ORGANIZATION AND MANAGEMENT AND USE OF MAP LIBRARIES IN NORTHERN INDIA: A STUDY

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Abstract: Without map, 'world of books' is not complete. To make a special place in the 'world of books' maps must be there in books. Like brain is the instructor of the body parts similarly map is also a major instructor for a library since it shows us the correct direction or path. So the understanding the importance of the map in the library, map must be given a special place by good organization and management for the library users. This paper presents a deep insight on the "**Organization and Management and Use of Map Libraries in Northern India".** The study conducted over the 20 important map libraries of the northern India. This paper mainly focuses on the various findings during the study and also suggested the solutions.

Keywords Map, Map Library, Classification, Cataloguing, Preservation and Conservation

1.0 Introduction

The Scope of this study is only focused on the map libraries of northern India. I was only going to focus on non-book material and printed material: Specially organization and management of map libraries of northern India. I have visited the various universities of seven state of northern India. These states are Delhi, Punjab, Haryana, Jammu and Kashmir, Uttarakhand and Uttar Pradesh. India is a very vast country and it is not possible to study all the universities in short span of time, so I limited my scope of study to the main 20 map libraries of northern India mentioned in the Table 1. All the libraries that i have visited are the famous map libraries in the country. After observing about the map libraries of those universities, I found that map has been led to a new era of communications and information sharing. Maps helped publishers and scholars to disseminate information much more quickly than was previously possible initially. Maps were seen by many as a passing fad. Many of the library professionals considered them problematic and inappropriate for library collections since they presented problems in terms of acquisitions, subscriptions cataloguing and archiving. I have noticed that the conditions of the map libraries are pathetic. Even the most of the universities does not have the separate libraries for the map collection. Maps are the very important part of our routine life. Various difficult data can be easily readable and under stable with the help of maps. But in the context of the northern India, map libraries are not getting much importance. They are being neglected and avoided by the institutions which will put the future of map libraries in the danger. There is essential need and requirement that there should be effective solutions of the problems that are library professional are facing while managing map libraries, somehow in this paper I tried to outline various problem that I noticed during my study and also suggested their solutions therefore the overall condition of the map libraries can be improved.

S.No	Name of Library	Name of Parent Institution
1.	National Archive India	National Archive of India, New Delhi
2.	Circle Library, ASOI	Archeological Survey of India, New Delhi
3.	Circle Library, ASOI	Archeological Survey of India Chandigarh
4.	Circle Library, ASOI	Archeological Survey of India, Agra
5.	Circle Library, ASOI	Archeological Survey of India, Dehradun
6.	Library, SOI	Survey of India, New Delhi
7.	JNU Library	JNU, New Delhi

8.	Map Library, CSRD	JNU , New Delhi
9.	Jakir Husain Library	Jamia Milia Islamia, New Delhi
10.	Central Library DU	Delhi University, New Delhi
11.	Maulana Azad Library	Muslim Aligarh University (MAU), U.P
12.	Sayaji Rao Gayakwad Lib.	BHU, Varanasi, UP
13.	Central Library	Allahabad University, UP
14.	Bhai Gurudas Library	Guru Nanak Dev University, Amritsar
15.	A.C. Joshi Library	Punjab University, Chandigarh (PU)
16.	M.S. Randhawa Library	Panjab Agriculture university, Ludhiana
17.	Vivekananda Library	Maharshi Dayanand University, Rohtak
18.	JLN Library	Kurukshetra University, Kurukshetra
19.	Departmental Library	Hemawatinandan Bahuguna, Garwal University, Srinagar ,Uttaranchal
20.	University Library	Kumaun University, Nanital

Table No 1: List of map libraries that are studied during the research @ 2012

This study would play an important role in the existence of the map libraries in northern India. This study will give positive impact in improvement, development and maintenance of the map libraries, which are not established properly till now in northern India. I have taken various suggestions from the librarians of the different universities for the development of the map libraries, maximum use of map libraries or other suggestions of these wish for the fruitful development of the map libraries in India. I have compared the map libraries concept of the foreign universities and the factor in which we have to work for development of such libraries in India and also National Archeological Survey of India libraries have the sufficient collection and data of the map atlas etc. There is no information from any map library that any of the library professional has attended a seminar or organized a conference for pure development of map libraries. Map collection available in these libraries has been consulted and qualitative information about the librarians and users and facilities provided to the users have been obtained through a structured questionnaire and data has been analysis.

2.0 Motivation & Objective of the Study:
The following are the motivation and objective of our study:

   a) To know the organization and management of map.
   b) To study of Map with reference of the Map Libraries of Northern India.
   c) To identify the need and importance of various types of map libraries in the modern library services.
   d) To identified magnitude of Map in the modern library services.
   e) Social economic and psychological impact on the users of map.
   f) To determine and examine the use of map in the map libraries of northern India.
   g) To find out the problems related to use of map by a suitable methodology.

3.0 Findings of the Study:
The main findings based on research conducted over 20 map libraries are as follows:

   a) Collection of study materials and its development in the twenty libraries under investigations are quite satisfactory**.** The most important part in a map library is the   number of available maps, the data reveals. The trend of the data reveals that 25% libraries have less than 100 maps, 25% libraries have 101 to 500 maps, 20% libraries have 501 to less than 2000 maps, 10% libraries have 5001 to 10,000 maps and only 10% libraries have more than 1, 00,000 maps that is National Archeological Survey of India & Survey of India. These libraries acquired the material according to the requirement of the users.
   b) As far as acquisition policy is concerned, the data indicate that only 25% (5) map libraries use cartographic format during acquisition rest of the 75% (15) map libraries not use cartographic format during acquisition.
   c) Organization and management of map is a difficult task because these materials have their own intricacies and advantages. They need different type of handling therefore one cannot recognize it as we organize books.
   d)

e) As far as adequacy of material is concerned, library cannot satisfy all users' needs but the conclusion of the analysis is that the collection is satisfactory in all the libraries. Most of the users are satisfied with the collection.

f) Information technology and computer based system are now dominating and revolutionizing libraries with their versatility, compact multimedia storage, electronic viewing, instantaneous transfer and inexpensive duplication. Map is good media for carrying the vital information. Electronic libraries expand the horizon of information gathering, increase perception, processing comprehension and understanding of information by users through the compactly, concisely, less ambiguously and directly stored information. It has been found from the analysis and study that the computer system has important in map collection in this era.

g) As far as increase in the member of map is concerned, it is a continuous process. In all these libraries numbers of maps are increasing significantly.

h) All these libraries under study are acquiring different forms of maps according to the need and demands of the users of their respective libraries.

i) Library working hours for map collection are not separate, only in Muslim Aligarh University (MAU) it is being followed.

j) Budget constraints of these libraries vary at very large scale. Budget is the most important part of any institution especially libraries. I observed that mostly libraries like Jakir Husain, Jamia Milia, JNU, Panjab University etc. don't have separate budget for the map libraries. Data Analysis indicates that only 35% (7) libraries have separate budget for the map department, rest of the 65% (13) libraries have budget for the map department in common with general library.

k) These libraries have in adequate physical facilities especially in map section, but it has been found from the data analysis that only 20% (4) libraries are fully equipped and having all the equipments. data analysis indicates that 40% (8) map libraries are having less than 100 seats whereas 20 % (4) libraries having between 100 to 500 seats and 30% (6) libraries having between 500 to 1000 seats, only 10% (2) libraries are there with more than 1000 seating capacity that is Archeological Survey of India (ASOI).

l) Map library services will depend upon the types of library collection. Map collection constitutes the most of the part of the library collection in all 20 libraries. Data analysis indicates that 65% (13) map libraries have computer readable database, online searching, and online cataloguing facilities.70% (14) map libraries have OPAC facility, only 25% (5) map libraries have GIS facility, 55% (11) map libraries provides e-Map facility, bibliographic services on demand service and audio/visual services , 70% (14) map libraries have reprography service, indexing will be provided by the 60% (12) map libraries, abstracting will be provided by the 50% (10) map libraries, inter library loan will only be provided by the 35% (7) map libraries.

m) As far as photocopying services is concerned. 70% libraries are providing photocopying services.

n)   The attitude of the especially map library staff matter a lot in the functioning and use of the library. The behavioral of the staff is very good in all the libraries. They are quite helpful and graceful.

o) The attitude of the especially map classification the data indicates that 5% (1) map library use the library of congress classification scheme, 15% (3) map library use the S.O.I own classification scheme, 10% (2) map libraries use the DDC/CC Classification Scheme, 20% (4) map libraries use DDC Classification Scheme, 10% (2) map libraries use CCC classification scheme, rest of the 40% (8) map libraries does not use any classification technique.

p) The use of cataloguing scheme: the data analysis indicates that 70% (14) map libraries use the cataloguing scheme as AACR2 and rest of the 30% (6) map libraries does not use any cataloguing scheme.

q) As far as seminar/conferences is concerned The trend of the data indicate that only 10% (2) map libraries have participated in seminar/conferences in last two years (2010-2012), rest of the 90% (18) map libraries have not participated in any seminar/conferences in last two years (2010-2012).

r) As far as preservation and conservation technique is concerned the trend of the data indicates that 65% (13) map libraries use map preservation and conservation technique, rest 35% will not use any preservation and conservation technique.

s)   The attitude of the especially map libraries data indicates that only at the 30% (6) map libraries annual stock verification is done, rest of the 70 % (14) map libraries does not conduct any annual stock verification.

t) All rating of the Map libraries shown that they are doing very well in their respective fields. As far as collection of the library is concerned it is a continuous process. Every library wants to increase their resources. We can say that acquisition of the collection is consistently increasing.

4.0 Conclusion of the Study:

The general finding and conclusion, emerging after comparing the existing facilities in the map libraries of Northern India with available norms indicated that the Collection of Maps and its development in the all libraries under investigation are quite satisfactory. These libraries acquired the material according to the requirement of the users. But somewhere-:

a. Mostly libraries don't have separate planning for map library.
b. Independent map Library building are not available in mostly University Libraries are the part of main University or others library building.
c. Reading Room facility is available but separate seating for; map library is rare in majority of the libraries.
d. There is not allotted separate budget for map libraries.
e. Only Muslim Aligarh University (MAU) library has depository map collections.
f. Full strength of staff is not available. Majority of them are untrained. No library has computer programmer or specialist to maintain the computer based activities in libraries there should be a qualified librarian specialized in geography so that it is possible to move on.
g. The condition of the most of libraries map collection is very poor available documents are neither according to the requirements of the users nor up- to-date. Most of libraries not subscribing all the up to date maps
h. Mostly libraries don't have any separate policies for acquired & Acquisition for map only MAU. Have a separate cryptography policy for map collection.
i. Few libraries do not follow proper classification system for map collection.
j. Few libraries used to only numbering system for classification in map library.
k. No Library is computerized. Most of these libraries except few have limited computer facilities and are not being used properly.
l. There is no networking or resource sharing activity among the map libraries except few libraries like AMU, AU, PU etc
m. Library doesn't have indexing /abstracting sources in map collection.
n. Very poor services in some map libraries.
o. Lack of working knowledge among the library personnel to use map libraries
p. Lack of initiative among the map library professionals.
q. Psychological barriers of the map library personnel are found in case of computerization
r. Lack of infrastructure facilities among majority of libraries

5.0 Suggestion & Recommendation:

a) Libraries are required to maintain map collections in separate map libraries.
b) As far as organization and management is concerned, libraries should follow uniform organization and management schemes.
c) Library professionals should organize orientation programmers on the use of map in their libraries, because most of the users don't know how to use maps. They should be promoted and wrote one or more news article about some aspect of the collection. .
d) There should be lectures to promote & encourage the use of the collection.
e) There should be a guide available to the collection that describes its contents.
f) There should be compilation (perhaps on a regular basis) of acquisitions list or news- letter for the purpose of distribution to campus potential users.
g) There should be a display for new arrivals or exhibition of cartographic materials at a particular location, where the general audience of library users would see it.
h) Investigator suggested that library should fix and increase the timing of the map libraries so that users can spent more and more time in the libraries.
i) There should be sufficient number seats available to the users of map libraries means proper seating arrangement should be there.
j) There should be sufficient equipment in the library to endure maximum use of their resources, it is suggested that libraries can charge nominal fee from the users, so that it should be in everyone reach.

k) It is suggested that libraries should follow preservation and conservation techniques to ensure safety of maps.

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