

LIBRARY STATISTICS

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INTRODUCTION

- Statistic are tabulated figures which are employed by most of the modern sciences in order to gauge the progress or regress in various field of study
- Statistics are 'facts and figure' which reduces the descriptive details to figures so that the important facts are brought to the notice of the public in a readable and intelligible manner.
- It reduces the mass of information to comparable form
- A statistic gives us only average and a rough estimate of the prevalent condition in a selected field.

USE OF STATISTIC IN LIBRARIES

- Statistic are instrument in gauging the progress or regress of the library at a given time if the figure of the past are compared with those of the present.
- It can be basis for comparing or evaluating one library with another.
- A statistical report should be used with due care and caution and all the factors which count or effect must be taken into consideration at the time of comparison.

METHOD OF PREPARATION

- Statistics can be presented in tables , graph, maps or other forms. "the representation of statistics in diagrammatical forms is a proper method of recording the fluctuating facts
- It should indicate clearly and concisely the result obtained
- The tabulated form should be as simple and clear as possible
- The most symbolic and appealing methods of presentation of statistics should be used so that the library's public knows the facts about the library

USE OF LIBRARY STATISTIC

- In all sphere of human activity statistics have been recognized as a fundamental instrument in planning and controlling
- Through a library statistic a library administrator can judge the work of the staff of the library and can have an overall picture of the library work
- It will furnish correct , quantitative ,reliable conclusion and what is more helpful, a measure of their reliability
- Statistic are the best bases for the preparation of an annual report

SOURCES OF LIBRARY STATISTICS

- The main source of library statistic are the diaries maintained by various sections of the library and monthly
- Annual abstracts prepared by the statistical section of the library
- Daily, weekly, monthly and quarterly report
- Gate register
- Written document of library

KINDS OF STATISTICS

Looking to the practices followed in libraries we can divide statistic into three classes:-

- o Statistic of Technical Department
- o Statistic of Service Department
- o Miscellaneous Statistic

1. TECHNICAL SECTION

- o Technical section deals with processing of books and other kind of materials by using accepted techniques such as Accessioning, Classifying and Cataloguing. to know whether an assistant working in this section is fully employed or is over-worked, we must know the total amount of work done by him on an average so that we lay down some reasonable standard or an optimum amount of work which an assistant section should be expected to perform.

Specimen Of The Statistical Table Of The Technical Section

CLASSIFICATION

Sr.no	Name of the incumbent & designation	No. of books classified..... Days of the month										TOTAL
		1	2	3	4	5	6	7	8	9	10	
1	Sh..... classifier											
2	Sh..... classifier											
3	Sh..... classifier											
4	Sh..... classifier											
5	Sh..... classifier											
6	Sh..... classifier											

Specimen Of The Statistical Table Of The Technical Section

CATALOGUING

Sr.no	Name of the incumbent & designation	No. of books classified..... Days of the month										TOTAL
		1	2	3	4	5	6	7	8	9	10	
1	Sh..... classifier											
2	Sh..... classifier											
3	Sh..... classifier											
4	Sh..... classifier											
5	Sh..... classifier											
6	Sh..... classifier											

ACQUISITION SECTION

It is essential to know the name of book, pamphlets and other reading materials which have been received in the library division by subject- scatter will facilitate to have a clearer picture of the library's book stock.

The specimen of the Accession Statistic:

Reading Material	0	100	200	300	900	TOTAL
BY PURCHASE:						
Books						
Pamphlet						
Others						
Total						
BY EXCHANGE						
Books						
Pamphlet						
Others						
Total						
BY GIFT						
Books						
Pamphlet						
Others						
Total						
GRAND TOTAL						

2. SERVICE DEPARTMENT

o Circulation Section

- The circulation section is one of the most important section of a library dealing with the public directly.
- It is the most proper form to know the taste, antipathies and reactions of the readers. to know these reliable statistics should be maintained.

Issue of statistical reader wise

DATE	NATURE OF READERS	No. OF BOOKS ISSUED
	Adult	
	Male	
	Female	
	Children	
	Blind	
	Sick	
	Other abnormal	
	TOTAL	

o Reference Department

It is very difficult to maintain statistic for the reference Department especially where there is open access in vogue. In case of closed access we can have the statistic on the basis of the request slip given by readers, but in open access we find out which book user has opted to read.

3. Miscellaneous Statistic:-

The library must know the number of clientele and people served also the figure giving the total expenditure , book fund and periodicals fund should be maintained properly so that an accurate assessment of the library service rendered be made

Statistics of Income and Expenditure

Statistics of income and expenditure				
Item	Book fund	Periodicals funds	Other	Total
Income				
Expenditure				

Staff statistic

Statistics of Income and Expenditure				
Name of post	No.of Post filled	No of post lying vacant	Amount spend on salaries	Amount saved on staff salaries

REFERENCES

- o Mittal, R.L. (1996) Library Administration:Theory and Practice. New Delhi: Metropolitan Book

THANK YOU