COLLECTION DEVELOPMENT POLICY: A CASE STUDY OF KRC, CVRDE, DRDO, CHENNAI

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ABSTRACT

Collection development has become a challenging task for information professionals in the emerging digital world. Special libraries customarily maintain a regular and systematic information service covering the immediate and future interests of the organizations of which they are part. This necessitates the development and management of an adequate collection of books, periodicals, reports, patents, standards, government publications, maps, audio-visual resources, etc. issued from a multitude of publishing bodies. In-house publications, market surveys, data files, etc. are also brought together in these collections. All items are of course made available for consultation by being adequately classified or indexed and organised in a particular fashion and maintained for future reference. With the advent of internet and other information technological applications in the library, user's tendency got redefined; as a result, collection development policy has been modified to include the digital content to maximum extent. Electronic Collection development is a well planned activity for which a well defined policy is essential. This paper is an effort to consider some of the major issues concerning electronic collection development, with special reference to Knowledge Resource Centre (KRC) of CVRDE, DRDO in a rapidly changing environment.

Keywords: *Electronic Collection Development Policy (ECDP), Collection Development Procedure.*

INTRODUCTION

Defence Research & Development Organization (DRDO) works under Department of Defence Research and Development of Ministry of Defence. DRDO Dedicatedly working towards enhancing self-reliance in Defence Systems and undertakes design & development leading to production of world class weapon systems and equipment in accordance areas of military technology which include aeronautics, armaments, combat vehicles, electronics, instrumentation engineering systems, missiles, materials, naval systems, advanced computing, simulation and life sciences.

The Defence Research & Development Organisation (DRDO) has over 50 libraries/Technical Information Centres (TICS) or Knowledge Resource Centres (KRCs) functioning in their respective laboratories/establishments. These laboratories/establishments are located at different places in the country and the libraries in them are to provide library and information services to their scientists, technologists, officers, staffs and others.

Technical Information Centre (TIC) was started simultaneously with the establishment of

CVRDE in the year 1969. Initially the documents received from VRDE, Ahmednagar formed the nucleus of the library. Later, Reprography Center (RC) and Photography Section (PS) were merged with the TIC. After the merger, the TIC was renamed as Technical Information & Reprography Centre. Till 2009 the TIRC was functioning in a separate wing of the main Administrative building. In 2010, the Library was shifted to the new premises, namely the Knowledge Resource Centre (KRC), which was formally inaugurated on 13th March 2010. Now, KRC is an **ISO 9001:2008 Certified Library**.

The KRC at CVRDE, DRDO has been built with the determination of providing all the facilities to the users, what were lacking in the TIRC. The KRC has been planned with a view to offer more and sophisticated services to the users by offering modern facilities in acquiring pertinent information within minimum time possible. It is a two-storey building situated at the entrance of CVRDE for easy access by all the users, incorporating all the possible user convenience and comforts.

COLLECTION DEVELOPMENT

Collection Development is a vital process in creating and building a library collection, be it in an institution, college, school or a public library, special library etc. It is a well planned activity for which a well defined policy is essential. The development primarily includes selection, evaluation, acquisition preservation and weeding out materials/books/journals, etc after assessing user needs. With the advent of Internet and the digital era, there has been a shift from hard copy formats to digital formats. Accordingly the collection development policy has been modified to include the digital content in a collection.

Collection rising is the method of increasing the resource of the library observing quality by satisfying the objectives of the organization foreseeing the present and anticipated needs of the users within the limit of the budget. Library collection rising depends on how we define the library. There must be clear vision on what is to be accomplished, what are the operating assumptions, and the type of services to be provided in the changing environment. Collection rising is a nonstop process, which requires much skills and knowledge.

Collection Development is defined as the planned purchase of materials in various formats to match the instructional and research needs of the R&D campus within the current fiscal environment and resource sharing opportunities. The heart of a library is its collection. The buildings house them; the library personnel acquire and manage them and teach users how best to access and use them.

The processes of Collection Development include *selection and deselection* of current and retrospective materials. The information explosion coupled with tightening budgets requires selectors to look at ways to access resources in ways beyond physical ownership, including licensing electronic databases and providing document delivery.
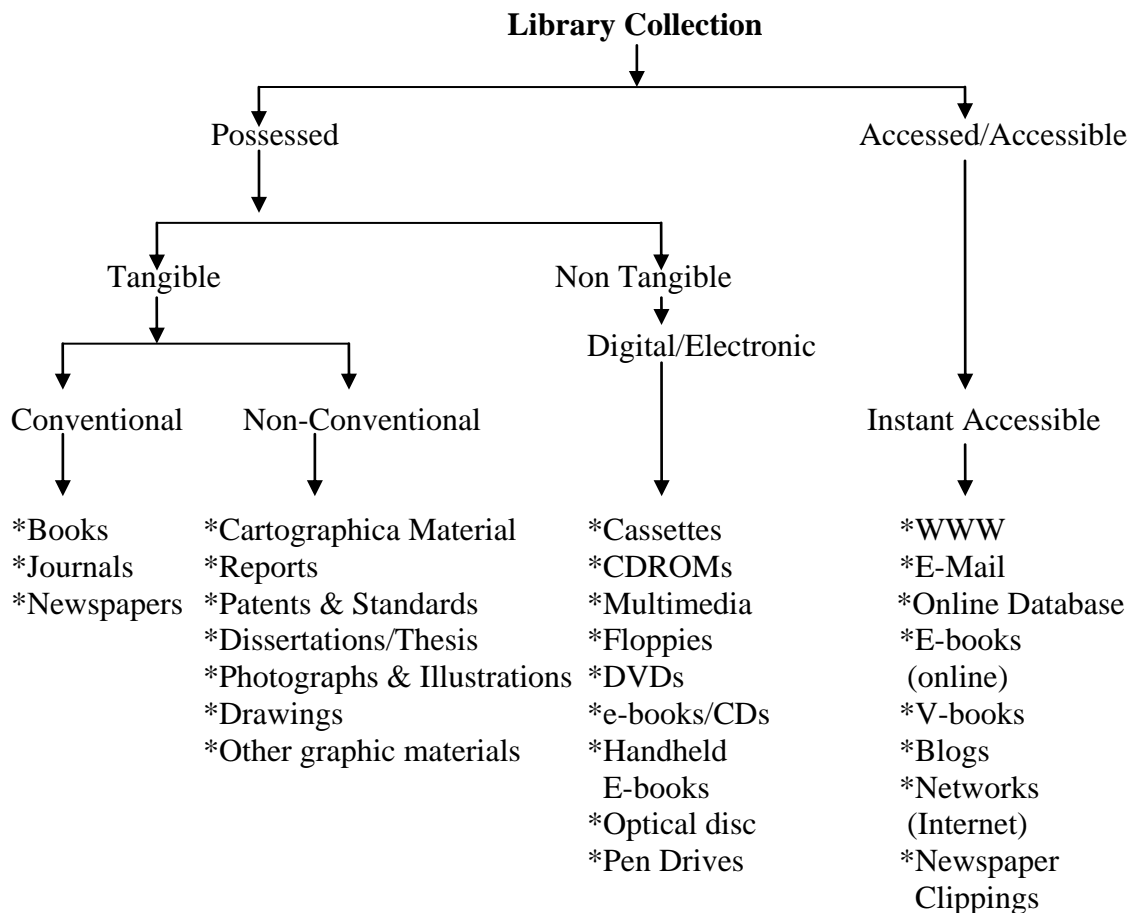
Library Collection

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Library Collection
├── Possessed
│   ├── Tangible
│   │   ├── Conventional
│   │   │   *Books
│   │   │   *Journals
│   │   │   *Newspapers
│   │   └── Non-Conventional
│   │       *Cartographica Material
│   │       *Reports
│   │       *Patents & Standards
│   │       *Dissertations/Thesis
│   │       *Photographs & Illustrations
│   │       *Drawings
│   │       *Other graphic materials
│   └── Non Tangible
│       └── Digital/Electronic
│           *Cassettes
│           *CDROMs
│           *Multimedia
│           *Floppies
│           *DVDs
│           *e-books/CDs
│           *Handheld E-books
│           *Optical disc
│           *Pen Drives
└── Accessed/Accessible
    └── Instant Accessible
        *WWW
        *E-Mail
        *Online Database
        *E-books (online)
        *V-books
        *Blogs
        *Networks (Internet)
        *Newspaper Clippings
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Figure1: Collection Development Structure at KRC/TIRC

COLLECTION DEVELOPMENT POLICY

A collection development policy is a written statement of a library's intentions for building its collection. It describes the collection's strengths and weaknesses and provides guidelines for the staff. The ideal collection development policy statement is a living document, reviewed and revised regularly, that organizes and guides the processes of acquiring and providing access to materials and information sources, integrating these into coherent collections, managing their growth and maintenance, and making decisions about preservation, withdrawal, and cancellation.

A collection development policy should clearly define:

- In which format the collection should be acquired either in print or electronic or both.
- Which level of material will be preferred, scholarly, specialized or popular one?
- What subject fields are to be emphasized?
- Who will select the material and
- Who will decide the distribution of fund for each discipline?

COLLECTION DEVELOPMENT PROCESS

Evans defines collection development as the "*process of meeting the information needs of the people (a service population) in a timely and economic manner using information resources locally held as well as from other organizations*". He states that collection development is a six component process. These components are:

• *Needs assessment:* Collecting data to determine the information needs of the service community.
• *Policies:* Writing the collection development policy.
• *Selection:* Deciding which materials to buy for the library.
• *Acquisitions:* Acquiring the materials for the collection through purchase, gifts, or exchange programmes.
• *Evaluation*
• *Weeding (de-selection):* Periodic or continual evaluation of resources so that items that are no longer useful are removed.

Collection Development is a **revamping process**, where old, unwanted, outdated information materials are replaced by new, latest and resourceful materials, coping with new technology, according to the current requirements of the parent organization.

KRC COLLECTION DEVELOPMENT POLICY

Scope:

The collection development (CD) policy is applicable for acquisition of all library documents in all forms i.e. books/ book like materials (Audio-Visual materials, Books, Bound Volumes, CD-ROMs, Conference Proceedings, Electronic documents, Micro documents Patents, Specifications, Standards, and Technical Reports) and non-book materials, and for all annual subscriptions (bibliographic databases, Corporate Membership, Journals).

Definition:

Collection Development denotes "*activities related to the development of the library collection, including the determination and coordination of selection policy, assessment of needs of users and potential users, collection use studies, collection evaluation, identification of collection needs, selection of materials, collection maintenance, and weeding*". (**ALA Glossary, p49**).

The definition of a library collection has expanded over the last 125 years to comprise at least *four levels*: locally owned physical documents; physical documents owned by other libraries but available through ILL; purchased or subscribed to electronic documents; 'free' electronic documents.

Coverage:

S. No.	Section	Nomenclature
1	Books, Standards & Specifications	Books Book like materials and Gifts/Exchange
2	Journal	Annual Subscription of Journals/Bibliographical databases and Institutional Membership
3	Circulation	Corporate membership on Inter Library Loan
4	Stack Management	Weeding out, Revamping

Intent and Purpose:

KRC's primary task is to select, maintain and provide access to relevant information resources. The purpose of Collection Development (CD) policy is to

create a collection of library materials that supports the KRC's mission. It covers book *selection, acquisition, processing, stacking, weeding, retention, preservation* (archives and digitized formats),

relegation and discard of all types of library materials. All decisions about the kinds of materials to be collected or accessed should be made with the mission statement in mind. The policy statement is a framework with set of parameters to build mission oriented Collection Development policy.

ELECTRONIC RESOURCES

Electronic resources have become an important part of any Research & Development libraries. Electronic resources comprise of books, journals, reports, newspapers, dissertations, theses, conference papers and proceedings, databases, pamphlets and ephemeral works and other documents in electronic format. Subscription of various electronic resources for a library is a tedious task for the librarian.

The rapid growth of electronic collections, consistent increase in the cost of subscription, variations in the package offered by the vendors and lack of an effective tool for managing these resources are the major factors affecting the procurement of electronic resources. As the return on the investment in electronic resources cannot be evaluated in financial units, the assessment of its value will become a challenging task.

ELECTRONIC RESOURCES COLLECTION DEVELOPMENT POLICY

With the advancement of technology, KRC/TIRC has also changed its procurement policies. The benefits like fast and easy access to information in less occupied space offered by the new information storage technologies in the form of electronic and optical media has attracted the attention of Library Management. Now apart from printed version of publication in various fields of science & technology, KRC has also built up an excellent collection of non-print media such as optical and electronic formats which includes a large number of CD-ROM databases and access to electronic journals through internet.

PURPOSE

The purpose of the Electronic Resources Collection Development Policy is to direct the addition, maintenance, and removal of electronic resources to the existing library collection through the following:

- Acknowledging that differences between versions are created by packaging content in various formats. Acknowledging that there are limits to the Library's ability to provide access to materials in electronic formats.

- Guiding the selection of electronic resources by identifying the characteristics of useful and usable resources.

- Adding discipline, consistency, and transparency to the process of selecting, acquiring, licensing, organizing, announcing, maintaining, and evaluating electronic resources.

FEATURES OF E-RESOURCES

The important features of Electronic resources can be summarized as follows:-

- Wide reach
- User convenience
- Can be used simultaneously by more than one user at a time
- Easy to access
- Consistency
- Comprehensive collection
- No physical space required
- No physical processing in receiving and binding
- Contains multimedia information
- No time constraint
- Easy to archive
- Linking to further references
- Long term preservation

SELECTION CRITERIA FOR E-RESOURCES

Selection of E-resources for a library is a fundamental issue concerned with collection development policy. The collection managers have to assess the curriculum and needs of the library in order to select the resources. The following important aspects are to be taken into consideration while selecting electronic resources.

- E-resources and publications covered under the package
- Relevance of e-resources
- Overlapping with the contents of other databases
- Subscription mode (IP based or User ID Password based)
- Method of search and retrieval
- Price
- Advanced and simple search interfaces
- File format and structure of the databases
- Facility for searching cross databases
- Administrative tools
- Technical support and user training
- Usage report generation

COLLECTION DEVELOPMENT POLICY IN ELECTRONIC ENVIRONMENT

Electronic information resources need to be selected, acquired, catalogued made available and preserved but in radically different ways from traditional print material (**Clare Jekins**). Selection of electronic resources outside the guidance of a collection development policy leads to haphazard, unfocused grouping of resources that may or may not support the mission of the library (**Vogel, 1996).**

As well as justifying library purchase decisions has also become increasingly important. When books are purchased, they often appear on new book shelves for browsing by library customers and will then be available in stacks for use. Electronic resources, in contrast, lack the physical presence of books and journals. When library users and budget authorities ask to see what has been purchased with library funds, CD ROMs or floppy disks may be shown, but how can one show what has been purchased from an online vendor or an internet website? These issues can be addressed with the careful development of an electronic information resources collection development policy **(White, 1997).**

Having an electronic information resource collection development policy has proven to have several distinct benefits. First, as with any traditional collection development policy, it serves as a guide for acquiring information resources to support the mission and programs of the institution. Second, it directs us in using limited resources for acquisitions. Third, it provides guidance to assist librarians who are trying to choose specific resources, or to select one format over another, finally it can be (and has been) used to justify the selection of certain resources **(White, 1997).**

KRC ELECTRONIC RESOURCES COLLECTION DEVELOPMENT POLICY

Some of the important points which have been put under the collection development policy for electronic collections in KRC are mentioned below:

Purpose:
The electronic collection development policy serves as guideline for acquiring and maintaining electronic resources in library collection. A separate collection development policy is needed due to difference in nature of collection and its selection, maintenance and access of electronic resources than to traditional print resources.

Definition:
Electronic resources are the collections which are electronically accessible as for example electronic journals, government publications, electronic books, databases etc.

Mission:

Electronic resources must be acquired and hence maintained according to the need to support the research and development mission of the DRDO.

General Selection Policy:

Selection responsibility must inherit into the electronic resources collection development committee comprising of library-in charge, various scientists of the divisions of CVRDE and Officers & staffs.

The head of electronic resources of library is responsible for financial maintenance of subscription account, bringing new products to the attention of collection development committee and maintaining lists of current subscription as well as of desired items.

Specific Selection Criteria:

- Cost must be reasonable.
- Must fill the gaps in collection.
- Updates must be timely.
- Available from the reliable and registered vendor.
- Offers features as key word searching, IP enabled download facility and full text access.

Organization:

E-Resources are linked from the KRC portal page.

Access and Support:

The KRC provides access to its electronic resources to all scientists, officers and staff. The technical support to handle the electronic information is also provided as and when needed.

Policy Review:

As due to the changing and dynamic nature of electronic resources the electronic collection development committee reviews the policy from time to time.

Technical feasibility :

including, but not limited to:

- Availability, e.g., remote access, stand-alone access, intranet access.
- Authentication, e.g., IP [Internet Protocol] filtering or login password.
- Hardware and software compatibility and capability.
- Storage and maintenance, e.g., remote hosting v. local hosting.
- Platforms which facilitate access to e-resources.

Functionality and reliability:

including but not limited to:

- Search and retrieval functionality, e.g., truncation, browsing, search history, transliteration.
- Exporting and downloading, e.g., printing, e-mail, downloading to a machine, and downloading to an electronic device.
- Sorting and ranking abilities for database results. For example: author, title, date, relevancy, facets, etc.
- Interface, e.g., system intuitiveness, navigation, help and tutorials.
- Integration.
- Reliability and availability, e.g., response times, 24/7 access.

Vendor support:

including but not limited to:

- User training and support.
- Trials and product demonstrations.
- Technical support and system notification process.
- Statistical reporting.
- Customization, e.g., branding.
- Provision of bibliographic data, e.g., MARC records.
- Data security and archiving policies.

Supply :

including but not limited to:

- Purchase model, e.g., purchase, subscribe, pay per view, rental.
- Pricing models, e.g., selective v. big deal.
- Access options, i.e. single user, multiple users.
- Archiving and post termination rights.
- Maintenance fees.
- Cancellation rights.

Licensing:

including but not limited to:
- Model/Standard license.
- Governing laws.
- Liability for unauthorized use.
- Definition of authorized users.
- Definition of authorized sites.
- Fair use provision.
- Termination.
- Refunds.
- Period of agreement.
- Compliance with the governing laws of the library's or consortium's legal jurisdiction (province, state, country).

The policy should also provide guidance to assist selectors on format preference when faced with the choice of content available in both print and electronic formats. Considerations relating to format preference, including decisions on de-duplication (i.e. where titles are already acquired in multiple formats), may include, but is not limited to, the following:

• **Currency** – resources with print equivalents should not lag behind their print counterparts.

• **Value for money** – the electronic resource should provide sufficient added value over the print equivalent of other formats (e.g., increased functionality, increased accessibility).

• **Accuracy and completeness** – the electronic resource should reflect the same or increased content as compared with the print equivalent.

• **Duplication** – duplication may be considered if the electronic publication is not archived and retention is expected; if the cost of duplication is minimal and multiple formats best meet the needs of different users in terms of access and convenience.

Finally the policy should also provide clear guidance on cycles of review and de-selection policies for electronic resources where additional criteria related specifically to format, such as obsolescence, platform reliability, etc., may apply.

The formulation of an electronic information resources collection development policy helps ensuring consistency of approach and ensure that electronic resources acquired are appropriate and that due consideration is given to the full cost (immediate and ongoing).
The policy will also help ensure that electronic resources can be fully exploited by reducing exposure to a variety of risks and potential liabilities.

KRC RESOURCES, FACILITIES & SERVICES

Year	Books / Book like Materials	Reports / Papers	Bound Volumes of Journals	Standards (DIN, IS, BS)	Journals Subscribed (Print + Online)	Journal Articles Indexed	News papers	E-News papers	Others
2006	306		206	NA	137	450	03	NA	Classic Books 17 & Digitized 17 books (8565 pages)
2007	590		206	NA	143	450	04	NA	Classic books 06 & Content Created for 5000 Books
2008	371		215	NA	147	250	05	NA	Classic Books 06 & Microfilming 01
2009	171		150	NA	147	190	05	NA	CD ROM 32
2010	298		300	93	147		05	02	Photolam Classic Books 05
2011	182 +22 CARS reports			87	106		05	02	Photolam Classic Books 15
2012	255+22 CARS reports			80	106		05	02	

Fig2. Year wise addition of resources in KRC collection

E-RESOURCES SUBSCRIBED BY KRC

As a value added service, coping with the latest mode of information dissemination and the information seeking behavior of the scientists, KRC has stepped into providing access to e-resources.

Following are the titles of E-Journals service, provided by KRC. The service is accessible through the respective websites mentioned therein through IP address.

ASME Journals: (Online access from 2000 onwards)-
http://scitation.aip.org
List of ASME Journals
1. Journal of Applied Mechanics
2. Journal of Dynamic Systems, Measurement and control
3. Journal of Engineering Materials and Technology
4. Journal of Heat Transfer
5. Journal of Manufacturing Science & Engineering
6. Journal of Mechanical Design
7. Journal of Tribology8.Journal of Vibration and acoustics

www.atzonline.com

1. ATZWorldwide (English Version) e-magazine
2. MTZ Worldwide (English Version) e-magazine

Elsevier: Science Direct (Online access from 1995 onwards) - www.sciencedirect.com

1. International journal of project management
2. Computer Networks
3. Engineering analysis with Boundary Elements
4. Journal of Terramechanics
5. Measurement
6. Mechatronics
7. Microprocessors and Microsystems

8. Sealing Technology

9. Robotics and Autonomous Systems

10. Combustion and Flame

11. Tribology International

12. Engineering Failure Analysis

4. Heat Transfer engineering

5. Electric Power Components and Systems

6. Machining Science and Technology

7. Mechanics of Advanced Materials and Structures

8. Quality Engineering

Jane's Publications: (Online access from 2008 onwards) - www.janes.com

1. Jane's Defence Weekly

2. Jane's Intelligence Review

3. Jane's International Defense Review

4. Jane's Missiles and Rockets

5. Jane's Navy International

Taylor & Francis: (Online access from 2005 onwards) - www.informaworld.com

1. International Journal of Computational Fluid Dynamics

2. Journal of Engineering Design

3. Vehicle System Dynamics

Sage Publications: (Online access from 2007 onwards) - www.online.sagepub.com

1. International Journal of Robotics Research

2. Simulation

Springer Journals (Online access from 2011) - www.springer.com

1. Information Technology and Management

2. International Journal of Wireless Information Networks

3. Mobile Networks and applications

4. Wireless Networks

List of Journals Subscribed by KRC

S. No	TITLE	Freq	P	P+O	Online Only	Cons.	Publisher
1.	Annals of Library and Information Studies	Q	Yes	-			NISCAIR, New Delhi
2.	Armada International	BM	Yes	-			Armada, Switzerland
3.	Armed forces Journal	M	Yes	-			Armed Forces Journal, USA
4.	Army	M	Yes	-			Association of the US Army, USA
5.	Asian Defence Journal	M	Yes	-			Syed Hussain Publns, Malaysia
6.	Aslib Proceedings	BM		Yes			Emerald, UK
7.	ASME: Journal of Applied Mechanics	BM		Yes			ASME, USA
8.	ASME: Journal of Heat Transfer	M		Yes			ASME, USA
9.	ASME: Journal of Mechanical design	BM		Yes			ASME, USA
10.	ASME: Journal of Tribology	Q		Yes			ASME, USA
11.	ASME: Journal of Vibration and Acoustics	BM		Yes			ASME, USA

12.	ASME: Journal of Dynamics, System, Measurement and control	Q		Yes			ASME,USA
13.	ASME: Journal of Engineering Materials and Technology	Q		Yes			ASME,USA
14.	ASME: Journal of Manufacturing Science and Engineering	Q		Yes			ASME,USA
15.	ASME: Journal of Microelectromechanical Systems	BM	Yes				ASME,USA
16.	ATZ	11/Yr	Yes				Vieweg Publishing, Germany
17.	ATZ Worldwide				Yes		Vieweg Publishing, Germany
18.	Automotive Abstracts	M	Yes	-	-	-	ARAI, Pune
19.	Automotive Engineering	M			Yes		SAE, India
20.	Better Photography	Q	Yes	-			Better Photography, Australia
21.	Business India	F/N	Yes	-			Business India, Chennai
22.	Business Mandate	M	Yes	-			MMA, Chennai
23.	Combustion and Flame	M		Yes			Elsevier, Singapore
24.	Computer Networks	18/Yr	Yes			Yes	Elsevier, Singapore
25.	Cutting Tool Engineering	M	Yes	-			Information services, Pune
26.	Data Quest	F/N	Yes	-			Information Services, Pune
27.	Defence Management	2/Yr	Yes	-			Defence Management, Secunderabad
28.	Defence Science Journal	BM	Yes	-			DESIDOC, Delhi
29.	DESIDOC Bulletin of Information Technology	BM	Yes	-			DESIDOC, Delhi
30.	Design Solutions	11/Yr	Yes	-			Wilmington Publishing, UK
31.	Digit	M	Yes	-			Jasubhai Digital Media, New Delhi
32.	Electric Power Components and Systems	M	Yes			Yes	Taylor & Francis, UK
33.	Electrical Engineering Update	BM	Yes	-			High-Tech Publishing, Mumbai
34.	Electronic Design	28/Yr	Yes	-			Penton Media, USA
35.	Electronics For You	M	Yes	-			EFY Enterprises(P) Ltd, New Delhi
36.	Electronics World	M	Yes	-			Electronics World, UK
37.	Embedded Systems Design	M	Yes	-			Embedded Systems Design, USA
38.	Engineering Advances	M	Yes	-			High-Tech Publishing, Mumbai
39.	Engineering Analysis with Boundary Elements	M			Yes	Yes	Elsevier, Singapore
40.	Engineering Failure Analysis	BM			Yes	Yes	Elsevier, Singapore

41.	Eureka	M	Yes	-			Findlay Publications, UK
42.	Everyman's Science	BM	Yes	-			Indian Science Congress Association, India
43.	Experimental Techniques	BM	Yes	-			Blackwell Publishing Ltd, UK
44.	Field Artillery	BM	Yes	-			US Field Artillery, USA
45.	Gear Technology	BM	Yes	-			Gear Technology, USA
46.	Geopolitics	Q	Yes				Newseye Media Pvt Ltd, New Delhi
47.	GPS World	M	Yes	-			Advanstar Communications, USA
48.	Harvard Business Review	M	Yes				Harvard Business Review, UK
49.	Heat Transfer Engineering	10/Yr	Yes			Yes	Taylor & Francis, UK
50.	Hydraulics and Pneumatics	M	Yes	-			Penton Media, USA
51.	IETE Technical Review	BM	Yes				IETE, New Delhi
52.	Indian Management	M	Yes	-			Indian Management, New Delhi
53.	Industrial Economist	F/N	Yes	-			Industrial Economist, Chennai
54.	Industrial Products Finder	M	Yes	-			IPF, Chennai
55.	Industry Week	M	Yes	-			Penton Media, USA
56.	Infantry	BM	Yes	-			Infantry, USA
57.	Information Outlook	M	Yes	-			Special Libraries Assn, USA
58.	Information Technology and Management	Q		Yes			Springer, Germany
59.	International Journal of Computational Fluid Dynamics	10/Yr	Yes			Yes	Taylor & Francis, UK
60.	International Journal of Engine Research	BM		Yes			PE Publishing Ltd,UK
61.	International Journal of Innovation Technology and Management	Q	Yes	-			World Scientific Publishing, UK
62.	International Journal of Project Management	8/Yr	Yes			Yes	Elsevier, Singapore
63.	International Journal of Robotics Research	M		Yes			Sage Publications, UK
64.	International Journal of Technology Transfer and Commercialisation	Q	Yes	-			Inderscience Enterprises Ltd, Geneva
65.	International Journal of Vehicle Autonomous Systems	Q		Yes			Inderscience Enterprises Ltd, Geneva
66.	International Journal of Wireless Information Networks	Q		Yes			Springer, Germany
67.	Journal of Battlefield Technology	3/Yr	Yes	-			Argos Press Pvt Ltd,

						Australia
68.	**Journal of Engineering Design**	BM		Yes			Taylor & Francis, UK
69.	**Journal of Intellectual Property Rights**	BM	Yes				NISCAIR, New Delhi
70.	**Journal of Metals**	M	Yes	-			The Minerals, Metals and Materials Society, USA
71.	**Journal of Terra Mechanics**	BM	Yes			Yes	Elsevier, Singapore
72.	**Linux for you**	M	Yes				EFY Enterprises(P) Ltd, New Delhi
73.	**Linux Journal**	M	Yes				Linux Media AG,USA
74.	**Machine Design**	F/N	Yes	-			Penton Media, USA
75.	**Machining Science and Technology**	3/Yr	Yes			Yes	Taylor & Francis, UK
76.	**Management Today**	M	Yes	-			Haymarket Publishing, UK
77.	**Manufacturing Engineering**	M	Yes	-			Society of Manufacturers Engineers, USA
78.	**Measurement**	10/Yr	Yes			Yes	Elsevier, Singapore
79.	**Mechanics of Advanced Materials and Structures**	8/Yr	Yes			Yes	Taylor & Francis, UK
80.	**Mechatronics**	10/Yr	Yes			Yes	Elsevier, Singapore
81.	**Microprocessors and Microsystems**	8/Yr	Yes			Yes	Elsevier, Singapore
82.	**Military Technology**	M	Yes	-			Monch Publishing, Germany
83.	**Mobile Networks and Applications**	BM		Yes			Springer, Germany
84.	**MTZ**	M	Yes				Vieweg Publishing, Germany
85.	**MTZ Worldwide**	M			Yes		Vieweg Publishing, Germany
86.	**Nano Digest**	M	Yes				Nano Digest, Hyderabad
87.	**Nanotech Insights**	Q	Yes				Centre for Knowledge Managemnt of Nanoscience Technology, Hyderabad
88.	**National Defence**	M	Yes	-			National Defence, USA
89.	**National Products News**	M	Yes	-			Seven Hills Publications, Mumbai
90.	**New Scientist**	W	Yes	-			New Scientist, UK
91.	**PC Quest**	M	Yes	-			Cyber Media India , New Delhi
92.	**PC World**	M	Yes	-			PC World, USA
93.	**Performance Measurement and Metrics**	3/Yr		Yes			Emerald, UK
94.	**Popular Mechanics**	M	Yes	-			Popular Mechanics, USA

95.	**Proceedings of I Mech E: Part B Journal of Engineering Manufacture**	**M**	**Yes**			**I Mech E, UK**
96.	**Proceedings of I Mech E: Part C Journal of Mechanical Engineering Science**	**M**	**Yes**			**I Mech E, UK**
97.	**Proceedings of I Mech E: Part D Journal of Automobile Engineering**	**M**	**Yes**			**I Mech E, UK**
98.	**Professional Engineering**	**22/Yr**	**Yes**	**-**		**PE Publishing Ltd, UK**
99.	**Program**	**Q**		**Yes**		**Emerald, UK**
100	**Quality Engineering**	**Q**	**Yes**		**Yes**	**Taylor & Francis, UK**
101	**Quality progress**	**M**				**ASQ Publications, USA**
102	**Robotics and Autonomous Systems**	**M**	**Yes**		**Yes**	**Elsevier, Singapore**
103	**Science Reporter**	**M**	**Yes**	**-**		**NISCAIR, New Delhi**
104	**Scientific American**	**M**	**Yes**	**-**		**Scientific American, USA**
105	**Sealing Technology**	**M**			**Yes**	**Elsevier, Singapore**
106	**Search**	**M**	**Yes**	**-**		**Infomedia India Ltd, Chennai**
107	**Simulation**	**M**		**Yes**		**Sage Publications, UK**
108	**Strategie und Technik**	**M**	**Yes**	**-**		**Umschau Zeitschriftnverlag, West Germany**
109	**SRELS Journal of Information Management**	**Q**	**Yes**	**-**		**SRELS, Bangalore**
110	**Strategic Analysis**	**Q**	**Yes**	**-**		**Taylor & Francis, New Delhi**
111	**Strategic Digest**	**M**	**Yes**	**-**		**IDSA, New Delhi**
112	**Tank**	**Q**	**Yes**	**-**		**RTR Publications, UK**
113	**The Engineer**	**25/Yr**	**Yes**	**-**		**The Engineer, UK**
114	**The Innovative ACR**	**BM**	**Yes**	**-**		**High Tech Publishing, Mumbai**
115	**Tribology International**	**M**		**Yes**		**Elsevier, Netherlands**
116	**Vehicle System Dynamics**	**M**	**Yes**		**Yes**	**Taylor & Francis, UK**
117	**Welding Journal**	**M**	**Yes**	**-**		**American Welding Society, USA**
118	**Wireless Networks**	**BM**		**Yes**		**Springer, Germany**

SALIENT FEATURES, FACILITIES AND SERVICES AT KRC

The building of KRC is situated near the entrance of the establishment. The two storey building has been aesthetically designed with facilities for the users and the professionals to provide better and more services, suiting the requirements of the users with pertinent information within minimum time possible .The new library, in other words, the KRC has been built with the determination of providing all the facilities to the users. It is a separate two-storey building situated at the entrance for easy access by

all the users and the sight of which cannot be missed by any passersby. The access to the differently-abled users has also been given prime importance by providing a ramp at the entrance of the KRC. The total area of the KRC is 1950Sq.

The stack cum reading halls is air-conditioned with adequate lighting facilities for quiet reading. The reading halls, VIP longue, data centre and Internet browsing centre are centrally air-conditioned. The environment at the KRC provides an ambient atmosphere for the library users and library professionals with appropriate stacking facility for the existing stock as well for future expansion. Furniture at the KRC is ergonomically designed for library environment.

The latest version of automation software and portal has been introduced. RFID with smart card integration has been successfully introduced in 2009. The main features of the KRC building are

Ground Floor-
1. Touch screen for OPAC
2. LED display for Time, Humidity & Temperature, moving message display, digital display for status of resources.
3. Slim line rotating display board for displaying brochures and news items.
4. Magnetically fastened Call Nos. display boards on every row of the stack for easy locating of subjects and documents.
5. VIP Lounge for senior officers and guests for quiet reading discussion, internet browsing through wired and WAP connections.
6. Purified drinking water (hot/cold)

First Floor-
1. Current journals.
2. Stack area for bound volumes, standards, Reports, Papers
3. Internet browsing centre with 10 seats for all users
4. Multimedia room for assessing digital information sources
5. Data Centre

6. WAP access for internet – the first of its kind in DRDO Libraries
7. Display of maps and charts

The environment at the KRC provides an ambient atmosphere for the existing stock (50000 Nos.) as well for the future expansion (100000 Nos.). The facilities at the KRC have paved a way for access of IEEE, Janes, Elsevier, JCCC, and Science Direct publications under DRDO Consortium for e-journals. KRC is providing A&I database, COMPENDEX and INSPEC (IP enabled) and Indian Standards, British Standards, SAE Ground Vehicles Standards, and National Technical Information Systems (NTIS) (IP enabled) on Intranet. Forty one rare and out of print books have been grouped as a separate collection namely '**Classic Books'**, preserved using a specialized technology (**Photolam**) and the soft form of selective titles which are made available to the users through Library Portal. Very recently, for the first time on experimental basis, some technical books in various trades in Tamil Language are procured and kept as a separate collection in the KRC for the benefit of DRTC cadres.

By offering the above services, the KRC, instead of inviting users to the library premises, has served them with the required information at their disposal on their desktops themselves.

COLLECTION DEVELOPMENT AND SERVICES IN KRC

KRC has taken various initiatives to promote reading habits among the scientists, other officers and staff of CVRDE. In 2010 KRC has organized the following Information Literacy (IL) Programs and introduced various user oriented services.

1. Knowledge Resource Utilization Program (KRUP) for Young Scientists, Technical Officers, STAs and Technicians and Orientation program for the newly recruited scientists.

2. Orientation program on JCCC@DRDO Portal service under DRDO Consortium organized for young scientists.

3. List of New Additions with cover page and content page in CVRDE Intranet Homepage.

4. Article Alert service through '**KRC News'** link in CVRDE Intranet Homepage.

5. List of E-Journals (CVRDE & DRDO Consortium) in Library Portal under '**Digital Library'** with website details.

6. Digital Library Content enhanced with the services through Library Portal like:-

   a. British Standards custom collections (downloaded on user demand)

   b. Articles on AFVs by R. M. Ogorkiewicz (55 articles)

   c. NPTEL E-learning Material from IIT-M (120 lectures)

   d. User Requested Articles

7. The following IP enabled services have been provided through Internet:-

   a. E-Books (Jane's Yearbooks) on Armour & Artillery, Armour & Artillery Upgrades and Military Vehicles & Logistics (fulltext)

   b. SAE Digital Library (fulltext)

   c. NTRL (NTIS Reports) (fulltext)

   d. INSPEC & COMPENDEX online (Abstracting and Indexing Database)

   e. E-Journals online (CVRDE) 23 titles ASME (8), ATZ World Wide (English 1), Emerald (3), MTZ World Wide (English 1), Sage (2), Taylor & Francis (8)

   f. E-Journals through DRDO Consortium - 174 titles (Elsevier -12, IEEE – 157, Jane's – 5)

Apart from above, the KRC provides other services like Departmental Loan, Interlibrary Loan, Translation, Current Awareness Service and Indexing Service.

COLLECTION DEVELOPMENT AND COLLECTION MANAGEMENT

- Collection development is the selection and acquisition of library materials, considering users' current needs and future requirements. But collection management is much more than collection building alone. It involves managing the use of the collection, its storage, its organization and making it accessible to users.

- Librarians at present are more concerned with collection management than collection development. They are acting increasingly as interpreters of information, rather than as selectors. They have to act as "**knowledge managers**" rather than "collection managers".

- Though substituting "knowledge" for "collections" has moved the focus away from the development of local print collections, the librarian is still responsible for surveying the entire universe of information resources (now both in print and e-form) and then selecting, organizing and preserving the resources constituting the record of knowledge **(Branin1994).**

KRC is selecting, acquiring and disseminating relevant information, provide access to e-resources, manage and preserve collections and weed out old & outdated information resources in the field of Armoured Fighting Vehicles (AFV). KRC provides timely, accurate and current information materials to its users for research and development activities.

CONCLUSION

With more and more resources available in the digital format, the collection development has to include these resources, thus making them easily accessible to the users. The ECD policy should include these resources enabling their selection, acquisition, preservation and distribution.

Collection Development practice could reasonably be expected to change with changes in the nature of materials and in emphasis on the different roles that collections play: preservation, indication of what exits & in what format and location of materials conveniently near to users. Libraries make resources available in a series of stages: materials expected to be useful is preserved; copies of selected materials are collected locally in suitable format to assure convenient access; and various techniques of retrieval are used to find particular pieces of material as and when needed.

It has been seen that often library lacks collection development policy, which seems to be not a sign of good business, as Johnson states that libraries without collection development policy are like business without business plan **(Johnson,1994).** Library is a service organization and accountable to citizens, it does not work in air tight compartment hence its policies should be very much clear and open, which on demand can be seen. Whether the collection is in print form, or in electronic or in hybrid in nature, the collection development policy must be clearly stated as it helps in justifying the nature of collection both in thought content and format of the document. The librarians acting according to the drafted policy will always remain in safe side no one will be able to question against the collection development.

To make print and electronic systems work together and to build a co-operative electronic collection a new perspectives is needed. KRC developed a core collection of highly used reading materials in physical forms as well as electronic resources for core access. Preservation of electronic formats is similarly daunting us that of paper.

KRC is continuously in the process of transforming into more electronic culture and trying to cope up with the latest technological development. But, as the technology is changing at a very fast rate, there is still scope for the librarian and other involved in library activities to develop more skills and have matching human resources to keep pace with this changing information technology environment.

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