

SPECIAL LIBRARY

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- ❖ Objectives of a Special Library
- ❖ Functions and Services of a Special Library

DEFINITION OF SPECIAL LIBRARY

Harrod's Librarians' Glossary of Terms defines that a, "Special library is a collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge and provided by a learned society, research organization, industrial or commercial undertaking, government department or even an educational institution. It may also be a special branch of a public library serving certain interests or occupational groups such as a technical library or a special subject library, meeting the needs of all enquiries on that given subject such as music library

OBJECTIVES OF A SPECIAL LIBRARY

The main objectives of a special library are as follows:

- It serves the information needs of its parent body;
- It disseminates updated and significant information in the concerned field;
- It gives pinpointed information promptly;
- It provides desired information to its users on demand and mostly in anticipation;
- The users also get new ideas and inspiration to initiate new projects.

FUNCTION OF SPECIAL LIBRARY

- A special library performs primarily the following functions:
- It selects and procures documents and other sources of relevant information;
- It processes the procured information or documents with the help of classification, cataloguing, shelf arrangements etc. to make them easily available for the users;
- It subscribes to a good number of journals related to its area;
- It provides indexing and abstracting services to the users to save their time;
- It provides reference services to the users by telephone, by post or by email;
- It gives current awareness service (CAS) regarding new arrivals and latest services to the users;

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- It also gives document delivery service to its user;
- It brings out library bulletins weekly/ fortnightly/ monthly to keep the users up to date with latest information;
- It gives translation services to provide the desired information to the users in their convenient language;
- It also provides internet as well as internet facility to the users in order to access the library collection and catalogue at their desktop;
- It responds to the reference queries and make retrospective search of literature as per users demand;
- It compiles bibliographies, union catalogues, documentation lists, newspaper-clippings, accession lists etc. to save the time of its users; and
- It provides inter library loan facility to the users.
- It provides Selective Dissemination of Information (SDI) services to the users as per their subject interest and requirement;

SERVICES OF SPECIAL LIBRARY

- Performs exhaustive literature search to compile comprehensive lists
- Selects, procures, organizes, stores and retrieves current information required by the users
- Analyses, synthesizes and evaluates available information
- Provides state-of-the-art-reports, critical reviews, monographs, research reports, reprints
- Provides indexes, abstracts and extracts
- Prepares accession lists, bulletins, newsletters, summaries, handbooks or manuals; bibliographies
- Issues documents including inter-library loan
- Renders reference and referral services; and
- Provides Current Awareness Services (CAS), Selective Dissemination of Information (SDI), and Translation Services.

ANY
QUESTION

THANK
YOU