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## Management problems of school libraries (K-12) in West Bengal with special reference to Kolkata: a study

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**Abstract:** *The school library is the heart of school education system. It is a knowledge centre and disseminator of information. It provides the resources which are taught in the class room. It helps to promote reading habits of the users. The objectives of the school libraries are to provide up-to date information to keep students and teachers abreast of new development but the present situation of govt. school libraries (K-12) in Kolkata is not satisfactory. They are suffering so many problems like building and space, administrative structure, staffing, financial position, etc. This article presents the present situation of school libraries (K-12) in West Bengal especially in Kolkata. It examines the management problems in respect of organisation of school libraries (K-12) in Kolkata. It also explains a critical scenario in the field of Govt. school libraries as well as private school libraries in Kolkata.*

**Keywords:** *School library, management problems; staffing; status; financial position; West Bengal; Kolkata*

### 1. Introduction:

The school library is considered as a part and parcel of the academic programme throughout the world. It is created and maintained to serve and support the educational activities of the school. It also constitutes an integral part of a school system to promote the academic growth of pupils. The school library is expected to cater the information to its users to develop knowledge and ideas in respect of learning that is very essential to face the challenges in today's IT based society. The function of the school library is to support the school curriculum as well as teaching learning-process by providing up-to-date information to keep students and teachers abreast of new developments. They assist teaching by storing curriculum oriented materials such as textbooks, journals, reference books, magazines, newspapers and audio-visual materials. It is a fundamental objective of the school library to equip students for life-long learning to increase skills and to enhance efficiency and to develop in terms of creative thinking and imagination that is ideal for a responsible person. It plays a vital role in terms of achieving the educational objectives of the schools. Thus, without a school library, the teaching-learning process is said to be incomplete.

The library management requires some basic skill and efficiency having the knowledge of management concepts, theories, principles and techniques. But in case of school library these things must be considered as applied to the library as an institution of its own kind. The management principles and procedures in the format have a new orientation and new dimension in the present situation. The management process and procedure should be adopted in case of school library for effective and productive results in all spheres of library activities.

In West Bengal, Govt. school libraries are suffering so many problems like building and space, administrative structure, staffing, financial position, etc. But, the private school libraries are lightly well organised and managed than from Govt. school libraries. It is more or less same in Kolkata. So, a policy that is suitable and effective in all cases in the field of school libraries, have to applied and implemented as soon as possible.

## **2. Objective of the study:**

The present study is concerned with the following objectives.

- a) To know what are the management problems in organisation of school libraries in India as well as West Bengal.
- b) To study the present situation of school libraries (K-12) in West Bengal especially at Kolkata.
- c) To know the system of administrative set-up of school libraries (K-12) at Kolkata.
- d) To highlight the present status of the school librarian.
- e) To know the number of library staff in school libraries (K-12) at Kolkata.
- f) To show the present condition of library building and space.
- g) To know the financial position of these school libraries.
- h) To study the system of maintenance work and stock verification process.

## **3. Review of literature:**

a) **Ali (2004)** defined that, "public or private on preliminary information of the Library or to the needs of secondary school students and teachers and staff are being required courses, usually free from a school or Media specialist is included in books in school, usually collected library and teaching media periodicals, Grade Level suitable for a".

b) **V. T. Singh (1994)** shows that in his article 'Central Vidyalaya Sangathan has Karnataka: A survey" vidyalya Central Karnataka state school libraries and libraries in schools include development. Furniture, equipment library building, books etc are not use properly and the reader services are valuable suggestions.

c) **S. Chaudhary (2002)** describes the school education system focus on primary schools has been 5 years, schools, middle year 8 years 12 years 10 Senior Secondary Schools secondary schools. It mandatory for primary education in the country and the number of Vidyalay as in 1987 is near about 738835, Secondary and Higher Secondary School is near about 64240. Most of the school library in Senior Secondary and Higher Secondary School levels are very well position, usually qualified professional employees are there.

d) **Po Sits Rani and Krishna (2005)** quoted that "The Commission in its report is secondary education 1952-53" was recommended for the development of school libraries in following-

Every secondary school library should equip with proper use of efficient functioning is and each educational institution should interest in literacy to encourage the students. Category and the libraries should be used for this purpose. In this purpose, the librarian should give helpful training to the students in accordance with interest and understanding and the school teachers should give training in fundamental principles of the library training courses and colleges. If there is no

public school libraries is available for these facilities so that all public libraries and special session of local people should be children and adolescents.

e) **A. Rupan Singh (2000)** described the development of school libraries in India at pre-independence period to till today. It was emphasized that the role of library about problems being faced by the school libraries in school education system and library in India. This conclusion of the school of education in India should be objectives and very necessary.

f) **R. Ramasamy and Pia de Menezes Rodrigues (2001)** highlighted in their study that 45 Higher Secondary School in Goa are functioning in Goa Library. These institution, however, because of high school library book bear short financial allocation, inadequate stock including the picture of various lacunae in higher secondary schools for libraries high school to some extent the better.

g) **Sukhdev Singh and Satija (2001)** said about secondary school in Punjab. They said the number of secondary school in 1938 was 163 to 164, but in 1947 it has increased to 397 schools in Punjab. In 1990 the number of these schools increased to 2744 and 2357 in 1997. At this time the school libraries has no significant improvement and after independence, this study of the original and is not included in the middle school that hardly any associated with the exception of a good library which festivals and big cities good in the Public Schools found a non-significant number.

h) **Dalip Singh and Anjana Virendranath Chattopadhyaya (2011)** said that in the present scenario school libraries in Uttar Pradesh and Uttaranchal. He also highlighted that there is no uniformity growth and development of established school libraries. The private and the Government equipped with some good library in schools this comparatively private schools outer suburbs and rural areas, school libraries are functioning without Chapter 12 of the Board of higher education and "calendar made it clear that secondary school each higher secondary school" when it will be recognized library attached, but in fact, in school libraries is satisfactory secondary schools. Of data through the Department of Education have been collected from a survey shows that only 13% in 1987 schools have library, where more than 200 books and during the last two years purchased, shows that it has been given due importance and the state education department for Libraries development of priority at school level, the report says that only 52% and intermediate colleges in Library facilities in Colleges Library not other 48% difference in.

#### **4. Scope and coverage area of this study:**

The present study has been conducted in Kolkata, West Bengal, India. Two type schools- viz. **a)** private schools, which are affiliated to CBSE and ICSE/ISC, MHRD, Government of India and **b)** government schools, which are affiliated to WBBSE and WBCHSE, Department of School Education, Government of West Bengal for this study. The schools, which are in the level of K to 12 standards, are taken as the Sample Libraries for this Study. Finally, 108 school libraries from K to 12 have been selected as the sample for the study. 115 questionnaires were served to school authorities as well as school librarians but only 108 (93.91%) [i.e. CBSE (33), ICSE/ISC (63), WBBSE (12)] schools responded and these were taken into consideration for this study.

Categorise of school	Sample		Respondents	
	Count	Percentage (%)	Count	Percentage (%)
CBSE	35	30.43 %	33	30.56 %
ICSE/ISC	63	54.78%	63	58.33 %
WBBSE/WBCHSE	17	14.79 %	12	11.11 %
<b>Total</b>	<b>115</b>	<b>100 %</b>	<b>108</b>	<b>93.91%</b>

## 5. Management problems of school libraries (K-12):

### 5.1 Indian perspective:

In Indian perspectives, school libraries are in initial stage still now. But in some cases these libraries are facing many problems in functioning its products and services. Most of the schools use card catalogue and DDC (Dewey Decimal Classification). The method of application of the computers for technical activities is in the primary stage. Resources are kept in the open racks and / or almirah under lock and key. In a few schools there is only one librarian without any other professional staff, even subordinate staff. Teachers or any other authorised persons are in the charge of library and they are discharging the duties of librarian. There is no sufficient fund for implementation of library automation system and there is no sufficient space for stack room. Most of the libraries of schools lack good collection. More ever, the neglected attitude of school authorities towards modernisation of school libraries is one of the vital points. We have numerous problems too, yet the development of school libraries in India to some extent satisfactory.

### 5.2 Scenario in West Bengal:

The schools in West Bengal are divided into two categories viz. private schools and government school. Government schools are in two type viz. purely government and government-aided. The government schools are controlled and supervised by Govt. of West Bengal and the Govt. aided schools are controlled by the respective Managing Committees / Trustee Boards but supervised by Govt. of West Bengal. Assistant teachers are appointed by the School Services Commission in the Govt. aided schools. The teachers of purely govt. schools are appointed by Public Service Commission. But both the categories of teachers of Govt. and Govt.-aided schools enjoy the equal status and salary structure. On the other hand, the librarians are appointed by Public Service Commission in Govt. schools and by the School Services Commission in the Govt. aided schools. The status of the librarian in both cases is in the non-teaching category. These schools are affiliated to WBBSE and WBCHSE. Apart from this, there are some private schools which are fully run by Management Boards or Trustee Boards are controlled and supervised by the Government. These schools are affiliated to CBSE or CISCE. In West Bengal, there are also schools affiliated to Rabindra Mukto Vidyalaya and National Institute of Open School. These schools are for drop-out students and illiterate senior persons. The system of education in West Bengal is under 10+2+3 pattern.

#### 5.2.1 Administrative set-up:

The teachers along with the office and the library are under the control and supervision of the head of the institute i.e. Headmaster / Headmistress or Teacher-in-Charge in govt. schools. In case of govt. schools, the Secretary / Headmaster / Headmistress or Teacher-in-Charge executes the decision of the Managing

Committee. In case of private schools, the principal or Teacher-in-Charge executes the decision of the Managing Committee. The Secretary or Headmaster / Headmistress are the supreme authority to appoint the teachers and non-teaching staff like librarian, clerk and group-D in the government aided schools on the basis of the recommendations of the West Bengal School Service Commission following the recruitments rules and regulation enacted by the Government. The trustee boards recruit the teachers, the librarian and non-teaching staff (group-C and group-D) in case of private schools.

### **5.2.2 Present status and Pay Scale of the school librarian:**

There are no uniform rules recommended either by the Government or Trustee Bodies for management and administration of the school libraries. The library management policy is determined either by Headmaster / Headmistress / Principal or by the Teacher-in-Charge who has little knowledge for library administration and management. The librarian is being a 'stateless' person from the point view of status and service conditions. They get no right to say in the library administration or policy formulation of school libraries. On the other hand, for the post of librarian the basic qualification is Bachelor Degree with BLIS / B. Lib. Sc. It is often seen that school librarians have sound academic qualifications as par with that of the Asst. Teachers, even in many cases they possess higher qualifications than that of Asst. Teachers, yet the school librarians are treated as non-teaching staff as per existing Govt. Orders mentioned below.

- a) Order No. 93-SE(HS)3S-23/92 Dt. 08-08-2005: ".....the Govt. in the Department of School Education has decided to change the post of Librarian from non-teaching category to single post..... and to declare that such posts will be treated as single post not as part of the non-teaching posts sanctioned in favour of school concern"
- b) Order No. 51/E/S/07 Dt. 10-01-2007: it is mentioned that through the post of Headmaster/ Headmistress of a school is a single post but for the purpose of vote (Board Election) they are entitled to cast their votes in the teaching category; in the same way the Librarians, being single post, are also entitled to cast their votes in the non-teaching category.

In spite of that, school librarians are included forcefully in the non-teaching category. In this way, the concern school authority has not only disregarded position but also denied the value of qualifications. Consequently, school librarians have been suffering in terms of the status since ROPA 1990.

According to ROPA 1981, school librarians enjoyed a healthy scale of pay which was commensurate with their academic and professional qualifications. But from ROPA 1990, their scale of pay was decreased, which is rare, unethical, irrational incident needs restoration of such discrimination. So, in spite of higher qualifications, the school librarians are forced to draw undergraduate scale. The scale of pay, educational and professional qualifications of school librarians may be revealed from the following tables.

**The Pay Scales of School Librarian in West Bengal, since ROPA 1981, ROPA 1990, ROPA 1998 etc.**

(Compared to School Teacher)

ROPA 1981					
School Librarians			School Teachers		
Qualifications	Scale No	Pay Scale(Rs.)	Qualifications	Scale No	Pay Scale(Rs.)
Matric/S.F. with Cert. Lib.	6	300-685/-	Trained Matric /S.F.	6	300-685/-
Graduate with Degree/Diploma in Lib.Sc.	24	550-900/-	Trained Graduate	12	440-1170/-
Hons. Graduate with Degree/Diploma in Lib.Sc.	24	550-900/-	Trained Hons. Graduate	15	500-1360/-
Master Degree with Degree/Diploma in Lib.Sc.	12	440-1170/- (with higher pay 560/-)	Trained Master Graduate	16	550-1470/-

ROPA 1990					
School Librarians			School Teachers		
Qualifications	Scale No	Pay Scale(Rs.)	Qualifications	Scale No	Pay Scale(Rs.)
Matric/S.F. with Cert. Lib.	6	1410-1920/-	Trained Matric /S.F.	6	1040-1920/-
Graduate with Degree/Diploma in Lib.Sc.	10	1390-2970/-	Trained Graduate	11	1420-3130/-
Hons. Graduate with Degree/Diploma in Lib.Sc.	10	1390-2970/-	Trained Hons. Graduate	14	1640-3635/-
Master Degree with Degree/Diploma in Lib.Sc.	11	1420-3130/- (with higher pay 1465/-)	Trained Master Graduate	15	1780-3780/-

ROPA 1998					
School Librarians			School Teachers		
Qualifications	Scale No	Pay Scale(Rs.)	Qualifications	Scale No	Pay Scale(Rs.)
Matric/S.F. with Cert. Lib.	6	3350-6325/-	Trained Matric /S.F.	6	3350-6325/-
Graduate with Degree/Diploma in Lib.Sc.	10	4500-9700/-	Trained Graduate	11	4650-10175/-
Hons. Graduate with Degree/Diploma in Lib.Sc.	10	4500-9700/-	Trained Hons. Graduate	14	5500-11325/-
Master Degree with Degree/Diploma in Lib.Sc.	11	4650-10175/-	Trained Master Graduate	15	6000-12000/-

ROPA 2009					
School Librarians			School Teachers		
Qualifications	Scale No& PB	Pay Scale(Rs.)	Qualifications	Scale No& PB	Pay Scale(Rs.)
Matric/S.F. with Cert. Lib.	6 PB2	5400-25200/- GP 2600/-	Trained Matric /S.F.	6 PB2	5400-25200/- GP 2600/-
Graduate with Degree/Diploma in Lib.Sc.	10 PB3	7100-37600/- GP 3900/-	Trained Graduate	11 PB3	7100-37600/- GP 4100/-
Hons. Graduate with Degree/Diploma in Lib.Sc.	10 PB3	7100-37600/- GP 3900/-	Trained Hons. Graduate	14 PB4	9000-40500/- GP 4700/-
Master Degree with Degree/Diploma in Lib.Sc.	11 PB3	7100-37600/- GP 4100/-	Trained Master Graduate	15 PB4	9000-40500/- GP 4800/-

**Status and Pay Scale of Librarian in the Schools under Central Govt.:**

The schools run by Navoday Vidyalaya Samiti, Kendriya Vidyalaya Sangathan, Govt. of NCT Delhi, CBSE, and Indian Railway, the status and pay scale of Librarians are as per their teaching status.

Board	Status	Pay Scale	Note
Navoday Vidyalaya Samiti F.No. 20-1/2008NVS (Admn) Dt. 26-03-2019	Teaching Staff	Entry Scale Rs. 9300-34800/PB2/GP Rs. 4600/- Senior Scale Rs. 9300-34800/PB2/GP Rs. 4800/- Selection Scale Rs. 9300-34800/PB3/GP Rs. 5400/-	Librarian in JNVs will be granted the pay scale and grade pay at per with TGT for all purposes
Kendriya Vidyalaya Sangathan	Teaching Staff (Group-C)	-Do-	----
Govt. of NCT Delhi	Miscellaneous Category Teachers	-----	“These pay scale are applicable to misc./allied category of teachers i.e. music teacher, drawing teacher, .... librarians or equivalent teaching post..... The scale of pay in respect of all these categories is equated to one or the other category of teachers.”
Indian Railway	Teaching Staff	Rs. 9300-34800/- GP Rs. 4600/-	-----
CBSE	Teaching Staff	Senior Librarian (PGT Grade) Librarian (TGT Grade) Asst. Librarian (Asst. Teacher Grade)	“.....both the post and post-holder should be treated on per with the head of the teaching faculty in the school in terms of status and pay scale and other facilities.”

### 5.2.3 Staffing:

Competent and efficient library staffs are the vital and significant part of every library for smooth running the library activities. The extensiveness of the collection or the amount of budget or the spacious building fitted with modern amenities of a library is not the main part. The vital requirement is only the qualified and efficient trained librarian supported by other staff like library clerk, Group-D etc. who will

make the library truly functional. In this respect, the norms laid down by CBSE as part of Affiliation Bye-Laws may also be referred to. With the help of necessary infrastructure and other allied materials, a school librarian will be able to increase the reading habits and the use books and other reading materials in lifelong basis to young generations. The standardisation is- minimum two personnel i.e. a Librarian and an Attendant are mostly essential for all school libraries and if there is, closed access system, two staff is not sufficient. Thus, if the school library follows the open access system according their size, collection, staff etc., then the resources of school library will be used optimum.

**Staff formula:**

In case of book strength of school libraries is up-to 2000 or less, the following library staff is recommend:

**a) Secondary Level School:**

Librarian (TGT grade)- One

Assistant Librarian (Assistant Teacher Grade)- One

Library Attendant- One

**b) Senior Secondary Level School:**

Senior Librarian (PGT Grade)- One

Librarian (TGT Grade)- One

Assistant Librarian (Assistant Teacher Grade)- One

Library Attendant- One

**c) Senior Secondary Level School:**

Senior Librarian (PGT Grade) - One

Librarian (TGT Grade) - One

Assistant Librarian (Assistant Teacher Grade) - One

Library Attendant- One

If there are students in a school more than 2000, there should have a provision, for an additional Library Attendant to be appointed for every 500 students or part thereof. (Ref. CBSE guidelines- organising School Library Manual, Page No. 19-20, and also FSIE/LIB/83-84/38223-4096 dt. 18-08-1986 article 42– Maintenance and Use of School Libraries issued by Director of Education, Delhi Administration, Delhi)

**Qualifications:**

**a) For Senior Librarian:**

P.G. or Master's Degree in Arts / Science / Commerce + BLIS or MLIS or equivalent degree

**b) For Librarian:**

Graduate + BLIS or Diploma in Library and Information Science or equivalent

**c) For Assistant Librarian:**

Class-X Pass Standard or Matriculation + Certificate in Library and Information Science

**d) For Library Attendant:**

Class-X Pass Standard or Matriculation with working experience in Library or reputed + knowledge in English language

**Table-1.1: Information regarding the library staff in school libraries (K-12) at Kolkata under study**

Sl. No.	Library Staff	CBSE (33)	ICSE/ISC (63)	WBBSE (12)
1	Sr. Librarian	6	2	0
2	Librarian	33	63	12
3	Asst. Librarian	16	23	0
4	Attendant	11	35	2

It is revealed from the **Table-1.1**, at least one librarian have in all schools. In case of WBBSE affiliated schools, there is no senior librarian post as well as asst. librarian post, but also attendant is there and this post may be contractual or part-time basis. The post of asst. librarian is in all CBSE and ICSE/ISC affiliated schools. But the scenario of asst. librarian is very poor. It is more or less same in case of attendant post in the school libraries (K-12) at Kolkata under study.

#### **5.2.4 Building and Space:**

The school library should be located in a perfect place of the school considering the size and shape. It should be best location for school library in an area where maximum accessibility to the students as well as teachers is maintained smoothly.

As per the guidelines of IFLA / UNESCO, the following considerations need to be included in the planning process:

- a) If possible, central location and the ground floor should be preferred.
- b) It should be maximum accessible and close to class room areas
- c) It should be in an area free from external noise
- d) It should have sufficient lights and natural air
- e) It should be attached to appropriate room temperature i.e. air-conditioning, heating etc.
- f) Maintenance and preservation of the collections should be taken properly in every year
- g) Provision for area for disabled library users
- h) It should be an appropriate size that maintain enough space for the collection of books, and others materials like newspapers, magazines and also non-print materials and storage area, study place, reading areas, computer space, display areas, staff work areas and a circulation desk
- i) It should be flexible and to allow a wide range of activities and future changes in curriculum and technology

As per the BIS standards, in case of secondary schools and senior secondary schools, library building should have at least three rooms namely a) Stack Room, b) Librarian's Room and c) Reading Room, with the capacity of seating 40 to120 students at a time. The stack room area should be appropriate size, having capacity of keeping in between 10000 to15000 volumes.

The school library should provide accommodation for at least 50 students of a class at a time plus 10% extra space for other activities. There should be specific provision of the size and seating capacity for the number of students who are normally admitted in a school. For this, the standard size for Reading Room should be 10 sq. ft. floor. In addition to activities, there should be a room for librarian, circulation

counter, reference desk, books / periodicals display, committee / conference room, property counter, catalogue enclosure.

**Table-1.2: Information regarding the library building and space in school libraries (K-12) at Kolkata under study**

Sl. No.	library building and space	CBSE (33)	ICSE/ISC (63)	WBBSE (12)
1	Separate Building for library	0	0	0
2	Separate rooms for library	33	63	12
3	Separate rooms / space for reading	26	58	8
4	Separate rooms / space for Sr. Librarian / Librarian	33	63	12
5	Air Condition	21	51	0

The **Table-1.2** show that there is no separate building is allotted for school libraries (K-12) at Kolkata under study. But also at least one room is allotted for school libraries. More than 50% schools have a room / space for Sr. librarian/librarian and these libraries are attached with Air Condition. Most of the school libraries have a room/ space for reading facilities of their users like students, teachers and non-teaching staff. So that the position of school library regarding building and space is well arrange.

#### 5.2.5 Financial Position:

The fund and the financial position are vital and important factor of any library. The major sources of funds in respect of school libraries are a) Membership fees; b) Library Deposit; c) Donations and Gift; d) Grant-in-aid by the government; e) Late fine / overdue charges for late return of books; f) Sale proceeds of old newspapers, magazines etc.; g) Other income (cost of lost books etc.)

**Table-1.3: Information regarding sources of fund in school libraries (K-12) at Kolkata under study**

Sl. No.	Sources of fund	CBSE (33)	ICSE/ISC (63)	WBBSE (12)
1	Membership Fees	33	63	12
2	Library Deposit	22	42	0
3	Grant-in-aid by government	0	0	12
4	Donation	33	58	5
5	Late fine / Overdue charge	29	56	0
6	Sale proceeds of old newspapers/magazines etc.	33	63	12
7	Other Income (cost of lost books etc.)	33	63	8

It is revealed from the **Table-1.3**, the library fee is one of most sources of fund in case of school libraries and all schools have done it. More than 50% schools (CBSE and ICSE/ISC) are collected the money as library deposit from its members. But it is not seen in case of WBBSE affiliated govt. schools. The Govt. of West Bengal has provided Grant-in-aid to the WBBSE affiliated govt. schools only. There is no late fine / overdue charge from its users, but the caution money has to be charged from its uses in case of WBBSE affiliated govt schools only. The money which is collected as donation from the students at the time of admission are fully utilised as sources of fund in its libraries in case of CBSE and ICSE/ISC affiliated schools. Other sources of

funds, a school library receives from sale of old newspapers, magazines etc. in addition to cost of lost books, fines by all schools from K to 12 in Kolkata. The information has been collected from the various schools under study.

**Budgeting:**

Due to lack of funds, it is so very difficult for a school library to procure new books for the students as well as teaching staff in the days of rising prices. To overcome this situation, the government and other statutory bodies should provide funds to meet the needs of the users.

On the basis of the recommendations of IFLA / UNESCO guidelines “As a general rule, the school library material budget should be at least 5% of the per student expenditure for the school system, exclusive of all salaries, special education expenses, transportation and capital improvement funds.”

On the other hand, CBSE has recommended the following structure for school library budget-

Heads	Allocation
Books	50%
Periodicals and newspapers	10%
Stationary	10%
Miscellaneous like library equipment and stacks etc	10%
Binding and repair	10%

The amount allocated for books should further be allocated as follows:

- 30% is for general and recommended books
- 20% is for reference books
- 10% is for hobby books
- 30% is for fiction
- 10% is for audio Visual Material

In 1993, as per the suggestion of the Yashpal Committee Report, the amount of contingency fund is not less than 10% of the total salary bill of the school and it could be shown as a disposal of heads of schools for purchase, repair and replacement of pedagogical equipment.

**Table-1.4: Information regarding amount grant for school libraries (K-12) at Kolkata under study**

Sl. No.	Amount grant for school library	CBSE (33)	ICSE/ISC (63)	WBBSE (12)
1	Below than Rs. 5000/-	2	7	0
2	Rs. 5001/- to Rs. 10000/-	13	28	2
3	Rs. 10001/- to Rs. 25000/-	10	13	6
4	Rs. 25001/- to Rs. 50000/-	8	11	4
5	Rs. 50001/- to Rs. 100000/-	0	4	0
6	More than Rs. 100000/-	0	0	0

In most of the cases in West Bengal, the school authorities have allocated a little amount of budget for their school libraries. Thus, financial position of school libraries is not sufficient. There is no specific grant for binding of books and purchase and maintenance of journals. In these scenario, school libraries are faced more

problems. The **Table-1.4** shows that, the amount grant for school libraries is very poor conditions. Only 4 ICSE/ISC affiliated schools are in their sufficient budget i.e. Rs. 50001/- to Rs. 100000/- .Because, the school authorities of these schools are collected the grants from other external sources like business sector, public sector, and others. 2 CBSE and 7 ICSE/ISC affiliated schools are in their very little budget i.e. below Rs. 5000/-. Because, the number of students is very limited, external sources are not sufficient etc. Apart from this, a minimum level of budget i.e. Rs. 5001/- to Rs. 10000/- are used by all schools. So that budget constant is one of the problems in school libraries (K-12) at Kolkata.

#### **5.2.6 Maintenance Work and Stock Verification:**

The important part of management of library is the circulation work. For proper circulation of the library materials, appropriate stacking and shelving methods are necessary. Stock verification or Checking of the documents in the library physically is another part of the management work. All these together form the maintenance work of the library. The maintenance work mainly includes the organization of the library materials that is need to be verified physically on regular basis. This is called as stock verification. It is to ascertain that all the materials are maintained properly. It is done by shelf by shelf or subject by subject or portion by portion. It helps to reveal the number of misplaced books and lost books and also provide the statistical data for movement of books.

Only 3% private schools libraries are follow the stock verification process in their library. But other schools are not done this work. Most of the school libraries are used the library materials in open book racks, open shelves; closed book shelves and almirahs are used in a few schools. More than 85% schools authorities utilise a little portion of school fund for preservation of the library materials. In 15% schools pest control service is rare seen and in some schools occasional service are provided. For regular dusting and clearing of reading materials proper steps are yet to be taken by the school authorities in West Bengal. So, the concerned school authorities must undertake preservation measures and preservation policy for stock rectification.

#### **6. Conclusion:**

It is revealed from above discussion, that implementation of management policy is highly needed in the field of school libraries. The present situation of Govt. school libraries (K-12) in Kolkata is not satisfactory. They are suffering so many problems like building and space, administrative structure, staffing, financial position, etc. The libraries of private affiliated schools in West Bengal are well-equipped and well-organised. But in some cases, there are no full time librarians. Teachers or any other authorised persons are working as librarian. They have no knowledge in LIS (Library Information Science). Apart from this, there is no specific rules and job specification for full time librarian. They have to perform variety of non-library works like attend the classes, organise special classes, organise cultural programme etc of the schools. Thus, we have numerous problems too, yet the development of school libraries in West Bengal to some extent satisfactory.

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