

THE USAGE OF PHOTOCOPY SERVICE IN PROFESSIONAL COLLEGE LIBRARIES IN SOLAPUR DISTRICT

Mr. Pravin Raosaheb Mane

Librarian

Shrimant Babasaheb Deshmukh Mahavidyalaya

Atpadi

Affiliated to Shivaji University Kolhapur

Abstracts: *Today due to increasing research and academic activities in professional colleges, the photocopy service in the college libraries are in huge demand. Photocopies of journals, books, diagrams, charts, online reading resources, maps are majorly photocopied by the user. This service benefits to college administration and management for their duplication of official documents. Newspaper articles, library official documents, notices, college related news etc. are required to be duplicated for the display. This service is also provided to external users of library. Frequently college libraries receive information demands on professional level with duplication of information. Such occasion information is photocopied from the sources of libraries and supplied to customers. The duplication and information dissemination is charged by the libraries.*

Keywords: *Research and academic activities, duplication of documents, information demands*

Introduction:

Photocopy service is a supportive service to other library services. In document delivery service documents are often photocopied and then delivered to the users. In reference service for quick reference or report, the information is photocopied. Researchers and faculty members usually in need of indexes and abstracts of journals for research issue or teaching process. On such occasions indexes and abstracts are photocopied and supplied to the users. Sometimes users required information resources are borrowed from other libraries through interlibrary loan facility and duplicated copies are provided to the user. Selective dissemination of service too requires the photocopy of the documents for print media information.

In the beginning of twenty first century in libraries majorly receives the demands of photocopy of papers. Now softcopies of reading resources are in demand for photocopy or printing through pen drive or email or other electronic media. So considering these demands college libraries have upgraded /purchased their machines according to technology and transfer and it needs financial support from the administration and college management.

Libraries can raise the funds from charging the fees from users for photocopy of personal documents. Charges of photocopy service should be decided by library committee or college management. There should be variation in photocopy charges according to the user groups and statistical record photocopied numbers user wise be kept with annual audit process.

1. Objectives of the Study:

1. To study the photocopy service availability and requirement of service
2. To find out used reading material for photocopy service
3. To study the availed facilities related to photocopy service
4. To find out charges for photocopy services
5. To Study about maintenance procedure of Photocopy machine
6. To find out satisfaction level of users towards the service

2. Hypothesis of the Study:

1. Photocopy service is available in most of the libraries and the service is required by many users.
2. Various reading material are used for photocopy service
3. Libraries do the maintenance photocopy services according to their suitability
4. Libraries have variation in charges of photocopy services
5. Libraries avails multiple facilities related to photocopy service according to users demand
6. Users are satisfied with the photocopy service

3. Definitions of Research:

1. Photocopy Service:

The service provides duplication of print material through Xeroxing. In professional colleges libraries provide photocopy service using mostly library resources. Photocopy service ease in delivery of users desired document.

2. Professional Colleges:

Colleges that delivers professional knowledge /information - the knowledge has economical, developmental values & which has efficiency to satisfy the social needs and set the employment.

4. Research Methodology:

A. Methodology

In this study descriptive research methodology is used. It is useful in accumulation of information about present status of Photocopy service in professional college libraries, their use pattern and resources used for photocopy etc.

B. Population and Sampling

For present study researcher has chosen all 44 professional colleges. It means 100%. Sampling is there in Solapur District. 10 questionnaires are issued to the users of each college (which are selected for research). Amongst them 07 are student users and 03 are teacher users. Users are selected by random sampling. Users are students and faculty members of U.G. and P.G. courses. The total sample size of user questionnaire is 440. The sample size of librarian questionnaire is 44.

5. Usage of Photocopy Service in Professional College Libraries in Solapur District:

5.1. A Availability of Service:

User cannot buy all reading material or take from the library. User has to make photocopy of documents. Teachers also require photocopies from the reading material for teaching purpose. Library and college administration also need the photocopies of administrative documents.

Table 5.1. A

Availability of Service

Sr. No.	Availability of Service	Students (Resp.)	Percentage	Teachers (Resp.)	Percentage
1	Yes	177	69.69	79	70.54
2	No	77	30.31	33	29.46
Total		254	100	112	100

The table 5.1.A shows that according 177 (69.69%) students and 79 (70.54%) teachers, photocopy service is delivered by their libraries. It observed that 70% libraries have photocopy service.

5.1.B. Requirement of Service:

Photocopy service is utilized by users according to their study area, situation or occasion. Teachers and researchers need this service more.

Table 5.1.B

Requirement of Service

Sr. No.	Availability of Service	Students (Resp.)	Percentage	Teachers (Resp.)	Percentage
1	Frequently	104	58.76	63	79.75
2	Seldom	18	10.17	06	7.59
3	Occasional	55	31.07	10	12.66
Total		177	100	79	100

The table 5.1.B shows those 104 (58.76%) students and 63 (79.75%) teachers require the photocopy service. It is observed that the students have alternative from outside the libraries for photocopies of the documents while teachers prefer documents to be photocopied from the library.

5. 2. Used Reading Material for Photocopy:

Users need photocopies of library and personal reading material. Most of users take photocopies of reading material for the references or preparation of reports, thesis etc.

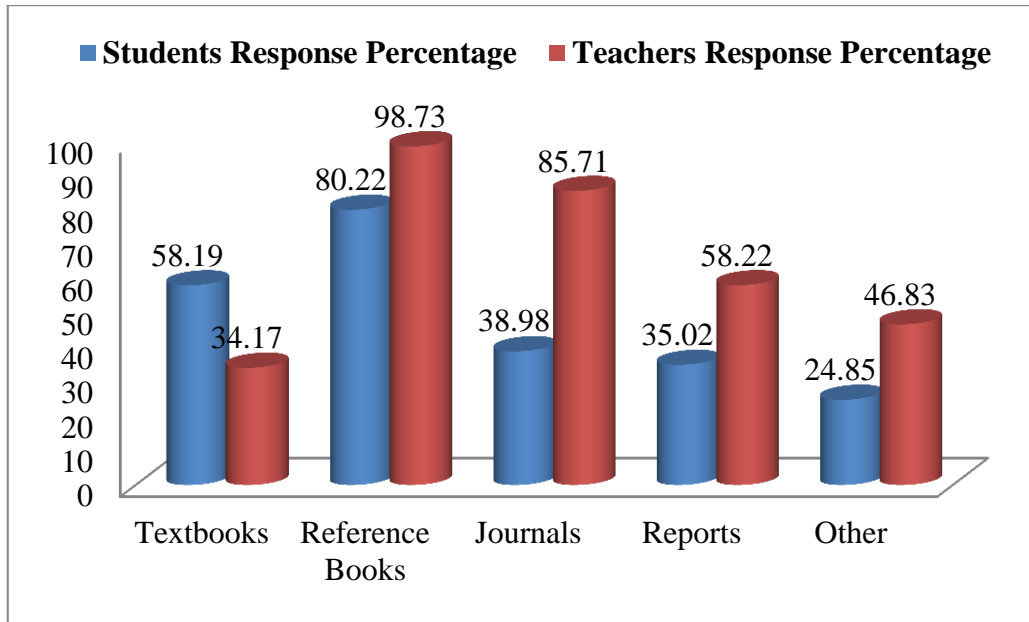
Table 5.2

Used Reading Material for Photocopy:

Sr. No.	Used Reading Material for Photocopy	Students (Resp.)	Percentage	Teachers (Resp.)	Percentage
1	Textbooks	103	58.19	27	34.17
2	Reference Books	142	80.22	78	98.73
3	Journals	69	38.98	66	85.71
4	Reports	62	35.02	46	58.22
5	Other	44	24.85	37	46.83

The table 5.2 shows that 142 (80.22%) students and 78 (98.73%) teachers need the photocopies of reference books.

Graph 5.2 Used Reading Material for Photocopy:



5.3 Related Facilities to Photocopy Services:

In professional colleges curricular activities like preparation of projects, reports, dissertations, thesis etc. are routine part. In such activities photocopy service of library can provides Xeroxing, scanning, binding, lamination etc. facilities to the users.

Table 5.3

Related Facilities to Photocopy Services

Sr. No.	Related Facilities to Photocopy Services	No. of Response	Percentage
1	Scanning	18	62.07
2	Binding	00	00.00
3	Lamination	00	00.00
4	A.V. material	00	00.00
5	Paper Stationary	00	00.00
6	Not Relevant	11	37.93
Total		29	100

The table 5.3 shows that 18 (62.07%) libraries do not supply related facilities to photocopy services. It is observed that being professional college libraries there is a huge scope for photocopy related facilities like scanning, binding, laminations etc. on professional level.

5.4 Charges for Photocopy Services:

Charges for photocopy service are different by institutions. It is generally decided by library and college authority. Charges depend upon type of photocopy, paper cost, machine maintenance etc.

Table 5.4

Charges for Photocopy Services

Sr. No.	Charges for Photocopy Service	No. of Response	Percentage
1	One Rupee	26	89.66%
2	Two Rupees	03	10.34
3	Three Rupees	00	00.00
4	More	00	00.00
Total		29	100

The table 5.4 shows that in 26 (89.66%) libraries charge one rupees for per photocopy of document. It is observed that libraries serve this service on non- profit basis.

5.5 Maintenance of Photocopy Machine:

Maintenance of photocopy machine is done according to the college and library administration. Some colleges make agreements with Machine Company while some others do maintenance from technical persons or at college level.

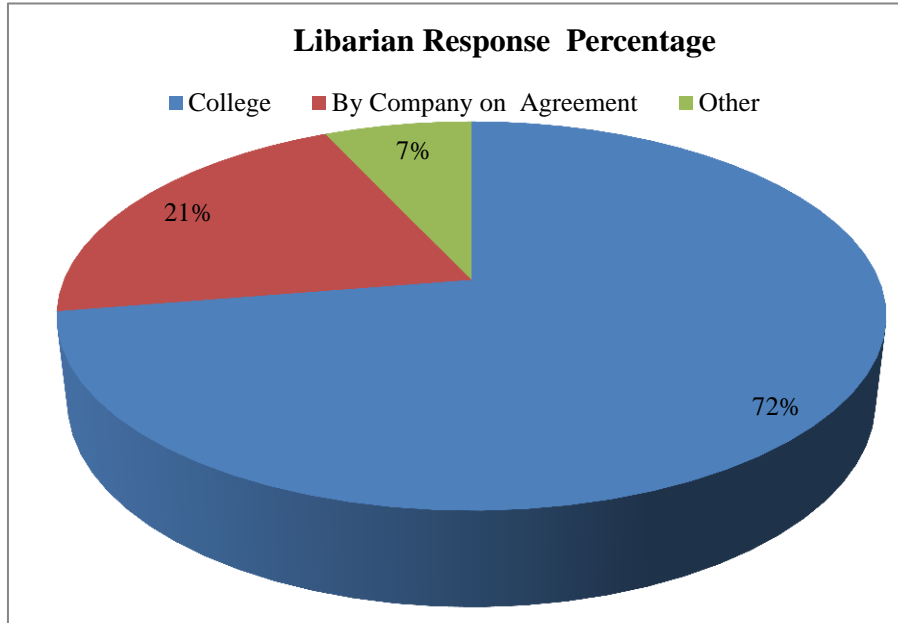
Table 5.5

Maintenance of Photocopy Machine

Sr. No.	Maintenance of Photocopy Machine By	No. of Response	Percentage
1	College	21	72.41
2	By Company on Agreement	06	20.69
3	Other	02	6.90
Total		29	100

The table 5.5 shows that 21 (72.41%) libraries photocopy machines are maintained by the college. It is observed that the photocopy machines are maintained by local persons with the help of library personal.

Graph 5.5 Maintenance of Photocopy Machine



5. 6 Satisfaction of Service

Users expects photocopies of documents should be available clear and timely. Library personnel should have technical knowledge and machine should be equipped with multiple facilities.

Table 5.6

Satisfaction of The Service

Sr. No.	Satisfaction of Service	Students (Resp.)	Percentage	Teachers (Resp.)	Percentage
1	Yes	161	90.96	74	93.67
2	No	16	9.04	05	6.33
Total		177	100	79	100

The table 5.6 shows that 161 (90.96%) students and 74 (93.67%) teachers are satisfied with the service. It is observed that photocopy service proves to be useful to the users.

6. Results

Present study results into following findings –

1. Photocopy service is required by users frequently and it is availed by libraries.
2. Library resources are used by users for photocopy
3. Various photocopy related services are provided by libraries
4. Charges for photocopy service differs by college libraries
5. Users are satisfied with photocopy service

Conclusion:

We can say Photocopy Service is adjacent service to other library services and this service is increasingly needed in professional college libraries due to multiple resources availability in the libraries and to encash it properly in limited time lag. The advent in technology has certainly facilitated many ways to photocopy services to deliver more effectively and crated huge options for resource generation in future for professional college libraries.

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