

**READERS' SERVICES DEVELOPMENT
IN THE FOUR RPATCS
A LIBRARY GUIDE**

MD. ABDUL LATIF



**Bangladesh Public Administration Training Centre
Savar, Dhaka
April 2002**

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&
RESEARCH DIRECTOR**

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Acknowledgements

Dr. Kshanada Mohan Das, a Secretary of the Government of Bangladesh and Rector, BPATC conceived the idea of organising four modern libraries in the four “RPATCs and took personal interest in the establishing libraries with modern facilities. The Library Department of BPATC has also undertaken the functions. Consequently, the need for a library guide was felt. A library guide is necessary for both the readers and the library officers and the staff to run it effectively.

I take the opportunity to express my deep gratitude to the Rector. I would like to express my gratitude to the research committee for allowing me to undertake this project and providing financial support. I am grateful to the officers of BPATC and RPATCs who provided necessary data and valuable suggestions for this study. I am thankful to Mr. Hasan Muhammad Bani Amin, a student of 2nd year, honours school of the Department of Public Administration, of Dhaka University for helping in processing the data of the study. I am also grateful to M. G. Mahede, Librarian, Md. Shahjahan, Assistant Librarian for their comments and suggestions on RPATC libraries to improve the guide.

I am also thankful to Ramkishore Gour, Steno-typist for typing the manuscript. In spite of the guidance received for the preparation of the library guide I bear the responsibility for the errors and omissions.

Dated : Dhaka
24th April 2002

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Chapter-I

1.0 INTRODUCTION

1.1 Readers' Services Development in the four RPATCs : A Library Guide

- i) "Readers" means the participants of various courses of an RPATC, the officers and staff of the centre and the Govt. officials who will be interested to use the Library.
- ii) "Services" means the library services an RPATC library renders to its users.
- iii) "Development" means the system of rendering readers' services. It should be modern in nature. The users should get almost all the technological support of the age.
- iv) "Four RPATCs" means the four Regional Public Administration Training Centres of BPATC. Those Regional Centres have been imparting training to the class-II officers and the class-III employees of the Government so that they can develop their work performances in their respective organizations.
- v) "Library" means RPATC libraries. Those libraries have been setup to render readers' services to the library users.
- vi) "Guide" means the system for RPATC library to render readers' services to its readers. The guide is very urgent for each regional centre library to improve its performances of the regional library.

1.2 Concept of Library Services:

The Library is one of the central organs of a Regional Centre. The character and efficiency of the Centre could be gauged by the support and encouragement to this central organ. All the functions of the Centre, training, teaching, research and the transmission of learning and culture to the posterity are vigorously supported by the library.

The Centres have grown with rapid speed, so should have its libraries. A library is a growing organization. The growth and development of the libraries of the Centres are equally essential. If the libraries were developed, they would be an enormous exuberance of the Centres. The growth and development of the library system is the integral part of the Centre. A suitable site for the library is to be earmarked in the original plan. At present, the renovation of the library may be achieved through donation or grant. In the third phase of the development of the Centres may include the libraries' development. The unit of the system which is housed in the main building, may be housed in a separate building. Total collection of each library, at present, is about 14,516 copies which includes books, bound volumes of periodicals & government publications. These publications are received through purchase, subscription, exchange and gifts. The library, though renders readers' services, modern technical facilities are yet to be provided for.

The library may aim at serving a group of readers/specialists/participants by building a collection. Books for any one of these groups are selected to make a well-rounded collection by which the library may furnish information, recreation, and stimulation according to the needs of the group it is designed to serve. The regional libraries are of special nature. So the collections of these libraries are not the same as that of academic libraries.

The application to which books are put may vary as between one type of library and another. Accordingly, in a special library, a book may be catalogued and classified from a specialized point of view to suit the needs of the kind of readers, using the library. For example, to a medical library the value of books on occupational diseases lies in the information they give about the cause and treatment of a disease, in the technological library these books may be used to study the effect of a certain product may have on health, for the

insurance library they contribute to the question of risks; in the legislative or municipal reference library they may provide an aspect of the labour question; to the financial library they give information about investigation into a business where a certain risk exists; while in the public or university library they may be used by readers, making the subject from one or all of these viewpoints.

Books are valuable because they contribute to a certain subject or subjects; because they have been written by a certain person, or group of persons; because the titles make an appeal; because they have been compiled or edited by persons of authority, because they have been recommended for a definite purpose, because someone thinks that a certain chapter is the only thing on the subject in print; or because a new edition of an old book has brought some new information to light. Books in a library are tools collected for public use. They are usually chosen to serve the specific needs of a definite group of people.

It is the happy lot of the librarian not only to dwell in this world of books but to study and examine them so that the readers who frequent libraries may have the benefit of the wisdom, intelligence, and literary talent of those whose works are on the library shelves. This analysis demands a broad vision, a sympathetic outlook, and determination to read perseveringly, as well as a certain amount of sustained effort and expenditure of brain tissue. Those librarians who catalogue may truly be called the “servants of the servants of literature”, for it is their task to examine, cull, arrange and record the works of the writers of all generations.

The librarian must act as an intermediary between writers and readers, endeavoring to estimate justly the intention of the one and the need of the other. He must study books from a critic’s point of view to identify differences in styles and themes in order to know what value they may have for various types of readers. He must realise that the books entrusted to his care must be examined, and made ready for use in the same way that any other commodity is analysed and studied, so that it may serve its purpose. To attain this end, the librarian/ cataloguer must understand people, must envisage the needs of the readers and endeavor in every way to make the location of book, a simple and natural procedure. He should adopt neutral stand between the readers and his books, giving emphasis on what the author intended to mean rather than on his own views. He must realize that the methods and

terms used to express subjects, as well as the other technicalities involved, must be suited to the type of readers for whom the book was written.

Here, in RPATC library, the officers & the Staff must act to develop in their performances in the regional centre library. Then only the present library will be a modern library gradually and the participants will enjoy its benefit and the instructors will get more facilities to conduct sessions of different courses in the centre. We know that much emphasis has been given in training which aims to develop the capabilities and potentialities of an employee for better performances in his/her work. Besides, training provides a sense of belongingness with the goals of organisations including the changes in attitudes. We know training in the sphere of development administration is a specialised skill requiring the services of experts for its planning, designing and execution. Administration needs continuous process of learning through which public employees are equipped for providing better services to the people. So, it is a pre-requisite for developing skill, enhancing knowledge and transforming behaviour of individuals and a library has a great role in this regard. Here lies the importance of the study how to develop the reading habit of the participants in the regional centre library. BPATC authority felt it and they have been trying to develop the readers' services in the regional centre libraries so that the training courses can be conducted well. The libraries have some definite objectives to fulfil. To obtain optimum result, the right kind of persons should be recruited and posted to the right library job. BPATC being the apex training institute in the field of training its library services to the users must be an improved readers' services.

There is no good library in any RPATC to render readers' services to the trainees and the trainers. It is generally opined that there should be a modern library in each RPATC. At present, the authority observed that the reading habit of the participants and the trainers are to be developed. If reading habit of them would be developed, the trainers would be properly equipped with the up-to-date knowledge of their respective subject field & the participants would be benefited. So a good library may be built up gradually in each RPATC.

1.3 Presentation of the study report:

The report has been presented into five different chapters such as :

chapter-I : introduction;

Chapter-II : Research Methodology;

Chapter-III : Library Administration;

Chapter-IV : Data Analysis;

Chapter-V : Findings, Conclusion and Recommendations.

Chapter-II

2.0 RESEARCH METHODOLOGY

2.1 Objectives of the study:

Government has given due weight in training of officers and staff. So to develop 4 (four) RPATCs of BPATC, Government allotted much money which has already been spending in the 2nd phase project of RPATCs. To develop readers' services and to develop reading habit of participants, officers and staff of RPATCs, no such study has yet been done to assess the appropriateness of the system. A proper assessment in this regard is necessary. With this in view, the notable objectives of the study are stated as follows:

- (a) The study will be done to analyse whether the reading habit of the participants, the officers and the staff can be improved in the RPATCs.
- (b) To prepare a "Library Guide" to improve the standard of the system & to run the library administration, in a systematic way so that the library personnel can render readers' services to the library users in a better way.
- (c) To provide suggestions for the participants, the officers and the staff to improve a proper system.

2.2 Methodology:

The research study explored to collect data from both primary and secondary sources of information, to determine the need of readers' services, a structured questionnaire was designed and pre-tested to collect data.

2.3 Scope and Limitation:

The study was scheduled in the 4 (four) RPATCs and BPATC to explore on the major variables, respondents' background, age, academic level, employment, experience, tasks structure & work performances to data analysis. Data analysis was based on statistical tools like tabulation, range, coverage, etc. The study had to face the following limitations:

- (1) In fact, the study was primarily an opinion survey and not fully a proper documentary survey as is generally made by the commissions or committees.
- (2) Some of the available samples under study did not respond to the queries made, obviously because of their unwillingness to expose themselves.
- (3) The time allotment was not sufficient for a thorough study.

2.4 Benefit of the research:

The research data analysis, findings and recommendations helped much to write a 'Library Guide'. The Guide will help both the participants of Courses, the officers and the staff to develop their reading habit and the library officers and the staff will be able to render readers' services in the regional centre libraries of the BPATC.

Though the regional centres have been conducting courses with a long heritage, the appropriateness of the needs of its clientele has not yet been properly assessed. Here, the hypotheses for the study is based on the above idea.

2.5 Hypotheses:

Null hypothesis : The regional centres cannot render readers' services to the participants properly.

Alternative hypothesis : The regional centres can render readers' services to its participants properly.

2.6 Methods of data collection:

Data for this research study have been collected from the primary and the secondary sources. Primary sources included personal observations, obtained through interviews while the secondary sources included study of materials, records, documents and literatures.

The methodology, given below, has been followed in collecting data for the study.

Methodology

Methods	Mode of Contact	Purpose	Samples
1. Questionnaire	To ask the officers and the staff who have been associated with training and library readers' services.	To reach large number of people within a short time	40 officers & staff
2. Interview	Most informal and casual meeting with the officers, the staff of RPATCs participants of various courses conducted in RPATCs	To find out the causes of possible solutions	
3. Examination of Documents	Focussing on problems, raised in earlier courses in RPATCs.	Synthesis of different relevant points	The end course evaluation reports and other records.

The Questionnaire has been prepared in such a way that the sample can be used to provide information, regarding establishing a modern library in each centre of the 4 (four) regional centres of the BPATC. Also it will help much the staff, the officers & the participants to develop their reading habit so that they would use the library. Further discussion and exchange of ideas with the officers and the staff have been provided detailed information as to cater to the search of the study.

2.7 Data interpretation:

Both for analysis and presentation, tables have been used to make the explanations more logical and simple.

Chapter-III

3.0 LIBRARY ADMINISTRATION

To those who have had their interest in library by a love of books and to those who have a desire to know books better and make them known to others, there is no more satisfying work than the handling of books as they come into a library.

The library may aim at serving a group of specialists by building a collection restricted to one subject, no art, engineering, or medicine, books for any one of these are selected to make a well-rounded collection by which the library may furnish information, recreation and stimulation according to the needs of the group, it is designed to serve.

Library administration, or management in the field of libraries, are studied from two points of view : the theoretical and the practical. Obviously there has been some form of administrative practice in libraries from the earliest time and much has been written about it. Little, however, has been written about the theory or principles of library administration. Some of the more progressive library schools in the United States do now provide courses in the principles of administration and on the application to the libraries administrative theory. Every librarian now regards himself as an administrator; many indeed proclaim themselves as administrators above all else. Many librarians, newly appointed to administrative positions of great responsibility in which, as administrator, this will be called upon to take decisions and accept responsibility for them, must have regretted that their predecessors had not had a little leisure in which to consider why they were making certain decisions.

Many attempts have been made to define administration, to analyse administrative activity into its various elements, and to lay down principles of administration. It is indeed the public administration, who has contributed most to the study of administrative theory. The public library, as part of the public services, in most countries in the world, many have been expected to offer its contribution. There is agreement that the theory of administration is one and equally applicable to industry, central and local government, other types of organization. Gulick's version gives seven main functions—planning, organization, staffing, directing, co-ordinating, reporting and budgeting.

It is important to note that planning here is concerned with the formulation of a programme that will be based upon as clear a determination as it is possible to obtain the real objective of the service or institution concerned. The determination of a library objectives, particularly of the objectives of the public library, has been done in the United States and more recently and at the international level by UNESCO. The general principle has to be modified in its application to library administration. Thus to quote Miles and Martin, “the public administration principles are used as guides instead of dogmas”.

Library may serve as an useful link between various activities of the regional centre and may assist research and other works by ensuring the required publications available in the library. It may also be useful in maintaining link between the training institutes, Ministries, Public servants and in some cases members of the public. Extension of library services are essential. So we may develop our present regional centre library into a best research library.

For readers’ services development in the four RPATCs’ library, ‘an improved modern sophisticated service system’ is necessary. If the authority be able to introduce a best readers’ services system in the library, automatically reading habit of the participants and the officers will be increased provided they work in the library. Also with the system, the printed required materials should be procured and the reading environment is to be arranged for them.

3.1 The Library Committee:

A library committee may be set up to act as a policy making authority for the library and look after the following affairs :

- (a) Library planning,
- (b) Organising,
- (c) Staffing,
- (d) Directing,
- (e) Co-ordinating,
- (f) Reporting; and
- (g) Budgeting.

3.2 Present and proposed library officers and staff:

3.2.1 There is only one cataloguer in the library, there is no other staff to render readers' services to the participants and other library users.

3.2.2 Proposed organization chart and the staff position of the RPATC library are as follows:

LIBRARIAN

<u>Office</u>	<u>Administrative</u>	<u>Library Committee</u>
-1 office clerk-cum-typist	Sources	Advisory
-1 Peion		3 to 5 members
1. Assistant Librarian (Technical Services)		1 Assistant Librarian (Readers' Services)
<u>Acquisition</u>		
<u>Purchase, Gift & Exchange</u>		<u>Information and Reference</u>
-1 office clerk		1 Reference Assistant
		<u>Circulation & Documentation</u>
<u>Cataloguing & Classification</u>		1 reference Assistant
-1 cataloguer		2 Attendants
-1 Typist		Number of Service point=7
<u>Conservation</u>		Number of total staff=13
-1 Binder		

3.2.3 Librarian Tk. 4,300/--185x7—5595-EV—195x11 —7740/-

- Must have M. A. in Library Science.
- May also be M. A. in Public Administration or political Science.
- Must have 3 years work experience in a research library.
- Should have ability in documentation.

3.2.4 Assistant Librarians Tk. 3400—170x7—4590—EV—180x11—6625/-

- Must have M. A. in Library Science
- Must have ability in administration
- At least 3 years work experience in a research library

3.2.5 Cataloguer Tk. 2375—150x7—5425—EV—155x11—5130/-

- a) Must be M. A. in Library Science
 - b) Must have some library experience
- or
- a) B. A/B. Sc./B. Com.
 - b) Post graduate diploma in Library Science.

3.3 Technical Services:

Technical services involve such functions as are performed behind the scene and are basically concerned with the selection, acquisition, organization and conservation of library materials.

3.4 Book Selection:

For selection it is necessary that librarian is to be resourceful and has thorough knowledge of the related subjects and above all, the library is well equipped with basic book selection tools.

3.5 Acquisition:

The good acquisition system rests upon a well defined book selection policy, book selection committee, adequate fund for purchasing books and subscription of journals and much closer and active cooperation between the faculty and the library staff.

Here as a reference we can see the collection policy of the library of congress. “The library of congress about the collections— ‘The enormous size and variety of its collections make the Library of Congress the largest library in the world. Comprised of approximately 115 million items in virtually all formats, languages, and subjects, these collections are the single most comprehensive accumulation of human expression ever assembled. True to the Jeffersonian ideal, the collections are broad in scope, including research materials in more than 450 languages, over 35 scripts, and in many media’.

The growth of the collections is relentless. Materials come to the Library through an acquisition program that extends throughout the world and includes over fifteen thousand agreements with foreign governments and research institutions for the exchange of research materials; gifts; purchases; transfers from other U.S. government agencies, and copyright

deposits. Each day about thirty-one thousand items arrive at the Library; approximately seven thousand of these items will become part of the permanent collections.

The extent of the Library's collection building activities is extremely broad, covering virtually every discipline and field of study, and including the entire range of different forms of publication and media for recording and storing knowledge. The Library has always recognized that its preeminent role is to collect at the national level. It has striven to develop richly representative collections in all fields.

For nearly two centuries, the Library of Congress has relied first on its own expert staff, as well as copyright depositors, book dealers, scholars, and other experts to assure that the national collections of the United States continue to enable the Library of Congress to fulfill its mission to "sustain and preserve a universal collection of knowledge and creativity for future generations."

Total number of books of library of Congress is 7,44,00000 copies.

3.5.1 Accession Register:

After acquisition of books and binding of journals an "Accession Register" is very essential for recording library holdings. The specimen of the "Accession Register" may kindly be seen in Annexure—C.

3.6 Organization:

It is concerned with classification, cataloguing, indexing and maintenance of catalogue, so necessary for providing information about the nature and location of collections. Delay in catalogue and classification deprives readers from the use of the urgently needed printed materials.

3.7 Readers' Services:

The facilities and services provided on the scene or direct to the readers are called 'Readers' services' and include such functions as information and reference, circulation, documentation and library operation.

Physical management of the library:

Books	Books	Books	Books	Books
11111	1111	1111	1111	1111
11111	1111	1111	1111	1111
11111	1111	1111	1111	1111
Stack Area				
Display of New Book	Information Desk		Catalogue Cabinet	
Periodicals	★ ★	★ ★	★ ★	★ ★
Periodicals	★ ★	★ ★	★ ★	★ ★
Periodicals	★ ★	★ ★	★ ★	★ ★
Periodicals	★ ★	★ ★	★ ★	★ ★
Readers				

Any trouble regarding space could be tracked measuring the total area using the following standard formula for library space :-

1 sq. ft. for 14/15 books

150 sq. ft. for Librarian

25 sq. ft. per reader

100 sq. ft. service area etc.

100 sq. ft. per staff

3.7.1 Library Hours:

Week/Days

Time

Saturday—Thursday

7:30 a.m—10:00 p.m.

Friday

3.00 p.m—5:00 p.m.

Holidays

Closed

3.7.2 Library Membership:

- a) All participants of the courses of the centre would be the members of the regional library

- b) All officers and staff of regional centre and other Government officials, if interested, may be member of the library, applying through the chairman of library committee in the prescribed form of the regional centre library. Application form will be available in the library.
- c) Application form—the specimen of the application form is kept in the Annexure-D

3.7.3 Issue and Renewal of books:

A member of the library can normally borrow 3 books at a time for a period of one/two week/s. The officers of the centre may however be allowed to borrow up to 5 (five) books at a time. The time period of keeping a book with a reader cannot be normally more than two weeks. No damaged book will be issued until it has been repaired, bound and processed as required. Journals and bound papers are to be consulted in the library like other reference materials.

3.7.4 Membership Card :

To issue book/s etc. to the library members, membership card is a very necessary item. The structure of membership card can be seen in Annexure-E. If any one fails to avail the card he/she cannot enjoy the facilities of the library.

3.7.5 Gate pass :

It is needed to keep proper record with a cross-check of the books issued. Another purpose of gate pass is to stop missing of library books etc. If it is maintained strictly, there will be less chance of losing book from the library. The specimen of 'Gate Pass' is kept in Annexure-F.

3.7.6 Borrowers' identification card:

The purpose of the card is required for two reasons—one is to identify the reader and the other is to ascertain whether he/she return the book/s. The specimen of it is kept in Annexure—G. The card will be in the library for receiving book/s.

3.7.7 Loss of Books:

When a book is damaged or lost by a borrower a replacement value as is assessed by the librarians shall be payable by the borrower, subject to approval of the chairman of the library committee.

3.7.8 Binding of Library Materials:

Timely binding of books, periodicals, newspapers and preservation are very important for proper use of the library materials. The climate of Bangladesh is damp and humid. So proper care is needed to save the library materials from damage and deterioration.

3.7.9 Entrance Formalities:

- (1) Before entering the library every reader will hand over personal book, bag, umbrella, parcel, attache , briefcase, newspaper or other belonging(s) to the library attendant at the checking counter against a numbered token at the gate of the library.
- (2) Bags and attaches etc. are to be deposited but valuable articles like money, gold ornaments, watches etc. should be kept in possession of the reader.
- (3) Deposited materials may be collected from the checking counter on return of the token before closing hour of the library.
- (4) Only note paper and exercise book will be allowed to be taken inside the library, subject to check at the gate at the time of departure.
- (5) Books issued for study in the reading room should be returned to the desk and readers must not try to place back in the shelf or leave it at the reading table.
- (6) Arrangement may be made to reserve in a separate desk inside the library, for the officers for doing such work in connection with official business. In such case officers are allowed to any more things which will be needed for research works.

3.7.10 Borrower's Card:

The necessity of the card is to be sure how many book/s etc. he/she can borrow and the card will be with the borrower. It is kept in Annexure-H.

3.7.11 Smoking:

Smoking is strictly prohibited inside the library, it may cause damage to the library.

3.7.12 Writing on books and other materials:

The readers are cautioned against writing, disfiguring, signing, affixing or offering any a kind of marking on books and other library materials. Anybody found doing so, may be charged the cost of replacement of the borrowed books or materials.

3.7.13 Mutilation:

Mutilation of book by removing a page/pages from it or otherwise , is a most reprehensive work and should never be done by a reader. Anybody mutilating any library material will be charged the cost of replacement of the mutilated material and will be debarred from using the library by the library committee.

3.7.14 Library Clearance:

All the officers and the staff who are the member of the library must obtain a clearance from the library on transfer from the centre before they are released by the authority from the centre and the participants at the end of each course.

3.7.15 Clearance letter form:

The clearance letter form is kept in Annexure-I

3.7.16 Stock-taking:

At the beginning of each financial year stock-taking of the library materials will be done. During the stock-taking no library materials will be issued to anybody.

3.7.17 Reservation of books:

The books or other printed materials which are required by users, but copies of them are limited may be kept reserve for use in the library room.

3.7.18 Book Reservation Form:

Sometimes it is very essential to reserve the valuable books under issue, for the participants/trainers. A library is to reserve the book for readers. The form is kept in Annexure—J

3.7.19 Suggestions for new books:

The library users are most welcomed to make valuable suggestions for new additions to the library.

3.7.20 Return of books and other printed materials:

Library books must be returned on the due date for the smooth readers' services. Otherwise, library services will be hampered. It is to say here, if readers do not obey library rules, they will suffer and library will fail to render good services to them. An over due notice must be sent to the borrower who has failed to return a book by the due date. In case, borrower does not return the book to the library on the prescribed date, at least two reminders are to be issued from the library. If the borrower still fails to return the book in question, the matter is to be referred to the chairman of the library committee who will take appropriate action for recovery of the book(s).

3.7.21 Reminder form:

When readers do not return the book/s on due date, a reminder is to be issued for overdue book/s. The form is kept in Annexure—K.

3.7.22 Urgent book recall form:

Sometimes it is very necessary to request the borrowers to return the issued book/s to the library for placing it/them in the "Reserved List" as the same is/are required for the participants/trainers. It is kept in Annexure—L.

3.7.23 Inter-Library Loan:

Whatever may be the size of a particular library, it is not always possible to procure all types of materials necessary for research and to conduct training courses. Besides, our country is not a book producing country, our country is a book purchasing country. A country like ours always may not be able to allot foreign currency to procure books, journals etc. from abroad. So if some materials are easily available from another library, it may not be wise to purchase the same from abroad. We are to ensure the maximum use of the rare materials available at our door step. So inter-library loan system is one medium to help in this regard. One can borrow books etc., when necessary from the other library through inter-library loan.

3.7.24 Inter-Library Loan Form:

The specimen of the form is kept in Annexure-M

Chapter-IV

4.0 DATA ANALYSIS

It is very essential to analyse the data of the research study for findings and recommendations. Total number of 40 officers and staff have been interviewed for the research study.

Table-1 : Length of service of the respondents

5—10 Yrs.	11—20 Yrs.	21—33 Yrs	34 Yrs. above	No Comment
17 (42.5%)	15 (31.5%)	6 (15.0%)	1 (2.5%)	

Among 40 respondents, 17 (42.5%) belong to 5—10 years, 15 (31.5%) belong to 11—20 years, 6 (15.0%) belong to 21—33 years and 1 (2.5%) only belong to 34 years (table-1). It shows that the respondents are of very experienced and their opinions have value. It is also significant that 17 respondents have been serving for 5 years to 10 years, 15 respondents have been serving for 11 years to 20 years. Among the rest 6 respondents have been serving 21 years to 33 years and 1 has maximum service length 34 years. It may be worth mentioning that among respondents, insufficient number of officers belong to cadre services and more officers and staff belong to non-cadre services.

Table-2 : Whether there should be a library in the Centre to render readers' services for conducting courses

Yes	No	No Comment
40 (100%)	0	0

Table-2 shows that all the 40 respondents opined that there should have a library for each centre to render readers' services. It also further gave stress on establishing a good library for running the courses in the regional centre. As no one of the respondents differs in their opinion regarding a library, it made the authority compelled for development of a rich library for each regional centre. Among the respondents majority important were participants, so it could also be said that it was participants demand for a good library to help them, during their course period.

Table-3 : Whether they used the present library as trainers/trainees

Yes	No	No Comment
35 (87.5%)	0	5 (12.5%)

Table-3 shows that the trainers and the trainees used the present library for preparing their training courses' materials. 87.5 percent trainers/trainees prepared their lessons in the library. Only 12.5 percent did not comment, because they are neither instructor nor participant. It is significant to mention that 35 respondents out of 40 used the library. It is very clear that a modern library is essential for the centre to run a course in a befitting manner.

Table-4 : Whether they felt that a library is essential to impart best training

Yes	No	No Comment
39 (97.5%)	0	1 (2.5%)

Table-4 shows that if an authority wants to impart best training to the participants, a library is very essential for them. Without the help of a library materials it is not possible on the part of a trainer to run a course well. Similarly a trainee can not continue a course, lack of reading materials. So a library is a must for a course to be conducted in the regional centre of the BPATC. In the table we could also see that 97.5 percent respondents opined in favour of a modern library to be developed in the centre & only one respondent was silent.

Table-5 : Whether they were benefited using by the library, its percentage.

40%	60%	80%	100%	No Comment
9 (22.5%)	11 (27.5%)	10 (25%)	7 (17.5%)	3 (7.5%)

It was indicated that by using the present library, 9 respondents were benefited 40%, 11 respondents were benefited 60%, 10 respondents were benefited 80%, 7 respondents were benefited 100% and 3 respondents did not comment (table-5). It is very important to mention here that majority of the respondents opined that they were benefited by the present library materials. So the authority should develop a library for the academic use. We can also draw a conclusion that the participants and other officers have been using the present library and they have been receiving help in both instructional and departmental from the library. In other word it is to mention here that they have interest to use the library.

Table-6 : Whether the present library is sufficient to impart training

Yes	No	No Comment
6 (15%)	33 (82.5%)	1 (2.5%)

Table-6 indicates that the present library cannot help the participants sufficiently. 82.5 percent of the respondents opined that present library is not sufficient for them, only 15 percent opined that it can serve them. So we can draw a conclusion from the remarks of the respondents that the authority should give due attention to build up the present library gradually to run the courses well.

Table-7 : Whether it is easy to build up libraries for the RPATCs

Yes	No	No Comment
34 (85%)	3 (7.5%)	3 (7.5%)

Table-7 shows that it will not be very difficult to build up a library in the regional centre gradually if the authority gives an active thought on it. 85 percent of the respondents opined that it will not be impossible for the authority to grow a good library in the regional centre day by day. We are also in the same opinion that it is possible to develop a modern library in the regional centre.

Table-8 : Whether they thought that the manpower of a library should be provided & developed before building the library.

Yes	No	No Comment
37 (92.5%)	2 (5%)	1 (2.5%)

Table-8 reflected the views of the respondents that manpower of the library should be recruited & developed before building the library. 92.5 percent respondents gave their opinion in favour of recruitment of the manpower 1st. Then the manpower can help the authority to build up a good library in the centre. If there would be no developed manpower in the library, question may arise, who will work to build up a library.

Table-9 : Whether the trainers were benefited in developing their handouts by using the library.

Yes	No	No Comment
36 (90%)	1 (2.5%)	3 (7.5%)

Table-9 represented that the trainers could enrich their handouts etc. by using the library. 90 percent of the respondents opined that library were very important to them, because they were benefited from the library. Only 2.5 percent respondents said they were not benefited and 7.5 percent respondents were silent. As majority people have been using the library and getting facilities from the library, the authority should take initiative to develop a library gradually in each centre.

Table-10 : Whether library work could be made compulsory for the participants or not

Yes	No	No Comment
31 (77.5%)	7 (17.5%)	2 (5%)

Table-10 represented that the library use could be made compulsory for the participants. 77.5 percent respondents replied that library use could be made compulsory for participants. It is very important for the course administration. Course administration should include library use in their daily sessions & allots marks for the session.

Table-11 : Whether they have plan to develop their library

Yes	No	No Comment
13 (32.5%)	12 (30%)	15 (37.5%)

Table-11, shows that 32.5 percent of respondents replied that they have future plan for the development of a library. 30 percent of respondents said they have no plan for development of library in their organizations. The respondents opined here depending the situation of their own organizations. Here we got the information from the reply that our regional centre people also have a plan to be established a good library in the centre..

Chapter-V

5.0 FINDINGS, CONCLUSION AND RECOMMENDATIONS

5.1 Research findings:

5.1.1 The present library is not sufficient to help the trainers to impart training to the participants of the training courses conducted in the regional centres. The reasons are as follows:

- (a) There is no sufficient trained manpower in the library.
- (b) The library does not remain open after office hours.
- (c) No sufficient books on all subjects.
- (d) Up to date or new books are not available in the library.
- (e) No good journal is available.
- (f) Absence of modern system of readers' services in the library.
- (g) participants cannot read the daily newspapers in the library.
- (h) Standard of readers' services system is very low.
- (i) Absence of library rules to run the library smoothly.
- (j) Sufficient Government publications are not available.
- (k) Lack of reading tables for the participants in the library.
- (l) There is no modern library furniture for the participants.
- (m) There is insufficient books on public administration.
- (n) Insufficient books on module basis.
- (o) There is insufficient books on training.
- (p) There is less Govt. orders and Circulars in the library.
- (q) Only some Bangla Novels are available in the library.
- (r) There is no good reading room in the library.
- (s) There is no reading environment in the library.

5.1.2 The causes, not to be sufficient to help the participants, that can be reduced in the following way:

- (a) Attempts should be made by the authority to develop a library in each regional centre.
- (b) Important journals must be subscribed for the library.

- (c) More books on training must be procured.
- (d) The time schedule of the library should be rescheduled comparing with the class hours.
- (e) Publications on rules and regulations should be procured.
- (f) Furniture should be procured for the reading room of the library.

5.1.3 At what level one can say the library in the regional centre is built up

- (a) When a library would be able to help the participants, trainers regarding their required materials, it can be called a library is built up in the centre.
- (h) Though the library is not a modern library, if the officers & the staff can help the participants well, it can be called a library is built up
- (i) When a reader can have required publications in the library, he also can say a library is built up in the regional centre.

5.1.4 The respondents opined regarding a library to be built up in the RPATC, their opinions are as follows :

- (a) An issue and return system of reading materials must be introduced in the library.
- (b) An effective training should be implemented in the centre.
- (c) Standard magazines should be subscribed for the library.
- (d) Library accommodation should be increased.
- (e) Trained, skilled, effective, experienced manpower should be appointed for the library.
- (f) Necessary books on module-basis should be procured.
- (g) Every year there must have a budget allocation for procurement of books.
- (h) Arrangement must be made for procurement of Government publications.
- (i) The library should have linkage with other training organisations.
- (j) All BPATC publications should be available in the RPATC library.
- (k) An arrangement should be made for required furniture and a good reading room in the library.
- (l) Attempts should be made to build up a good library gradually.

- (m) There should have sufficient co-operation in between officers and the participants of the centre.
- (n) Collections of the library should be built up on the basis of participants' needs.
- (o) An arrangement may be made for a donor to build up a good library.
- (p) Internet system and fax facilities should be established in the library.
- (q) Efficient running of the library administration should be ensured.

5.1.5 The required manpower for the library, (as the respondents suggested are as follows:

- (a) Librarian-1, Assistant Librarian-2, Cataloguer-1, Library Assistant-2, Computer operator-1 Typist-1, Book sorter-1, Binder-1, Night Guard-1 MLSS-3

5.1.6 The nature of collections for the library as the respondents suggested are as follows:

- (a) Publications on service rules should be procured
- (b) Publication(s) on Laws should be procured
- (c) Books on public administration should be procured.
- (d) Publication on disaster management should be procured.
- (e) Books on Economics should be procured.
- (f) Books on Poverty Alleviation should be procured.
- (g) Books on Training should be procured.
- (h) Books on Management should be procured.
- (i) Books on different professions should be procured.
- (j) Books on political science should be procured.
- (k) Books on literature should be procured.
- (l) Books on Financial Management should be procured.
- (m) Books on International Relation should be procured.
- (n) Books on Social Science should be procured.
- (o) Books on Research should be procured.
- (p) Books on Computer Science should be procured.

- (q) Books on Women Development should be procured.
- (r) Books on Science should be procured.
- (s) Books on Religion should be procured.
- (t) Publications on Bangladesh Constitutions should be procured.
- (u) Publications on Pension rules should be procured.
- (v) Publications on English learning should be procured.
- (w) Daily Newspapers should be procured.
- (x) English Novels should be procured.

5.1.7 How trainers and the trainees could be influenced to prepare their lessons in the library as suggested by the respondents; the following are the factors which may influence them :

- (a) Library collections should be on all subjects.
- (b) Library should remain open in the morning and in the afternoon.
- (c) Separate time, comparing the class schedule should be allotted for library use.
- (d) The library should be made modern and attractive to the readers.
- (e) Bengali translation is necessary with the original book.
- (f) Marks should be allotted for library use.
- (g) Reading facilities should have with a beautiful environment in the library.
- (h) Different assignments should be given on various modules to the participants.
- (i) Required manpower should be appointed for the library.
- (j) There should have more reference books in the library.
- (k) The courses of the centre should be strictly residential.
- (l) Library work session should be scheduled for the participants.
- (m) Internet service system should be introduced in the library.

5.1.8 How trainers and the participants would be benefited by using the library as the respondents opined; are as follows :

- (a) The library should procured publications on service rules.
- (b) Library authority will make available the latest rules & regulations of the Government in the library.
- (c) On a particular subject, various resources are to be available in the library.

- (d) To reduce mistakes of handouts etc., library can help much in this regard supplying up to date materials.
- (e) Books on the same subject by different authors are to be available in the library for preparation of a best lesson.
- (f) Handouts can be compared with the text in the library and then one can enhance his knowledge.
- (g) Reference materials can be consulted with text in the library.
- (h) A library can help the trainer to be effective in training.
- (i) To increase knowledge on modern technology and new informations, a library has a great role in this regard.
- (j) Contemporary informations are known through a library consultation.
- (k) A trainer can develop his handout, using the library.
- (l) Amendments of different rules and regulations can be known by using a library.
- (m) When a trainer uses a library, he can develop himself, only then participants will be indirectly benefited.
- (n) If one can analysis the best materials, he can develop himself for the nation.
- (o) If one can consult research materials and new books in the library, he can impart best training.
- (p) If one can acquire new knowledge and new thought on a particular subject, he will be a best person for the society or for the nation as a whole.

5.1.9 Whether library use can be made compulsory for the participants, they suggested that it can be made compulsory for them in the following ways:

- (a) If library remains open from 9:00 a.m. to 10:00 p.m. at night, it will be easier to make compulsory use of library for all.
- (b) After office hours the officers and the staff can use the library so that they can help the participants.
- (c) Assignments should be given to the participants on module basis.
- (d) Some marks should be allotted for library works and the same marks will be added to the final result.
- (e) Special prize may be awarded to the best library users.

- (f) Teachers can give name of the reference books in the class to the participants to be consulted in the library.
- (g) Attendance of the users should be strictly maintained in the library.
- (h) Topics, related to the modules, may be given to the participants, so that they will be compelled to use library.
- (i) To use library, it is a must and it should be included in the training calendar
- (j) In every course, library use, should be included in the course programme also.
- (k) The teachers will give importance, in the general classes, on library use.
- (l) The librarian will take classes on how to use library materials well.
- (m) Book review may be included in the training programme.
- (n) Seminar paper writing also may be included in the course programme. These will give life to the trainers and the participants will be more interested in participating in the training courses.

5.1.10 To develop the present library, the followings are the suggestions given by the respondents:

- (a) Present library building should be extended.
- (b) Manpower should be increased.
- (c) Library reading hours should be extended.
- (d) Every year library collections should be increased.
- (e) Cataloguing and classification of books should be done regularly without delay.
- (f) Library furniture should be developed.
- (g) The issue and return system of books should be developed
- (h) The RPATC Library should be built up gradually like the BPATC library
- (i) Library building may be a separate building in a beautiful environment.
- (j) Some programmes should be introduced among the participants and the instructors, so that they will be compelled to use the library.
- (k) Readers' services system should be developed.
- (l) Up to date publications should be procured.
- (m) Module related journals should be subscribed
- (n) More reference books should also be collected.

- (o) Internet service facilities are to be available in the library.
- (p) Photocopying service should be made available in the library
- (q) Computer service facilities are to be made available in the library
- (r) Research related books should be procured.
- (s) Due weight on library use by the participants should be given.
- (t) Books on training should be collected.
- (u) Pegion hole counter system may be introduced for bags etc. of the participants
- (v) To control social crime, books on moral development should be collected.
- (w) The Authority should have sympathy to build up a modern library in the regional centres of BPATC.

5.2 Conclusion:

It is said that without cataloguing and classification, a collection of books etc is a jungle. A librarian may take care of a book like his affectionate son. The catalogue of a library is like a mirror to a researcher or a reader. Classification number is like a signal where a particular material is kept on the shelf in the stack area. If a librarian & a reader follow the system, right things can be supplied to the right reader in the right time. As the RPATC library is a special kind of library, the library officers and the staff are to take special care to its readers. Regional Public Administration Training Centres are going to be developed day by day, the library of each centre is also to be improved gradually. The authority may take care of the library to make arrangement to grow it.

It is found from our research study, 40 respondents opined that a best library is necessary for the best training. Besides, the opinion of the respondents, all literate persons accept it that best training is only possible if there will be a best library to help the trainers and the participants. So the library must be developed and its collections are to be built up day by day.

5.3 Recommendations:

- (1) A modern library is a must for the RPATC.
- (2) A skilled & qualified manpower is very much essential for the library.
- (3) The annual grant of the library will have to be raised & stabilized.
- (4) A modern readers' services system should be introduced in the library.
- (5) The issue and return system may be computerised.
- (6) Early appointment of qualified and competent officers & staff will be necessary for overall better performances and services in the library.
- (7) Library furniture should be modern one.
- (8) Books on all the subjects may be procured.
- (9) RPATC library officers & the staff can help them to build their library collections, at present.
- (10) Librarian-1, Assistant Librarian-2, Cataloguer-1, Library Assistant-2, Computer Operator-1, Typist-1, Book sorter-1, Binder-1, Gate keeper-1, MLSS-2 will be necessary for the library to develop its performances.
- (11) Library is an expanding phenomenon , so there will always remain the problem of space. The future requirement of space can be worked out on the basis of annual rate of additions to the library.
- (12) Government publications must be procured on priority basis.
- (13) In addition to reference service which is now the normal function in a modern library, the development of documentation service will be necessary to assist the faculty in their study & research work.
- (14) Library cooperation will be necessary for the use of resources of other libraries.
- (15) Emphasis in purchase of books, documents and subscription of periodicals be given according to the basic needs of the participants by the RPATC.

- (16) The faculty and the Library officers & the staff should cooperate more actively in selection, acquisition, improvement and strengthening the present collection.
- (17) Air conditioning of the reading room will be extremely helpful in congenial use of the library.
- (18) In the interest of timely use of the collections, the printed materials should be classified and catalogued without delay.
- (19) Exchange programme may be expanded on international scale in order to secure more materials directly and save foreign exchange. The librarian will be responsible for exchange of publications.
- (20) Photocopying machine and computer may be available to facilitate research study in the library.

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SOME VERY ESSENTIAL GLOSSARIES ON BOOK AND LIBRARY

- (1) **Added Title-page**—A title-page additional to the one from which a main entry for a catalogue entry is made. It may be precede or follow the one chosen and may be moved general, such a series title-page, or may be equally general, as a title-page in another language, and either at the beginning to end of a book.

- (2) **American Library Association (ALA)**. The American Library Association, founded in 1876, is the oldest and largest national library association in the world. Its concern spans all types of libraries : state, public, school and academic libraries; special libraries serving persons in government, commerce and industry, the arts, the armed services, hospitals, prisons, and other institutions. With a membership of libraries, librarians, library trustees, and other interested persons from every state and many countries of the world, the Association is the chief advocate for the people of the United States in their search for the highest quality of library and information services. The Association maintains a close working relationship with more than 70 other library associations in the United States, Canada, and other countries, and it works closely with many other organizations concerned with education, research, cultural development, recreation, and public service. On 31 August 1987, the Association had 2772 organization members and 42,373 personal members—a total of 45,145. The Headquarters are in Chicago. The mission of the American Library Association is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all. There are 15 Round Tables. Specialized offices within the ALA are : Office for Intellectual Freedom; Office for Library Outreach Services; Office for Library Personnel Resources; Office for Public Information; Office for Research; and the Washington Office. There are eleven divisions : American Association of School Librarians, American Library Trustee Association, Association for Library Collections and Technical Services, Association for Library Services to Children. Association of College and Research Libraries, Association of Specialized and Co-operative

Library Agencies, Library Administration and Management Association, Library and Information Technology Association, Public Library Association, Reference and Adult Services Division, Young Adult Services Division (qq.v).

- (3) **Back Title**—The title which is placed on the spine or back, of a book.
- (4) **Bibliography**—The compilation of systematic or enumerative bibliographies-books, audio-visual formats and other publications arranged in a logical order giving author, title, date and place of publication, publisher, details of edition, pagination series and literary/information contents. Such a bibliography might be of works by one author, or on one subject, or printed by one printer, in one place, or during one period. A bibliography may be completed general/universal (i.e. including all formats, periods, subjects) or national (materials from one country) or select (relevance) to a purpose.
- (5) **Book**—(1) A set of blank sheets of paper bound along one edge and enclosed within protective covers to form a volume, especially a written or printed literary composition presented in this way. (2) A division of a literary work, which is separated published and has an independent physical existence although its pagination may be continuous with other volumes. At a UNESCO conference in 1964 a book was defined as a non—periodical printed publication of at least forty nine pages exclusive of cover pages.
- (6) **Binder's Title**—The title of a book as lettered on its spine by the book binder; frequently a shortened form of the full title as given on the title page.
- (7) **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. To be distinguished from (1) a list, which may not be in any particular order and may be incomplete, and (2) a bibliography, which may not be defined by any one collection of books or to a particular group of library. Each entry bears details of class member or call number to enable the item to be found, as well as sufficient details (such as author, title, date of publication, editorship, illustration, pagination and edition) to identify and describe the book. To compile a list of documents according to a set or rules so as to enable the consulter to know what items are available, and from the class number, call number or other means of

identification, where they may be found. In a special library, in addition to entries under authors, subjects, and possibly titles, it may include (a) analytical entries, (b) abstracts — especially in scientific and technical libraries etc.

(8) **Classified Catalogue**—A Catalogue of subject entries arranged in systematic order according to a scheme of classification. Unlike other subject catalogues the entry headings are not verbal statements of subject but consist of notation symbols which represent subjects, forms and aspects, and also convey the order of the schedules of the classification scheme adopted. Therefore a classification scheme which groups related subjects and aspects together and also displays a logical hierarchy of subjects will achieve these results when its notation is used for the arrangement of a classified catalogue. Consequently the chief virtue of this catalogue has precisely in its systematic arrangement, enabling the inquirer methodically to survey the library's resources within a subject class with ease, and aiding the single-subject Enquirer by filing the entries for works on allied and related subjects in proximity.

In use the catalogue suffers from the singular disadvantage that the users under fully conversant with the classification is unable to comprehend the sequence of entries. To alleviate the disadvantage, indexes are usually provided to act as keys to the arrangement and allow approach through the factors of subject-name, form, series, author, editor or other name. These indexes are arranged in alphabetical order and refer the reader by means of the classification number to the relevant point in the catalogue sequence. The usual indexes are a subject index, author index, title index and series index, the latter three frequently being combined into one, and sometimes all four.

When fully equipped with the necessary indexes the classified catalogue offers all the methods of approach to the library's stock that the dictionary catalogue provides in its single sequence.

(9) **Collective Title**—(1) A title under which articles written separately by several authors are published together. If there is no recognized author, compiler, or editing body, the main catalogue entry appears under the title of the work. (2) The title given to a work as a whole when that consist of several works, each with its own title.

(10) Collocation—The arrangement of sub-classes of a classification by degrees of likeness.

(11) Collective or Direct Catalogue—The principle of entering books written by one author using several pseudonyms under which real name (collective) or under the name used for each individual title (direct).

(12) Cover title—The title of a book placed on a publisher's care or as distinguished from that printed on the title page. Not to be confused with the Binder's Title.

(13) Dewey Decimal Classification—The classification devised by Melvil Dewey (1851—1931) in 1873 and first published anonymously in 1876. Since when it has been revised nineteen times. Knowledge is divided into the following main classes, O, General works. 1, Philosophy; 2, Religion; 3),Sociology; 4, Philology; 5, Natural Science; 6, Useful arts; Fine Arts; 8, literature; 9, History. The notation is a pure one, being based on three figure and used decimally. Sub-division by form is facilitated by the use of a table of common sub-division; the linguistic members from 420—499 and the geographical members from 440--499 are used mnemonically to sub-dividely language and place. The relative index is original, and shows the relation of each subject indexed to a larger subject, or after the entry word the phase of the subject is indicated. The schedules were considerably extended an each successive edition until the fifteenth standard edition (1951) which was published after Dewey's death and was a much attenuated edition, being designed for a small library. In this, the simplified spelling which Dewey had always used was discontinued. The sixteenth edition was published in 1958, the seventeenth in 1965, the eighteenth in 1971, the nineteenth in 1979, the twentieth in 1985 and the twenty 1st in 1996 in four vols. DDC'S is published by forest frees, formerly a division of the Lake Placid Foundation, but acquired by OCLC in 1988. There is an Editional policy committee representing the libraries using DDC, and the actual editing is done under contract by the library of congress. We also add instructions, divide like the classification division of DDC, university decimal classification.

(14) Dictionary—A book explaining the words of a language, the words being arranged in alphabetical order; it usually gives the orthography , pronunciation & meaning of each word.

A dictionary of the words in a restricted field of knowledge usually gives only the meaning & information retrieval.

(15) Dictionary Catalogue—A catalogue in which all the entries (author, title, subject, series etc.) and reference are arranged in a single alphabet—like a dictionary. As distinct from other alphabetical catalogues, subject entries are made under specific subjects. In some instances, the arrangement of subject entries may depart from a strictly alphabetical order to provide a logical, or other convenient, arrangement, the main headings still retaining the alphabetical order. For the 'objects' of a dictionary catalogue is cutter's objects. The 'object' of a dictionary catalogue as adumbrated by letter in his rules for a dictionary catalogue, 1875, are (1) to enable a person to find out a book of which either (a) the author, (b) the title, (c) the subject is known; (ii) to show what the library (d) by a given author, (e) on a given subject, (f) in a given kind of literature; (iii) to assist in the choice of a book (g) as to its edition, (h) as to its character (literary or topical).

(16) Divided Catalogue—A catalogue in which the entries are separated into two or more sequences in order to simplify filing and consultation, which may become complicated in a large dictionary catalogue. All subject and form entries and their necessary references may form an alphabetical subject catalogue and the remaining entries form an author title catalogue.

(17) Double Title page—Used where a work has both a right hand and a left-hand title-page. Usually one of these serves for the series or the complete volumes of a set, and the other is limited to the individual volume.

(18) Encyclopaedia—A work containing information on all subjects, or limited to a special field or subject arranged in systematic alphabetical order. It may be in one vol. in which case very brief information will be given, they may be in many vols. in which the various matters will be comprehensive, usually written by experts and sometimes containing bibliographies and illustrations.

(19) Engraved Title page—A supplementary title-page usually wholly engraved on copper which faces the usual printed title-page. These were popular in the seventeenth century and were frequently elaborate allegorical pictures or symbolic designs.

(20) Entry-(1) The record of a book publication, or other item in a catalogue or other library record. In a catalogue it may be the main entry or an entry under subject, or an Added Entry or an Index Entry. It may give a description of the item and also the location. (2) Sometimes used to indicate the cataloguing process which is concerned with determining the heading to be used for the Body of the Entry or that part of the description of an item which follows a heading etc.

(21) Entry word-1. The first word, other than an article, of a heading in a catalogue; the one by which the entry is arranged.

(22) Glossary—An alphabetical list of abstruse, explanation of unusual, technical, dialectical or other terms concerned with a subject with definitions or a collection of technical or special words.

(23) Leaf / Page—A sheet of paper, printed, and folded one forms a section of two leaves or four pages, and is called folio; folded twice, it forms a section of four leaves or eight pages and is called quarto. A leaf consists of two pages, one on each side, either of which may or may not be printed on. Usually the recto has an old number, and the verso the subsequent number, but in reprints this may not be the case.

(24) Lettering—The emplacement of the library call number on the spine of a book.

(25) Librarian—One who has the care of a library and its contents, selecting the books, documents and non-book materials which comprise its stock, and providing information and loan services to meet the needs of the users.

(26) Library—(1) A collecting of books and other literary materials kept for reading, study and consultation. (2) A place, building, room or rooms set apart for the keeping and use of a collection of books etc. (3) A number of books issued by one publisher under a comprehensive title as the “Loeb classical Library” and usually having some general

characteristic such as subject, binding or typography. (4) A collection of films, photographs and other non-book materials, plastic or metal tapes and discs, computer tapes, disks and programs. All of these, as well as printed and manuscript documents, may be provided in departments of one large library or they may be in collections restricted to one type of material.

(27) **Library Associations**—The British professional association, for the regulation of the profession of librarianship; for the promotion of the better administration of libraries and the encouragement of bibliographical study and research and for the accumulation and discrimination of information concerning libraries. It was founded as the Library Association of the United Kingdom on 5 October 1877 at the conclusion of the first international conference of librarians, which was held at Brussels from 2—5 October under the presidency of Mr. John Winter Jones. It became a wholly professional association in 1962 when new bye-laws came into operation.

(28) **Librarianship**—The characteristics and functions of a librarian, as 'scholarship' represents the characteristics of a scholar. Librarianship has been defined as the collection, preservation, organization and use of recorded communications. Till recent times the function of preservation was often stressed at the expense of the use of the records preserved. The view of a librarian as a watchdog leads to obvious extravagance. The method of organizing and arranging the collection must, of course be adapted to the special purpose in view.

Librarianship is now generally recognized as a vocation for which special training is required. Two factors in particular are responsible for this (1) The wide spread establishment of several libraries, usually maintained by local authorities, and (2) The development of libraries serving special purposes of teaching and research in academic scientific and industrial fields. Expansion has brought greatly increased recruitment and greater complication in the technical methods needed to ensure the economic working of a large library. One of its most important tasks has been the organization and control of professional examinations, and the maintenance of a professional register of chartered librarians. The library association which is the professional body in Great Britain, was founded in 1878 and incorporated by Royal charter in 1898; it has 12,000 members. The democratic answer to this

is to place on the expert the responsibility, not merely interpreting the general will, but of the needs; it when it is needed into paths of wisdom. The librarian when exercises the responsibility bravely, wisely and temperately, will gain the confidence of his readers and such public confidence surely is one of the marks of true librarianship.

(29) Pamphlet—A non-periodical publication of at least five but not more than 198 pages exclusive of the cover pages 1964 conference. It usually has an independent entity, not being a serial, but it may be one of a series of publications having a similarity of format or subject matter.

(30) Parallel title—The title proper, given in a publication, but in another language, or in another script, those that used for the text.

(31) Second Half-title—A repetition of the title of a book between the preliminaries and the text.

(32) Split Catalogue—A library catalogue in which the different varieties of entry e.g. subject, author, title—are filed in separate alphabets. Sometimes called a 'Divided Catalogue'.

(33) Section Title—A half title which introduces a section of a book is called a section title.

(34)) Shelf list—A record of the books in a library arranged in the order in which they stand on the shelves. Although sometime used as a subject catalogue of the library, for which purpose the lack of bibliographic detail and analysis and lack of cross- references limit its usefulness, its primary purpose is to serve as the official inventory of the library's stock. Shelf lists are often kept in the form of shelf catalogue, and a successful system has been maintained on 3 × 2 inchi cards.

(35) Series Title—The title of a series to which a book belongs. It may appear on the half-title page, title-page, or a page following the title-page.

(36) **Short Title**—The abbreviated title by which an act of parliament is known and officially designated. Enough of the title of a book to enable it to be identified in a catalogue or bibliography.

(37) **Shelf reading**—In American library practice; the checking of shelves to see that the books stand in their correct sequence. Also known as 'revising shelves' 'reading the shelves'. and in British library practice forms part of the task of 'shelves studying'.

(38) **Spine**—The part of the cover of a book which conceals the folds of the sections. It normally bears the title, author, and the publisher's name. Also called "Back", 'backbone', 'shelf-back', 'Back strip'

The purpose of a catalogue is to act as a key to the library's stock. The arrangement and display of the materials comprising the stock of a library are conditioned by the physical form of that stock, which leads to linear filing of the materials by only one characteristic, usually author's name, or subject plus aspect, or form. Yet books are records of human thought, as such they have many users and more than one characteristic by which they may be sought. The catalogue therefore is an instrument designed to enable the Enquirer to find a particular book of which some or all the details are known, to survey the entire book stock or section of it, or to select the books which will best serve his purpose.

Since a book may be sought in the catalogue by author, title, subject, series, literary or physical form, or by some other factor, various kinds of entries may be included to facilitate the tracing of a particular work by any one of these searching factors. The basic kinds of entry are author etc. title entry, series entry, subject entry, form entry and analytical entry. The dictionary catalogue is the only type of catalogue which includes all these kinds of entry in one sequence. References may also be included in the catalogue to increase its usefulness by directing the attention to the correct forms of headings chosen for entries or to additional entries likely to be of interest to the enquirer and additional indexes to the catalogue may be compiled for various purposes of reference.

Although other physical forms of catalogue have been introduced since, the card and shelf forms have gained such popularity during the present century that they are used by the great majority of libraries in all parts of the world.

(39) **Spine Title**—The title which appears on the spine of a book. It is often shorter than the title as given on the title-page.

(40) **Special library**—A service unit developed to the informing requirements, both present and future, of an organization and served at least by the professional special librarian who has administrative as well as technical and professional duties. Although each special library is unique according to the needs and interests of its parent organization there are some general characteristics: materials are collected and organized to meet the requirements of specific groups of users. Services are developed to assist their needs of specific users; the librarian assumes an active, rather than generalist, role.

Role in the flow of information by taking the initiative in calling users' attention to new and pertinent information; and the library is generally small, necessitating great selectivity in the collection, and versatility on the part of the staff.

(41) **Table of content**—A list of the chapter headings and sections in a book, or of individual articles in a periodical, referring to the pages on which they begin.

(42) **Title**—The word or words by which an intellectual work is designated on its title page, and distinguished from any other work. In its fuller sense, it includes any sub-title, alternative title, or associated descriptive matter, but excludes the name of the author and/or editor, translator, etc and the edition, but not the imprint. In statistical records, the name of a document exclusive of any alternative title, sub-title or other associated descriptive matter on the title, which is catalogued separately. Thus a periodical which suffers a change of title is counted once under each; each monograph with an individual title is counted as well as any series title to which it belongs.

(43) **Title card**—A catalogue card bearing an entry under the title of a work.

(44) **Title catalogue**—A catalogue consisting only of title entries.

(45) **Title Entry**—A record in a catalogue, bibliography or index usually under the first word of a title not an article.

(46) **Title index**—Synonymous with key-word-in-context or KWIC.

(47) **Title Leaf**—The leaf at the beginning of a book, the recto of which is the title page. The verso usually bears bibliographical details of printer, copyright date, etc and any earlier

editions. Title leaves of a book defines title leaves as “The initial printed leaves of a book. They normally consist of two leaves, the half-title leaf followed by the title leaf, but there may be only one leaf or more than two title leaves.

The title leaves of a book, and lists 15 items of bibliographical and other informations which should be given on the title leaves.

(48) Title Page—Usually the recto of the second leaf which gives the title in full, sub-title, author’s name in full together with particulars of qualifications, degrees, etc., edition, publisher’s name and address, and date of publication. The verso may give particulars of edition, printer’s name and sometimes his address, binder’s name, details of type and paper used in making the book, owner of copyright, and CIP information. If there is more than one page giving particulars of the title, the title-page is that which gives the fullest information.

(49) Title proper—The appearing on the title-page, or elsewhere in a publication which does not possess a title-page, but which is obviously the chief title. It is the chief title of a publication and includes any alternative title but excludes parallel titles and any other title.

(50) Uniform title—The standard title by which a work which has appeared in the course of time under various forms of title and in various is most generally known.

(51) Union catalogue—An author or a subject catalogue of all the books, or a selection of books, in a group of libraries, covering books in all fields, or limited by subject or type of material, generally established by co-operative effort.

(52) Vertical file—A case of drawers in which material may be filed vertically.

(53) Word by word filing—One of the two basic methods of arranging in alphabetical order entries in a list, catalogue or bibliography. The method is also called ‘Nothing before something, form the principle of regarding the space separating the first word from subsequent words in a compound or phrase heading as nothing. Such a word files before a longer word beginning with the same letters, the additional letters in the longer word being “something”. For example : Green acres, green awards, green fields, green banks, green ford, green shank The same entries filed by the alternative letter by better method.

Annexure-B

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা

প্রশ্নমালা

(আরপিএটিসিতে প্রশিক্ষণরত প্রশিক্ষার্থী, কর্মরত কর্মকর্তা ও কর্মচারীদের জন্য)

গবেষণা শিরোনাম : **Reader Service Development in the 4 (four) RPATCs**

আরপিএটিসিতে প্রশিক্ষণরত প্রশিক্ষার্থী, কর্মরত কর্মকর্তা ও কর্মচারীর জন্য ইহা প্রযোজ্য। আরপিএটিসি-এর গ্রন্থাগারে পাঠ অভ্যাস উন্নয়ন গবেষণা প্রকল্পে সংগৃহীত তথ্যাবলী কেবলমাত্র গবেষণা কাজে ব্যবহৃত হবে এবং উহার গোপনীয়তা রক্ষা করা হবে।

- ১.০ নাম : _____
- ১.১ শিক্ষাগত যোগ্যতা : _____
- ১.২ পদবী : _____
- কোর্সের নাম : _____
- ১.৩ প্রতিষ্ঠানের ঠিকানা : _____
- ১.৪ ক্যাডার : _____
- নন-ক্যাডার : _____
- ১.৫ চাকুরীর কাল(টিক চিহ্ন দিন)
- | | | | |
|-----------|----------------------|----------------|----------------------|
| ৫-১০ বছর | <input type="text"/> | ২১-৩০ বছর | <input type="text"/> |
| ১১-২০ বছর | <input type="text"/> | ৩১ এবং উর্ধ্বে | <input type="text"/> |
- ১.৬ পেশাগত অভিজ্ঞতা
- ১। _____
- ২। _____
- ৩। _____

২.০ প্রশিক্ষণ কেন্দ্রে একটি গ্রন্থাগার থাকা প্রয়োজন কি ? উত্তর হ্যাঁ হলে (সঠিক জায়গায় টিক দিন)।

হ্যাঁ ☐ না ☐

২.১ একজন সফল প্রশিক্ষক হিসেবে আপনি কি গ্রন্থাগার ব্যবহার করেন ?

হ্যাঁ ☐ না ☐

২.২ আপনি কি উন্নত প্রশিক্ষণের জন্য একটি গ্রন্থাগার অত্যাবশ্যক মনে করেন ?

হ্যাঁ ☐ না ☐

২.৩ আপনি গ্রন্থাগার ব্যবহার করে প্রশিক্ষণে উপকার পান কি ? শতাংশে হারে নির্ণয় করুন।

৪০% ☐ ৬০% ☐ ৮০% ☐ ১০০% ☐

২.৪ বর্তমানে যে গ্রন্থাগারটি এখানে আছে তা কি প্রশিক্ষণের জন্য যথেষ্ট ?

হ্যাঁ ☐ না ☐

২.৫ উত্তর না হলে ইহার কারণ কি কি ?

১।
২।
৩।

২.৬ এ কারণগুলো নিরসনের জন্যে কি কি পদক্ষেপ গ্রহণ করা দরকার ?

১।
২।
৩।

৩.০ কোন্ পর্যায় একটি গ্রন্থাগার আরপিএটিসিতে গড়ে উঠেছে বলা যায় ?

১।
২।
৩।
৪।
৫।

৩.১ আরপিএটিসিতে একটি গ্রন্থাগার গড়ে তোলা কি সহজ বলে আপনি মনে করেন ?

হ্যাঁ ☐ না ☐

৩.২ উত্তর যদি হ্যাঁ হয় তবে আপনি কিভাবে উহা গড়ে উঠানো যাবে বলে মনে করেন ?

১।

২।

৩।

৩.৩ উত্তর যদি না হয় তবে উহার কারণগুলো উল্লেখ করুন ।

১।

২।

৩।

৪।

৪.০ আপনি কি মনে করেন যে কোন গ্রন্থাগারকে কার্যকর করে গড়ে তুলতে হলে উহার জনবলকে উপযুক্ত করে গড়ে তুলতে হবে ?

হ্যাঁ ☐ না ☐

৪.১ উত্তর হ্যাঁ হলে গ্রন্থাগারে কি কি জনবল থাকা দরকার ?

১।

৪।

২।

৫।

৩।

৬।

৪.২ যদি না হয় তবে উহার যুক্তি কি কি ?

১।

২।

৩।

৫.০ এ গ্রন্থাগারে বিশেষ করে কি কি বিষয়ের উপর বেশী সংগ্রহ থাকা প্রয়োজন ?

- | | |
|----|----|
| ১। | ৫। |
| ২। | ৬। |
| ৩। | ৭। |
| ৪। | ৮। |

৬.০ অনেক সময় প্রশিক্ষক ও প্রশিক্ষণার্থীগণ কেন গ্রন্থাগার ব্যবহার করেন না ?

- ১।
২।
৩।

৬.১ প্রশিক্ষক ও প্রশিক্ষণার্থীগণকে কি করে গ্রন্থাগারে পড়ার জন্য আরও উদ্বুদ্ধ করা যায় ?

- ১।
২।
৩।

৬.২ গ্রন্থাগার ব্যবহারের ফলে প্রশিক্ষণার্থী ও অন্যান্য কর্মকর্তাগণ কতটুকু উপকৃত হন ? শতকরা হারে নির্ণয় করুন।

৩০% ৫৪% ৭০% ১০০%

৭.০ গ্রন্থাগার ব্যবহার করলে প্রশিক্ষণ মেটেরিয়েলস (হ্যান্ডআউট) কি ডেভেলোপ করার সহায়তা হয় ?

হ্যাঁ না

৭.১ উত্তর হ্যাঁ হলে কি করে উহার সহায়তা হয় ?

- ১।
২।
৩।

৭.২ উত্তর না হলে কেন ?

১।

২।

৩।

৮.০ গ্রন্থাগার ব্যবহার কি প্রশিক্ষণার্থীদের জন্য বাধ্যতামূলক করা যায় ?

হ্যাঁ

না

৮.১ যদি উত্তর হ্যাঁ হয় তবে কিভাবে উহা করা যায় ?

১।

২।

৩।

৮.২ উত্তর যদি না হয় তবে আপনার যুক্তি কি কি ?

১।

২।

৩।

৯.০ বর্তমান গ্রন্থাগারটি আরও উন্নত ও কার্যকর করতে হলে আপনার কি কি সুপারিশ আছে উল্লেখ করুন।

১।

২।

৩।

৪।

৫।

৬।

১০.০ এ গ্রন্থাগারে রিডার সার্ভিস ডেভেলপ করতে হলে কি কি করা দরকার বলে আপনি মনে করেন ?

১।

২।

৩।

৪।

১০.১ ভবিষ্যতে গ্রন্থাগার ব্যবহারের সুযোগ বৃদ্ধির কোন পরিকল্পনা আগার প্রতিষ্ঠানের আছে কি ?

হ্যাঁ

না

১০.২ উত্তর হ্যাঁ হলে কি পরিকল্পনা আছে তা উল্লেখ করুন।

১।

২।

৩।

আপনাকে অনেক ধন্যবাদ

স্বাক্ষর :

(উপাস্ত সংগ্রহকারী)

তারিখ :

[illegible]

Annexure-D

উপ-পরিচালক
আঞ্চলিক লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
ঢাকা/চট্টগ্রাম/রাজশাহী/খুলনা

বিষয় : গ্রন্থাগার কার্ডের জন্য আবেদন

জনাব,

আমি নিম্নস্বাক্ষরকারী পদে/কোর্সে তারিখ হতে কেন্দ্রে যোগদান করেছি।
আমি কেন্দ্রের গ্রন্থাগার ব্যবহার করতে ইচ্ছুক।

আমি গ্রন্থাগার ব্যবহার বিধি ও সকল নিয়ম-কানুন মেনে চলবো।

অনুগ্রহপূর্বক আমাকে গ্রন্থাগার কার্ড প্রদানের অনুরোধ করছি।

আপনার বিশ্বস্ত,

স্বাক্ষর :

পুরো নাম :

পদবী :

বিভাগ :

ফোন :

তারিখ :

: শুধুমাত্র অফিস পূরণ করবেন :

অনুমোদন করা হলো/হলো না

তারিখ :

স্বাক্ষর :

কার্ড নং ইস্যু করা হলো

তারিখ :

স্বাক্ষর :

Annexure-E

আঞ্চলিক লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র লাইব্রেরী
ঢাকা/চট্টগ্রাম/রাজশাহী/খুলনা

সদস্য কার্ড

কার্ড নম্বর

সদস্যের নাম :

ঠিকানা :

টেলিফোন :

সদস্যের স্বাক্ষর :

সহকারী গ্রন্থাগারিক

এই কার্ড হস্তান্তর করা যাইবে না।

Annexure-F

আঞ্চলিক লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
ঢাকা/চট্টগ্রাম/রাজশাহী/খুলনা

গেইট পাশ

তারিখ :

সদস্য নম্বর :

জনাব কে গ্রন্থাগার থেকে টি

বই/পাঠ্যসামগ্রী ইস্যু করা হলো।

সংযোজন নম্বর :

ইস্যুকারীর স্বাক্ষর

Annexure-H

আঞ্চলিক লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র গ্রন্থাগার
ঢাকা/চট্টগ্রাম/রাজশাহী/খুলনা

গ্রাহক কার্ড

নাম
পদবী
বিভাগ

ডাক নম্বর	প্রদেয়	ফেরত	মন্তব্য

Annexure-I

আঞ্চলিক লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

ঢাকা/চট্টগ্রাম/রাজশাহী/খুলনা

গ্রন্থাগার ছাড়পত্র

তারিখ :

জনাব/জনাবা আরপিএটিসি গ্রন্থাগারের সদস্য
..... তিনি গ্রন্থাগার থেকে ইস্যুকৃত সকল বই ও যাবতীয় পাঠ্যসামগ্রী
ফেরত দিয়েছেন। তাঁর কাছে গ্রন্থাগারের আর কোন কিছু পাওনা নাই। তাঁর গ্রন্থাগার
সদস্যপদ বাতিল করা হয়েছে।

সহকারী গ্রন্থাগারিক

Annexure-J**BOOK RESERVATION FORM**

TO

The Librarian
 Bangladesh Public Administration Training Centre
 Savar, Dhaka

Dear,

I like to use the following library material(s) now under issue. Would you please reserve it/them for issuing it/them to me.

Cl. No.	Accession No./Call No.	Author of the book	Title

Yours faithfully,

Signature :

Name :

Designation :

Date :

Membership No.:

Annexure-K

আঞ্চলিক লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র গ্রন্থাগার
ঢাকা/চট্টগ্রাম/রাজশাহী/খুলনা

নং-

তারিখ :

বিষয় : মেয়াদ উত্তীর্ণ বই ফেরত প্রদান নোটিশ

নাম :

পদবী :

বিভাগ :

মহোদয়,

নিম্নবর্ণিত বই/পাঠ্যসামগ্রীগুলো আপনি অত্র গ্রন্থাগার থেকে ইস্যু করে নিয়েছিলেন।
সামগ্রীগুলো ফেরত দেবার মেয়াদ উত্তীর্ণ হয়ে গেছে।

সংযোজন নং	লেখক/সম্পাদকের নাম	শিরোনাম	ফেরতদানের তারিখ ছিল

সামগ্রীগুলো গ্রন্থাগারে আশু প্রয়োজন বিধায় সেগুলো ফেরতদানের জন্য আপনাকে
অনুরোধ করা যাচ্ছে।

সহকারী গ্রন্থাগারিক

Annexure-L

**Regional Public Administration Training Centre
Dhaka/Chittagong/Rajshahi/Khulna**

URGENT BOOK RECALL FORM

To,
.....
.....
.....

The following publication(s) issued to you from this library on
..... may kindly be returned to the Library by
..... positively for placing it/them in the "reserved list" as the
same is/are required for the participants of the training course.

Asstt. Librarian

Annexure-M

**Regional Public Administration Training Centre
Dhaka/Chittagong/Rajshahi/Khulna**

Inter-Library Loan Form

1. Book or Journal required (use separate forms for each title)	Requisition
Title	Authors
Date (Journals)	Volume No. (Journals)
2. Name & address of borrowing organisation	
3. Name & lending organisation	
4. I hereby undertake to be responsible for the safe return of this work	5. This work is not available for the following season
Authorised signatory of borrowing organisation	
Date	
6. Receipt on loan of this work is acknowledged.	7. The return of this work is acknowledged.
Signature.....	Signature
Date	Date

