

Information Management Skills Required by the Minority Libraries in Kolkata and Hooghly Districts, West Bengal

Soumen Kayal*, Somnath Bandopadhyay** and Swapna Banerjee***

Department of Library & Information Science, University of Calcutta, Kolkata-700 073
*E-mail: *skayal520@gmail.com; **swapna.banerjee98@gmail.com*

Boinchee Kashipati Smriti Sadharan Pathagar, Hooghly
*E-mail: **somnath.culis@gmail.com*

ABSTRACT

Information is an essential ingredient in our life. Serving the right information to the right users at the right time is the goal of every library and information centre. It has become necessary to manage this information in a systematic way to achieve the goal. The process of management of a library requires skills at various levels. These skills, though relatively independent of one another, blend together to bring about organisational productivity, efficiency, and harmony. There are a number of libraries governed by minority communities in West Bengal. These libraries are playing remarkable role in the dissemination of information. This article highlights and discusses the skills of information/management and its dissemination in the various minority-governed libraries, and also explores the collection, arrangement, and management of these libraries.

Keywords: Library management skills, information processing, information management, minority libraries, West Bengal

1. INTRODUCTION

Libraries are mainly of 3 types-academic, public, and special libraries. These libraries are mainly governed through central government, state government, trustee, wakf Board, private organisation, etc. Besides these libraries, there are a number of special types of libraries which are governed by minority communities in West Bengal. These libraries, governed by the different minority communities, are playing remarkable role in dissemination of information in the society.

In every corner of the world, many libraries have been seen, they are important for spreading knowledge. Research work is carried out in West Bengal by all communities-Muslim community, Christians, Jains, Buddhists, Sikhs, Parsee and other communities. These libraries are used not only by the minorities; but by other communities too. These libraries do not contain only religious books; they also contain creative literature, periodicals, rare collections, and books on science.

The day has arrived when it is the most important to learn to access, analyse, apply, and evaluate information from the libraries. As the traditional custodians of information, librarians need to be aware of the implications of these changes, and develop

technological and managerial skills, which will enable them to make effective use of information, and to meet their organisations' changing information needs. In the present day-to-day context, the minorities' libraries are now becoming an inseparable and integral part of an information-based society. Because of the increasing awareness among the users, availability of new resources, and advanced application of information communication technology, the minority governed libraries are changing their traditional concept rapidly.

1.1 Information Management: Necessary Skills

Dr S.R. Ranganathan's philosophy of information management has long been 'the right information to the right person at the right time'. This requires adequate and efficient information skills which help to know how and when information is used, its significance in a process, the most relevant sources and the best means of delivery. A skilled person has the ability to perform any task successfully. The modern library and information skills play an important part in facilitating desktop delivery of information, and in managing mediated information services, their utilisation across the range of information within the organisation, increasing the value derived from their employment.

The electronic environment of the 21st century will demand a range of technological skills from the library and Information science professionals. Besides these technological skills, the library professional should have some basic skills. The following skills are required for managing information on the part of the library professionals:

- Technical skills-classification, cataloguing of document, indexing, abstracting, etc.
- Managerial skills- Managing the different sections like-Finance, human source, administrative works, etc.
- Preservation skills- Expertise and skills to preserve the library resources.
- Other skills- Communication skills, negotiations skills, IT-based skills, etc.

2. REVIEW OF LITERATURE

Sunita¹ in her study highlighted the required skills for library professionals and provided effective services to the users, so that all the resources in the library are extensively used. It was found that use of new technology in design and delivering the information product and tools will also be a best practice in extent of use of library services. Majumdar² discussed about the various types of skills required for the library and information professionals working at IT environment and highlights on different programmes to enhance these skills among the professional. Cabonero and Dolendo³ in their study determined the cataloguing and classification skills of academic and school librarians in three area namely, descriptive cataloguing, subject analysis, and classification. Sridhar⁴ also carried out a study on skill requirements of LIS professionals in the e-world and found that all pervasive information technology (e-world) has affected significantly the rendering of library and information services, but adoption of IT library services has not been smooth. In addition to professional knowledge, librarianship is expected to have some knowledge in the areas of management, foreign languages, statistics, computer, etc.

Any significant gap between the knowledge and corresponding skills required is dangerous. His paper cites various levels of skills required by LIS professional and highlights the skills, starting from computer literacy to electronic publishing and marketing. Taher⁵ discussed the information storage and retrieval patterns of Madrasa libraries located at Ajmer, Bangalore, Hyderabad, Lucknow, and Shararanpur; to propose a National Information Centre for Islamic studies; to suggest way and means for network and resource sharing among different Madrasa libraries and Islamic Studies libraries in India. Koganuramath & Anagdi⁶ presented the various facets of interpersonal skills and also

discussed the importance of public relations skills, including librarian's own skills that help the users to cultivate interpersonal skills as positive reference services.

3. OBJECTIVES

There are in total 50 libraries in Kolkata and Hooghly districts which are governed by different minority communities. Out of 50 libraries, there are 33 libraries in Kolkata and 17 libraries in Hooghly district. In Kolkata district, out of 33 libraries, there are 5 libraries governed by Buddhists, 3 governed by Jains, 22 governed by Muslims, 1 governed by Parsee, 2 governed by Sikh minorities. In Hooghly district, out of 17 libraries, Buddhist governed libraries is 1, Christian governed libraries are 2 and Muslim governed libraries are 14. The only Persian community library is in Kolkata district. These libraries are as follows:

Terminologically the word 'minority' means the class, which is smaller. Here minority is considered with respect to religion. In India, mainly people of five religions are considered as minority-the muslims, the christians, the Sikhs, the Buddhists and Jains. According to census of 2001, the rate of population of the Minorities in West Bengal is 2.34 %. The community which is minor from the aspect of religion in this study is called minority community. Indian Government has recognised Muslims, Christians, Buddhists, Jains, Sikh and Parsees as minority communities⁷. The religious demographic in West Bengal as per census in 2001 is Muslims (25.5 %); Christian (0.64 %); Buddhist (0.30 %); Sikhs(0.08 %);Jains (0.7 %); Parsees (Non-accountable). The study cocentrates on in the districts of Kolkata and Hooghly, bringing into limelight the libraries governed by minorities communities in this part of Bengal. The study covers mainly 50 minority governed libraries in the two districts of Bengal, Kolkata and Hooghly, respectively.

The objectives of the study are to:

- Find out the different types of resources in the minority governed libraries.
- Find out the type of users using these special type of libraries.
- Find out the collection, arrangement and management of resources in these libraries.
- Know the type of services required in the minority governed libraries.
- Find out the gaps between requirement and services provided in the libraries.

4. METHODOLOGY

To get the required information for the study a well structured questionnaire was designed. The

survey method has been chosen for this work. The observation method and interview methods were also taken into consideration.

5. ANALYSIS

5.1 Library Collections

The year of establishment of minority governed libraries are mentioned in Table 1. According to the Encyclopedia of Library and Information Science, library collection is the sum total of library materials, books, manuscripts, periodicals, pamphlets, reports, recordings, microfilm reels, micro cards and microfiche, CDs, etc., that make up the holding of a particular library. Table 2 represents distribution of resources in different minority libraries in Kolkata and Hooghly districts. These comprise such as from the above findings, we can compare the minority governed libraries in the district of Kolkata and Hooghly from the point of information about the collection such as books, periodicals, maps, special collection and rare books, etc. It reveals that almost each library posses a good number of books in their collection. Each library has some periodicals too. The main feature of the minority libraries is that they have good collection of rare and historical books. The Zend Avesta which is the most holy book of the Parsees and very rare in type is found in The Late Ervad D.B. Mehta's Zoroastrian Anjuman Atash Adran, Parsee library, which is the only one present in Kolkata. This is the single copy collection in Kolkata. Many of the researchers are unaware of this information.

In Kolkata district, it is seen that in 33 libraries, there are, in total 2,09,663 books. The books comprise of novels, books on science, religion, textual, references, children's, travels, etc. Periodicals are present in all the libraries. Rare and historical books

are present in 26 libraries. In Hooghly district, 17 libraries are run by the members of the minorities, and these libraries possess a large number of text book, religious books and literary books, books on quiz and sciences. It is found that Hooghly district has a rich collection, earliest one being Carey Library and Research Centre, with the oldest book dating as back as 1800. Among the religious books, there are lots of books on Islamic literature, Buddha's biography, William Carey's biography and working career, etc. There are in total 85026 books. The books comprise of novels, books on religion, science, history, travelogues, etc. Periodicals are present in 14 libraries. Rare and historical books are present in 10 libraries.

5.2 User Services Offered in Libraries

Users constitute the focal point of any library. In any library, user-centered system and services, including the design and development of services suited for specific domains and specific groups of users, is of utmost necessity. It is mandatory in a library to allow users to access the library collections. Library services describe the facilities provided by a library for the use of books and dissemination of information. Table 3 depicts the various kinds of services like lending service, reference service, reprographic service, extension service, IT service, Document delivery service, etc., provided by the minority libraries.

It is seen that reference service and lending service is the most popular service and reprographic service is the rarest service provided by the different minority libraries in Kolkata and Hooghly. Extension service is a special service provided by these libraries. Some of the libraries are conducting motivation programmes for Self-help rroup (SGH) for female users in Hooghly district. Table 3 also

Table 1. Minority governed libraries in Kolkata and Hooghly

Name of library	Year of establishment	Buddhist	Christians	Jains	Muslims	Parsees	Sikhs	District
Arabinda Barua Library (ABL)	1892	✓	×	×	×	×	×	Kolkata
Belgachia Muslim Library (BML)	1986	×	×	×	✓	×	×	Kolkata
Bidarshan Siksha Kendra (BSK)	1892	✓	×	×	×	×	×	Kolkata
Central Urdu Library of West Bengal Urdu Academy	1981	×	×	×	✓	×	×	Kolkata
Dharmadhar Grantha Prakasani	1992	✓	×	×	×	×	×	Kolkata
Dilkusha Library (DL)	1920	×	×	×	✓	×	×	Kolkata
Garia Budha Sanskriti Samsad Library	1974	✓	×	×	×	×	×	Kolkata
Gulab Kumari Library (GKL)	1916	×	×	✓	×	×	×	Kolkata
Gunalamkar Library (GL)	1909	✓	×	×	×	×	×	Kolkata
Gurmat Library (GL)	1920	×	×	×	×	×	✓	Kolkata
Hazi Abdulla Library (HAL)	1882	×	×	×	✓	×	×	Kolkata
Hanifa Public Urdu Primary Library	1903	×	×	×	✓	×	×	Kolkata

Hindustani Library (HL)	1924	x	x	x	✓	x	x	Kolkata
Iran Society (IS)	1944	x	x	x	✓	x	x	Kolkata
Islamia Library (IL)	1922	x	x	x	✓	x	x	Kolkata
Islamia Library (IL)	1925	x	x	x	✓	x	x	Kolkata
Jain Bhawan (JB)	1945	x	x	✓	x	x	x	Kolkata
Mashraqui Calcutta Library (MCL)	1978	x	x	x	✓	x	x	Kolkata
Maulana Azad Educational Library	1981	x	x	x	✓	x	x	Kolkata
Mohammed Ali Library (MAL)	1930	x	x	x	✓	x	x	Kolkata
Mohabir Pustakalaya (MP)	1931	x	x	✓	x	x	x	Kolkata
Motijheel Public Urdu Library (MPUL)	1980	x	x	x	✓	x	x	Kolkata
Moulana Haali Academy (MHA)	1978	x	x	x	✓	x	x	Kolkata
Qaumi Library (QL)	1944	x	x	x	✓	x	x	Kolkata
Sir Syed Library Free Reading Room	1987	x	x	x	✓	x	x	Kolkata
Syed Ameer Ali Library (SAAL)	1929	x	x	x	✓	x	x	Kolkata
Tanti Bagh Educational Society	1962	x	x	x	✓	x	x	Kolkata
The Late Ervad D.B. Mehta's Zoroastrian Anjuman Atash Adaran	1912	x	x	x	x	✓	x	Kolkata
The Muslim Institute Library (MIL)	1902	x	x	x	✓	x	x	Kolkata
The Sikh Cultural Library (SCL)	1953	x	x	x	x	x	✓	Kolkata
The Tiljala Library (TL)	1932	x	x	x	✓	x	x	Kolkata
The Young Movement Society	2001	x	x	x	✓	x	x	Kolkata
United Friends Library (UFL)	1975	x	x	x	✓	x	x	Kolkata
Allama Ibne Taimiyah Central Library	1990	x	x	x	✓	x	x	Hooghly
Al-Mustafa Library (AML)	2011	x	x	x	✓	x	x	Hooghly
Amgram Mahasin Pathagar (AMP)	1963	x	x	x	✓	x	x	Hooghly
Arambag Millatual Islam Library	2003	x	x	x	✓	x	x	Hooghly
Carey Library and Research Centre	1818	x	✓	x	x	x	x	Hooghly
Dr. Ambedkar library (AL)	1992	✓	x	x	x	x	x	Hooghly
Furfira Jafira Library (FJL)	1953	x	x	x	✓	x	x	Hooghly
Furfura Young Mens Public Library	1932	x	x	x	✓	x	x	Hooghly
Hanifia Dini Library (HDL)	2001	x	x	x	✓	x	x	Hooghly
Islahul Muslemin Library (IML)	1952	x	x	x	✓	x	x	Hooghly
Kabiruddin Ettehadia Library	1937	x	x	x	✓	x	x	Hooghly
Konnagar Hanafi Library (KHL)	1933	x	x	x	✓	x	x	Hooghly
Mojaddeya Library (ML)	2002	x	x	x	✓	x	x	Hooghly
Rautara Islamic Library (RIL)	2006	x	x	x	✓	x	x	Hooghly
Suratsingpur Islimia Pathagar	1989	x	x	x	✓	x	x	Hooghly
Telenipara Hamdard Library	1963	x	x	x	✓	x	x	Hooghly
Theology Library (TL)	1974	x	✓	x	x	x	x	Hooghly
Total		06	02	03	36	01	02	

Table 2. Distribution of resources in different minority libraries in Kolkata and Hooghly districts

S. No.	Name of the library	Total books	Periodicals	Maps	Rare & historical books	Special collection	District
1.	Arabinda Barua Library (ABL)	10000	12	02	02	02	Kolkata
2.	Belgachia Muslim Library (BML)	3853	01	--	02	--	Kolkata
3.	Bidarshan Siksha Kendra (BSK)	4000	300	02	01	01	Kolkata
4.	Central Urdu Library of West Bengal Urdu Academy	45000	10	03	02	03	Kolkata

5.	Dharmadhar Grantha Prakasani (DGP)	4000	15	--	03	03	Kolkata
6.	Dilkusha Library (DL)	10000	35	--	02	--	Kolkata
7.	Garia Budha Sanskriti Samsad Library	3000	02	--	02	--	Kolkata
8.	Gulab Kumari Library	4000	10	--	100	08	Kolkata
9.	Gunalamkar Library(GL)	2100	05	--	02	02	Kolkata
10.	Gurmat Library (GL)	2000	06	--	02	--	Kolkata
11.	Hazi Abdulla Library (HAL)	2000	05	--	03	02	Kolkata
12.	Hanifa Public Urdu Primary Library	4614	15	05	02	03	Kolkata
13.	Hindustani Library (HL)	14000	--	--	--	--	Kolkata
14.	Iran Society (IS)	15000	08	07	12000	18	Kolkata
15.	Islamia Library (IL)	5000	05	--	05	04	Kolkata
16.	Islamia Library (IL)	2600	06	--	02	--	Kolkata
17.	Jain Bhawan (JB)	10000	03	--	3000	05	Kolkata
18.	Mashraqui Calcutta Library (MCL)	3005	04	02	--	--	Kolkata
19.	Maulana Azad Educational Library	5083	88	03	10	05	Kolkata
20.	Mohammed Ali Library (MAL)	16500	26	05	500	1900	Kolkata
21.	Mohabir Pustakalaya (MP)	800	07	--	--	--	Kolkata
22.	Motijheel Public Urdu Library (MPUL)	3113	16	02	--	--	Kolkata
23.	Moulana Haali Academy (MHA)	4300	18	01	01	--	Kolkata
24.	Qaumi Library (QL)	1600	03	02	--	--	Kolkata
25.	Sir Syed Library Free Reading Room	2188	05	--	50	--	Kolkata
26.	Syed Ameer Ali Library (SAAL)	6222	39	08	05	--	Kolkata
27.	Tanti Bagh Educational Society (TBES)	3327	25	--	23	03	Kolkata
28.	The Late Ervad D.B. Mehta's Zoroastrian Anjuman Atash Adaran	231	03	02	02	02	Kolkata
29.	The Muslim Institute Library MIL	12000	65	05	105	--	Kolkata
30.	The Sikh Cultural Library SCL	1000	15	--	05	04	Kolkata
31.	The Tiljala Library TL	4611	18	01	90	--	Kolkata
32.	The Young Movement Society YMS	1300	02	--	--	--	Kolkata
33.	United Friends Library UFL	3216	25	--	--	--	Kolkata
34.	Allama Ibne Taimiyah Central Library	10000	10	01	01	--	Hooghly
35.	Al-Mustafa Library AML	290	02	01	02	--	Hooghly
36.	Amgram Mahasin Pathagar AMP	3000	04	03	--	02	Hooghly
37.	Arambag Millatual Islam Library AMIL	200	03	02	--	--	Hooghly
38.	Carey Library and Research Centre	12000	02	03	04	03	Hooghly
39.	Dr. Ambedkar library (AL)	1000	02	01	03	--	Hooghly
40.	Furfira Jafira Library (FJL)	3800	05	10	120	03	Hooghly
41.	Furfura Young Mens Public Library	1706	--	--	--	--	Hooghly
42.	Hanifia Dini Library (HDL)	400	02	02	01	--	Hooghly
43.	Islahul Muslemin Library (IML)	3000	02	02	01	--	Hooghly
44.	Kabiruddin Ettehadia Library (KEL)	10000	02	01	150	--	Hooghly
45.	Konnagar Hanafi Library (KHL)	5500	01	02	100	--	Hooghly
46.	Mojaddeya Library (ML)	550	--	--	--	--	Hooghly
47.	Rautara Islamic Library (RIL)	360	02	01	--	--	Hooghly
48.	Suratsingpur Islamia Pathagar (SIP)	700	--	--	--	--	Hooghly
49.	Telenipara Hamdard Library (THL)	2520	03	--	--	--	Hooghly
50.	Theology Library (TL)	30000	110	--	02	--	Hooghly

Table 3. Different services provided by the minority libraries in Kolkata and hooghly districts

Name of library	Lending service	Reference service	Repro-graphic service	Extension service	IT service	Document de-livery service	District
Arabinda Barua Library	×	✓	✓	×	✓	×	Kolkata
Belgachia Muslim Library	✓	✓	×	×	×	✓	Kolkata
Bidarshan Siksha Kendra	✓	✓	×	✓	✓	✓	Kolkata
Central Urdu Library of West Bengal Urdu Academy	✓	✓	✓	×	×	✓	Kolkata
Dharmadhar Grantha Prakasani	✓	✓	×	×	×	✓	Kolkata
Dilkusha Library	✓	✓	×	✓	✓	✓	Kolkata
Garia Budha Sanskriti Samsad Library	✓	✓	×	×	×	✓	Kolkata
Gulab Kumari Library	✓	✓	×	×	✓	×	Kolkata
Gunalamkar Library	✓	✓	✓	×	✓	✓	Kolkata
Gurmat Library	✓	✓	×	×	✓	✓	Kolkata
Hazi Abdulla Library	✓	✓	×	×	×	✓	Kolkata
Hanifa Public Urdu Primary Library	✓	✓	×	×	×	✓	Kolkata
Hindustani Library	✓	×	×	×	×	×	Kolkata
Iran Society	×	✓	✓		✓	✓	Kolkata
Islamia Library	✓	✓	×	✓	✓	✓	Kolkata
Islamia Library	✓	✓	×	×	×	✓	Kolkata
Jain Bhawan	×	✓	✓	✓	×	✓	Kolkata
Mashraqui Calcutta Library	✓	✓	×	×	×	×	Kolkata
Maulana Azad Educational Library	✓	✓	×	×	×	✓	Kolkata
Mohammed Ali Library	✓	✓	×	×	✓	✓	Kolkata
Mohabir Pustakalaya		✓	×	×	×	×	Kolkata
Motijheel Public Urdu Library	✓	✓	×	×	×	×	Kolkata
Moulana Haali Academy	✓	✓	×	×	×	×	Kolkata
Qaumi Library	✓	✓	×	×	✓	×	Kolkata
Sir Syed Library Free Reading Room	✓	✓	✓	×	×	×	Kolkata
Syed Ameer Ali Library	✓	✓	×	×	×	✓	Kolkata
Tanti Bagh Educational Society	✓	✓	×	×	×	×	Kolkata
The Late Ervad D.B. Mehta's Zoroastrian Anjuman Atash Adaran	✓	✓	×	×	×	×	Kolkata
The Muslim Institute Library	✓	✓	×	×	×	✓	Kolkata
The Sikh Cultural Library	✓	✓	✓	✓	✓	✓	Kolkata
The Tiljala Library	✓	✓	×	✓	×	✓	Kolkata
The Young Movement Society	×	✓	×	✓	×	×	Kolkata
United Friends Library	✓	✓	×	×	×	×	Kolkata
Allama Ibne Taimiyah Central Library	✓	✓	×	✓	✓	✓	Hooghly
Al-Mustafa Library	✓	×	×	✓	✓	×	Hooghly
Amgram Mahasin Pathagar	✓	✓	×	×	×	×	Hooghly
Arambag Millatual Islam Library	✓	✓	×	✓	×	×	Hooghly
Carey Library and Research Centre	✓	✓	×	×	✓	✓	Hooghly
Dr. Ambedkar library	✓	✓	×	✓	×	×	Hooghly
Furfira Jafira Library	✓	✓	✓	✓	✓	✓	Hooghly
Furfura Young Mens Public Library	✓	×	×	×	×	×	Hooghly

Hanifia Dini Library	✓	✓	×	×	×	×	Hooghly
Islahul Muslemin Library	✓	✓	×	✓	×	✓	Hooghly
Kabiruddin Ettehadia Library	✓	✓	×	×	×	×	Hooghly
Konnagar Hanafi Library	✓	×	×	×	×	×	Hooghly
Mojaddeya Library	×	✓	×	✓	×	×	Hooghly
Rautara Islamic Library	✓	×	×	✓	×	×	Hooghly
Suratsingpur Islimia Pathagar	✓	×	×	×	×	×	Hooghly
Telenipara Hamdard Library	✓	×	×	✓	×	×	Hooghly
Theology Library	✓	✓	✓	✓	✓	✓	Hooghly
Total	44	43	09	17	16	27	

reveals that 43 (86 %) minority libraries provide reference services in for their users for different kind of purposes. It also shows that a small percentage of libraries provide other services, viz, Reprography services (18 %), Extension services (34 %) and Computer services (32 %). About 88 % of minority libraries provide lending services. Document delivery services for research work are available in 54 % libraries. In Kolkata district, 70 % of the library information service is rendered for research work. Most of the libraries issue religious and text book-based books. Novels, books on travel and tourism and books on quiz are also issued. Of the 50 libraries in all, at least 15 libraries help specially the researchers from abroad in research work. Books and documents according to the demand of the researchers are given in photocopied forms. Researchers from China, Japan, Australia, America Germany, Pakistan, Bangladesh, Nepal, Bhutan and Canada have come to these libraries for their research work. The presence of very old books on Muslim religion is another attraction for Furfura Jafira Library, where lot of foreigners coming each year to avail the information. Out of 50 libraries, female users are allowed in 16 libraries in Hooghly and 32 libraries in metropolitan city like Kolkata. Female users are not allowed in 2 libraries-Suratsingpur Islimia Pathagar in Hooghly and Hazi Abdulla Library in Kolkata. This suggests restriction of access of female users to the libraries even in a modern city like Kolkata.

From the point of different services, figure 1 shows that maximum numbers of libraries provide lending service and reference service in Kolkata and Hooghly. Out of 33 libraries in Kolkata, 97 % of libraries provide reference services and 85 % of libraries provide lending service for their users; but 65 % of libraries provide reference service and 94 % of libraries provide lending service out of 17 libraries in Hooghly district. A very interesting fact has been revealed that very small percentage of libraries provides reprography service and IT services in both districts. Reprography services are provided in 18 % minority libraries in Kolkata and in 18 % of

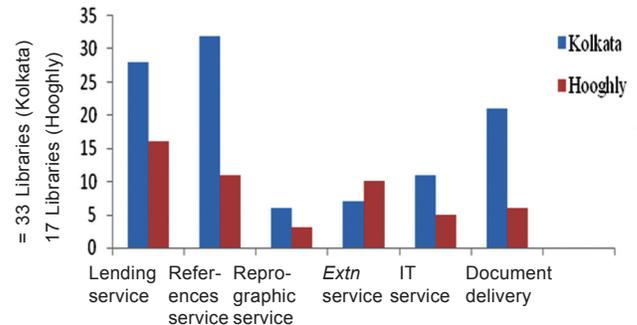


Figure 1. Services provided by minority governed libraries in Kolkata and Hooghly districts.

libraries in Hooghly. The above figure also shows that around 33 % and 29 % of minority's libraries provide IT service in Kolkata and Hooghly.

5.3 Cataloguing and Classification Skills for Information Processing

Information resources are useless when access is not provided. This fundamental function is within the concept of cataloguing and classification skill. Thus, cataloguing and classification are essential processes that provide access to all the acquired information resources of the library, for it allows people to find information needed for their personal and professional growth and development. It also provides access to information resources in a way, that enables users to find the required information or resources. Table 4 presents the different physical forms of catalogues consisting of Book form, sheaf form, card form, computer form etc. Table 4 reveals that out of 17 libraries, 16 libraries maintain proper cataloguing system in different physical form, and it is very interesting that old form or book form is prevalent till day in following different edition these libraries. The above table also shows that only 2 libraries follow Card form cataloguing system, and 14 libraries follow Book form of cataloguing system. This library, though very rich in resources, follows till date the 11th edition of DDC. DDC 11th rev. edition is followed by only one library that is Furfura Jafira Library (FJL) and 19th edition is followed by two libraries which are Dr Ambedkar Library (AL) and Hanifia Dini Library (HDL).

Table 5 Shows that cataloguing system is maintained by all minority libraries in Kolkata but Classification scheme is maintained by only 13 libraries for proper arrangement of documents. It shows that majority of libraries follow book form. Sheaf form and card cataloguing system are maintained by 4 libraries. Classified arrangements are followed by 13 libraries, there are no proper arrangements in twenty libraries and the books are furnished according to accession

no. in these libraries. Comparison of information processing system in minority governed libraries of Kolkata and Hooghly Districts is shown in Figs. 2 and 3. Figure 2 shows that in both Kolkata (88 %) and Hooghly (87 %) district most of the libraries use book form of catalogue. Sheaf form is used in only two libraries in Kolkata. Card form is maintained in 2 libraries respectively in both the districts. There

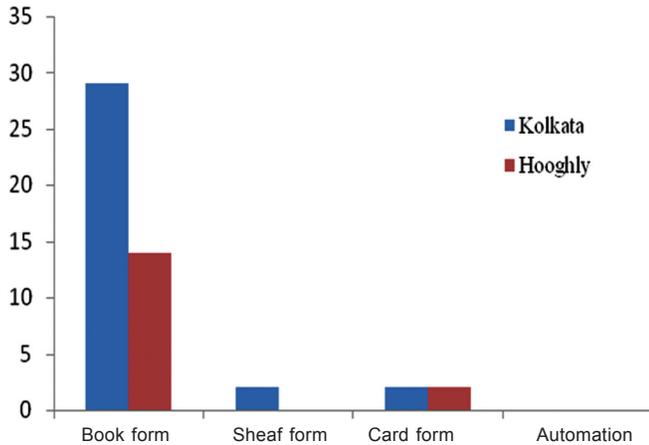


Figure 2. Cataloguing processing system.

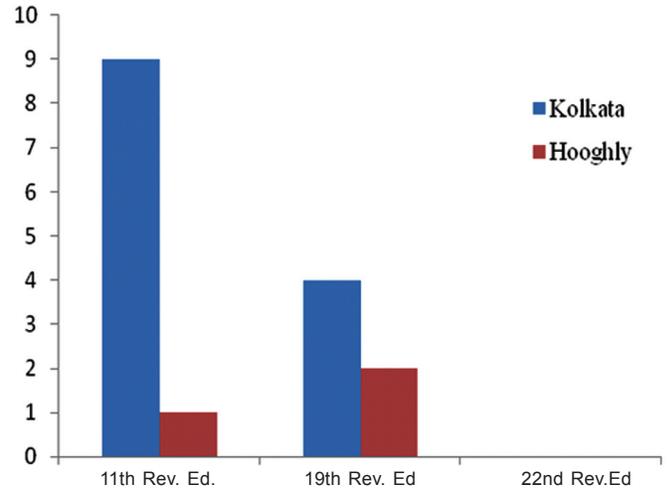


Figure 3. Classification processing system.

Table 4. Information processing system in different libraries in hooghly district

S. No.	Name of library	Cataloguing System				Classification Scheme						
		Yes	No	If yes, the physical form followed		Yes	No	If yes, the DDC edition followed				
				Book	Sheaf			Card	Auto- mation	11 th Rev. Ed.	19 th Ed.	22 nd Ed.
1.	Allama Ibne Taimiyah Central Library (AITCL)	✓		✓				✓				
2.	Al-Mustafa Library (AML)	✓		✓				✓				
3.	Amgram Mahasin Pathagar (AMP)	✓		✓				✓				
4.	Arambag Millatual Islam Library	✓		✓				✓				
5.	Carey Library and Research Centre (CLRC)	✓			✓			✓				
6.	Dr. Ambedkar library (AL)	✓		✓			✓			✓		
7.	Furfira Jafira Library (FJL)	✓		✓			✓		✓			
8.	Furfura Young Mens Public Library	✓		✓				✓				
9.	Hanifia Dini Library (HDL)	✓		✓				✓				
10.	Islahul Muslemin Library (IML)	✓		✓				✓				
11.	Kabiruddin Ettehadia Library (KEL)		✓					✓				
12.	Konnagar Hanafi Library (KHL)	✓		✓				✓				
13.	Mojaddeya Library (ML)	✓		✓				✓				
14.	Rautara Islamic Library (RIL)	✓		✓				✓				
15.	Suratsingpur Islimia Pathagar	✓		✓				✓				
16.	Telenipara Hamdard Library THL	✓		✓				✓				
17.	Theology Library (TL)	✓			✓		✓			✓		
Total		16	01	14	0	2	0	3	14	1	2	0

Table 5. Information processing system in different libraries in kolkata district

S. No.	Name of library	Cataloguing system					Classification scheme						
		Yes	No	if yes, the physical form followed				Yes	No	if yes, DDC edition followed			
				Book	Sheaf	Card	Auto- mation			11 th Rev Ed.	19 th Ed.	22 nd Ed.	
1.	Arabinda Barua Library (ABL)	✓		✓				✓		✓			
2.	Belgachia Muslim Library (BML)	✓			✓				✓				
3.	Bidarshan Siksha Kendra (BSK)	✓		✓				✓		✓			
4.	Central Urdu Library of West Bengal Urdu Academy	✓				✓		✓				✓	
5.	Dharmadhar Grantha Prakasani	✓		✓					✓				
6.	Dilkusha Library (DL)	✓		✓				✓				✓	
7.	Garia Budha Sanskriti Samsad Library	✓		✓				✓		✓			
8.	Gulab Kumari Library (GKL)	✓		✓					✓				
9.	Gunalamkar Library (GL)	✓		✓				✓		✓			
10.	Gurmat Library (GL)	✓		✓					✓				
11.	Hazi Abdulla Library (HAL)	✓		✓					✓				
12.	Hanifa Public Urdu Primary Library (HPUPL)	✓		✓				✓		✓			
13.	Hindustani Library (HL)	✓		✓					✓				
14.	Iran Society (IS)	✓				✓		✓				✓	
15.	Islamia Library (IL)	✓		✓					✓				
16.	Islamia Library (IL)	✓		✓					✓				
17.	Jain Bhawan (JB)	✓		✓					✓				
18.	Mashraqui Calcutta Library	✓		✓					✓				
19.	Maulana Azad Educational Library (MAEL)	✓		✓					✓				
20.	Mohammed Ali Library (MAL)	✓		✓				✓		✓			
21.	Mohabir Pustakalaya (MP)	✓		✓					✓				
22.	Motijheel Public Urdu Library	✓		✓				✓		✓			
23.	Moulana Haali Academy (MHA)	✓		✓				✓				✓	
24.	Qaumi Library (QL)	✓		✓					✓				
25.	Sir Syed Library Free Reading Room (SLFRR)	✓		✓				✓		✓			
26.	Syed Ameer Ali Library (SAAL)	✓		✓					✓				
27.	Tanti Bagh Educational Society	✓		✓				✓		✓			
28.	The Late Ervad D.B. Mehta's Zoroastrian Anjuman Atash Adaran (MZAAA)	✓		✓					✓				
29.	The Muslim Institute Library	✓			✓				✓				
30.	The Sikh Cultural Library (SCL)	✓		✓					✓				
31.	The Tiljala Library (TL)	✓		✓					✓				
32.	The Young Movement Society	✓		✓					✓				
33.	United Friends Library (UFL)	✓		✓					✓				
Total=		33	0	29	2	2	0	13	20	09		4	0

is no usage of computer catalogue form in any libraries of the both district. Figure 3 reveals that there is no usage of DDC 23rd classification scheme in libraries of both the districts. 11th rev edition of DDC is used in nine libraries (69 %) in Kolkata and only in one libraries (34 %) in Hooghly. 19th rev edition is followed in 4 libraries in Kolkata and in 2 libraries in Hooghly.

6. CONCLUSIONS

From the above discussion it may be said that maximum number of libraries are governed by Muslim community in two districts. The other minority community governed libraries like Buddhists, Jains, Parsees, Sikhs etc. are far behind. It is found that the libraries of Kolkata district have richer collection than the collection level of Hooghly district libraries. Rare books and special collection, which often go unnoticed by the users, are in these libraries. It is also observed that the overall infrastructure of these libraries in both the districts is very poor. They often do not have their own buildings or the buildings are in very bad conditions, the resources are not well maintained, the technological skills are meager. The other skills are tried on by the library professionals, but the various adverse conditions prevent them from exercising these skills. There is no database of published literature till date regarding the details of these libraries. The government should instantly look at this, and try to focus on the development of these libraries. These libraries are in very bad condition, and often are not revealed to the general public. More and more people should know about these libraries, and then only their resources be fully utilised.

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About the Authors

Mr Soumen Kayal is an UGC-JRF in the Department of Library and Information Science (DLIS), University of Calcutta and presently pursuing PhD. He has completed BLIS (2010) and MLIS (2012) from University of Calcutta. He has a number of publications to his credit.

Dr Swapna Banerjee is presently working as Associate Professor in DLIS, University of Calcutta. She has obtained MSc (Botany), MLIS and PhD. She has a lot of publications including books and research articles. She has visited USA in 2010 under the IVLP programme. She has guided 15 students in MPhil and 4 have been awarded PhD.

Dr Somnath Bandopadhyay is the town librarian of a library in Hooghly district. He holds a MA (History), MLISc from NSOU and PhD from University of Calcutta. He has authored 2 books on preservation, and has written articles in many journals and magazines of repute.