors in the library.
2. To know the growth rate of collection of reading materials.
3. To find out the users need and problem on library services.
4. To find out the weakness of the library management.
5. To know the fields of improvement for the library development.
6. To know whether the said objectives of BMC Library are satisfactorily fulfilled or not.

CONCLUSION:

The main motto of the BMC Library is to serve the Campus family, mainly students, teachers and administrative staffs. Even though the Campus Library is near about 35 years old, but the working system is not scientific. Different type of Library service are not available in this library. Although there is a library development committee, Library rules and regulations seemed to be limited in paper only. Library management for service and collection development is not so good. This is the college

library and also includes master level, but journals are not available. On physical facilities, present building and furniture are insufficient, drinking water is not available. The library building is going to be damaged. So it seems essential to repair and to keep it neat and clean. The large number of due books are not returned. This library has been following close access system. But in close access system users can not retrieve their documents without help of the library staff. This shows the weakness of Library for development.

This Library, before two years was removing old periodicals. Rectification work has not been done yet since the establishment of the library, but only stack verification has been done trying in 2052 and 2054 but not success. Because there is no support by the administrative body. There is only one trainer or professional librarian and others have not been nominated for training.

RECOMMENDATION:

This case study attempts to make necessary recommendations for the future development and improvement of the library. So that the library will be developed or will be able to provide better services for its users. If the drawbacks and limitations are improved, then the library will be able to fulfill its own objectives or able to fulfill the pinpointed, exhaustive and expeditious information needs of users.

The main areas for improvement are found as follows:

1. The documents acquired in the library should be catalogued and classified as soon as possible, so that these documents would be used by users without delaying on open access system.
2. Library should be managed to attend to the user on library orientation/readers advisory classes for instruction about library.
3. The acquisition process should be scientific for the collection of books/documents without pressure of administrative body.

4. The library should be located about different type of section, on different shelves and should be displayed on reading and informational materials.
5. Library rules and regulation's should be followed strictly.
6. Short-term training should be given to the junior level personnel.
7. Stock verification and rectification should be done at least with in three years.
8. Due books should returned.
9. Journals and periodicals should be collected not for sale.
10. The total budget should be increase.
11. The administrative body should be supported for the development.
12. Library personnel should be fixed and not timely change.
13. In furniture, reading room and drinking water should be improved.
14. The Librarian should be done strictly the environment controlled and watched to the staffs on his duty.

Appendix-1

Questionnaires

Please tick the possible answer.

1. PERSONAL DATA:

Name Qualification

Sex: (i) Male (ii) Female

2. Are you familiar with the objectives of BMC library as follows.
Such as (a) educational (b) informational (c) cultural (d) leisure
(e) Recreational

(i) Yes (ii) No

3. LIBRARY USE:

- A. How often do you visit the BMC library ?

(i) Daily (ii) Weekly (iii) Monthly

(iv) Other days (v) Never

- B. Have you ever attended library orientation/readers advisory classes ?

(i) Yes (ii) No

- C. Do you think this type of class is helpful for information from BMC library ?

(i) Yes (ii) No

- D. How do you get your required document/information from the library?

(i) by catalogue (ii) by staff (iii) by browsing

(iv) Other please mention

4. LIBRARY COLLECTION DEVELOPMENT:

- A. your visit to the library mainly for

(i) Text book (ii) Reference book (iii) Periodicals

(iv) Journals (v) Other please specify

- B. What type of materials are plenty in the library ?

(i) Text book (ii) Reference book (iii) Subject book

(iv) Journal (v) General book (vi) Periodical

- C. Do you feel the growth rate of the library collection is

(i) Very adequate (ii) Fairly adequate (iii) adequate

(iv) inadequate

D. Which of the following language, the library has large collection of reading materials in

- (i) Hindi
- (ii) Nepali
- (iii) English

E. What type of documents are plenty in reference section ?

- (i) Encyclopaedias/Dictionary
- (ii) Statistical data
- (iii) Directories
- (iv) Bibliography
- (v) Biography
- (vi) Rare documents

F. Do you know about Nepal collection ?

- (i) Yes
- (ii) No

5. LIBRARY SERVICES:

A. Does the library display of the following on:

a. New Books Jacket

- (i) Yes
- (ii) No

b. Different Journal

- (i) Yes
- (ii) No

c. Different type of periodicals

- (i) Yes
- (ii) No

E. Which of the following system you use to retrieve the required documents ?

- (i) Classified order
- (ii) alphabetical order
- (iii) Size wise
- (iv) Colour wise
- (v) Subject wise

6. USERS NEED:

A. Do you feel the need of the following types of documentation and information services in the library, such as,

- (a) E-mail
- (b) Internet
- (c) Machine readable catalogue (MARC)
- (d) Reprographic
- (e) Abstracting/Indexing
- (f) Book reviews

- (i) Yes
- (ii) No

B. What should be the loan period (issued duration) for books ?

- (i) Three days
- (ii) One week
- (iii) Two week
- (iv) Others

C. Is the present opening hours (6.00 AM to 8.00 PM) suitable to you ?

- (i) Yes
- (ii) No

D. Do you want library to be opened on

- (i) Saturdays (ii) Other cultural holidays
(iii) Holidays (iv) Already has enough

7. **FOR LIBRARY IMPROVEMENT:**

Please tick your suggestions for the further development of this library.

A. On Management:

- (i) Manpower (ii) Environment control
(iii) Duty full of the staff (iv) Staff facilities

B. On library services :

- (i) On circulation, reservation of books (ii) Reference
(iii) Display of informational books, Journal and periodical
(iv) Documentation (v) Library loan (vi) Over night

C. On physical facilities:

- (i) Furniture (ii) Neat and clean
(iii) Reading room (iv) Building
(v) Drinking water (vi) Lighting/heating

D. On collection of growth:

- (i) Text books (ii) Reference
(iii) Stack Room (iv) Nepal Collection
(v) Periodical (vi) Journal

E. On budget increase:

- (i) On fine (ii) On library budget
(iii) On membership charge

--Thank you very much for your cooperation--

Appendix- 2

BIO-DATA

Name : ADHIKARI, MAHENDRA PRASAD
Sex : Male
Date of Birth : 9th. Kartik, 2024 B.S.
Place of Birth : Risti-3, Tanahun, Gandaki Zone.
Fathers Name : Hiramani Adhikari
Nationality : Nepali.
Marital Status : Married
Address(Permanent) : Risti-3, Tanahun, Gandaki Zone.
Current Address : Birendra Multiple Campus, Phone 056-20253.

Academic Qualification:

S. No.	Institute	Degree	Year	Div.	Board/University
1.	Shree Managla Ma. Vi. Sotipasal, Lamjung.	S. L. C.	2043	II	S. L. C. Board
2.	BMC, Bharatpur, Chitwan	I. A.	2047	III	T.U., Nepal.
3.	Private	B. A.	2054	III	T. U., Nepal.
4.	Tribhuvan University	B. Lib. Sc.			

Appendix - 3

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धरमपुर, चितवन

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