



An Analytical Study of library Reference Services of the Hindi Prachar Sabha, Hyderabad

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	Abstract Father of the Nation Mahatma Gandhi founded the Dakshin Bharat Hindi Prachar Sabha to promote the Hindi language in South India. He was the founder president of Dakshin Bharat Hindi Prachar Sabha. In 1964, Dakshin Bharat Hindi Prachar Sabha was declared an 'Institution of National Importance' by Act 14 of the Parliament. The reference service department of this organization will be introduced in this article.
CC License CC-BY-NC-SA 4.0	Keywords: - Mahatma Gandhi, Dakshin Bharat, Hindi language, Prachar Sabha, Hyderabad

1. Introduction:

The reference service department of the said library is the last stop of information for researchers and scholars. This department is a laboratory for Hindi language researchers. Up-to-date reference materials, knowledgeable, courteous and efficient staff all helps in reducing the quality of research and the duration of research.

The present article introduces the Department of Reference Services at the Library of South India Hindi Prachar Sabha, Institute of Higher Education and Research, Hyderabad. Various and unique bibliographies, collection development, services, availability of physical resources, staff and constraints in the reference department have been introduced in detail. Hindi Prachar Sabha, Institute of Higher Education and Research, Hyderabad Reference Service Department of the Library has come into existence along with the establishment of the library in the southern region. Initially, the nature of this department was limited. But as the collection of reference materials grew, the department took on a special character. Presently the department exists in room number one on the first floor of the main building.

2. Objectives:-

- (1) To introduce the reference service department.
- (2) To Providing information about various reference tools in the reference service department.
- (3) To specifying the features of the reference service department.
- (4) To Discussing context development.
- (5) To analyze the merits and demerits of reference service department.

3. Reading material in the Reference Services Department:-

The library is still in its infancy. Unlike other universities, separate departments have not been created for each type of reading material. Five types of reading materials are available in the reference service section.

Table No. 1 : Readings in the Reference Services Section – Literature

No	Types of reading material	Numbers
1	Reference Text	1718
2	Dissertation	380
3	Report	91
4	Maps, Globes	17
5	CDs, Floppy, Cassettes	41

Figure No.1

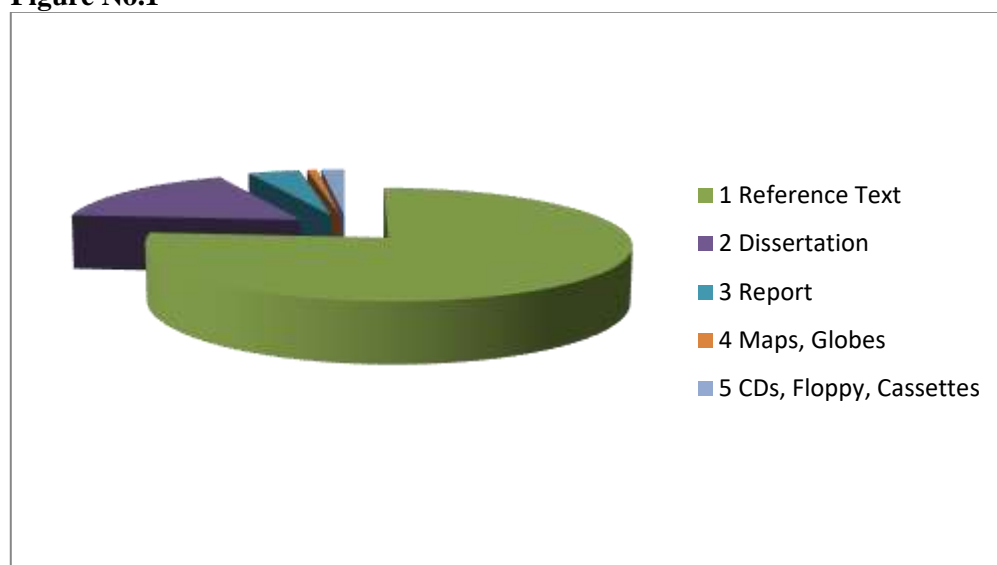


Table no. 1 out of the total reading material stored in the library 33% bibliographies, 27% thesis, 20% reports, 13% CDs, floppies, cassettes and 7% maps and globes.

3.1 Bibliography:-

This is an important component of the reference service department. It includes bibliographies in Hindi, English, Telugu, and Tamil. Reference books on a wide range of subjects dating back to 1700 are available in this section. It contains several specialized bibliographies including Kothari Commission Commission Report, list of theses presented in Indian universities, encyclopedias, dictionaries in Hindi, English, Telugu and Tamil languages.

3.1.1 Linguistic division of bibliographies:-

A collection of bibliographies in various languages has been compiled in the reference service department. Language wise number of bibliographies Table no. 2 is shown.

Table No 2: Linguistic division of bibliographies

No	Languages	No of Books	Percentage
1	Hindi	1479	86
2	English	113	7
3	Telgu	107	6
4	Tamil	19	1
5	Total	1718	100

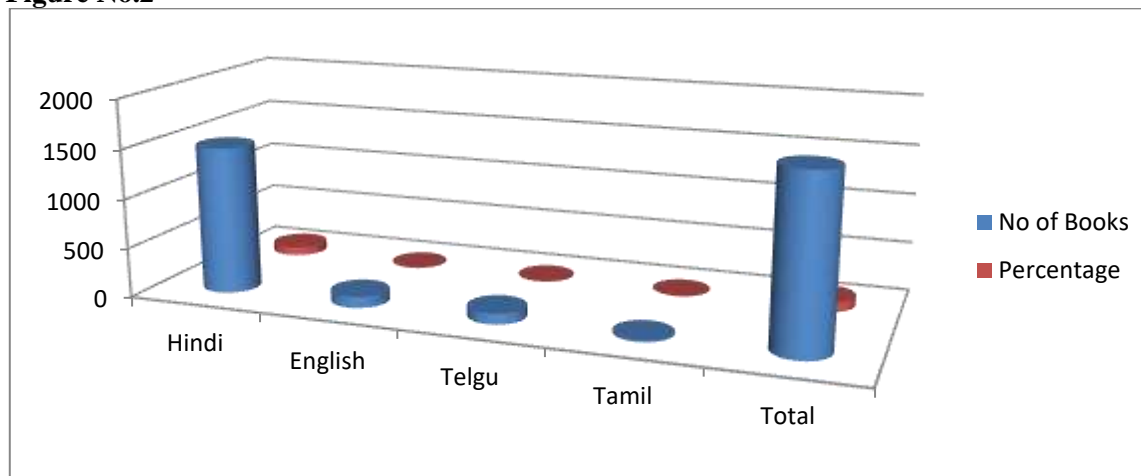
Figure No.2

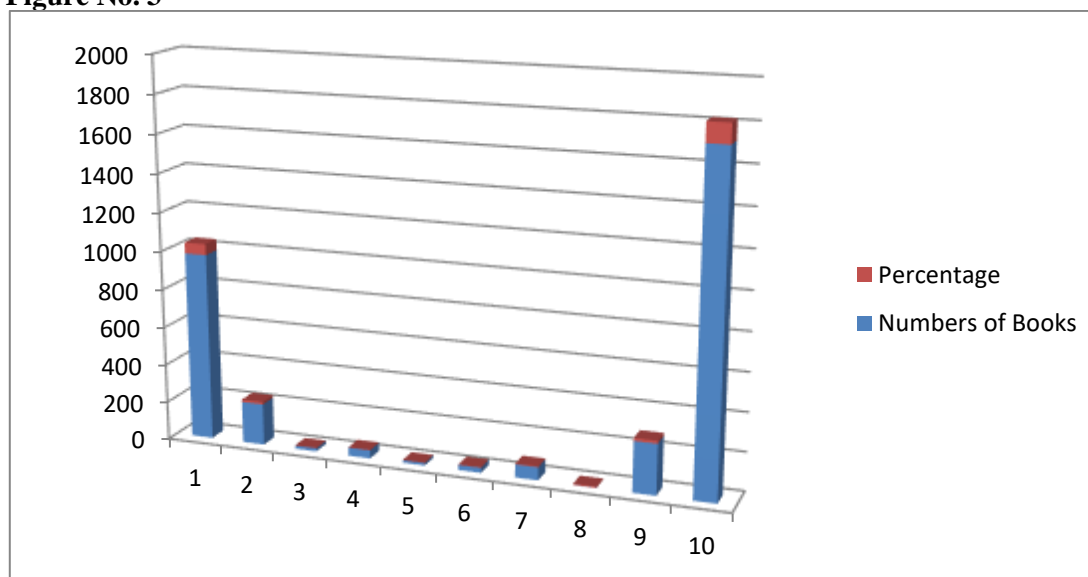
Table no. 2, it can be seen that the number of bibliographies in Hindi language is highest i.e. 86%. It is followed by English, Telugu and Tamil.

3.1.2. Classification of bibliographies by type:-

To meet the needs of the readers, the reference service department has a collection of various bibliographies. Number of bibliographies by type Table no. 3 is shown.

Table No. 3: Classification of bibliographies by type

No.	Numbers of Books	Percentage
1	978	57
2	217	13
3	17	1
4	43	2
5	14	1
6	27	2
7	68	4
8	1	5
9	263	15
Total	1718	100

Figure No. 3

3.2 Thesis:-

Presented at the Hindi Prachar Sabha in South India, Ph.D. A copy of the thesis is kept in the Reference Services Department after the degree is declared to the researcher. More than 380 theses in Hindi language are currently available. Many researchers not only from the said institute but also from other universities and colleges in Andhra Pradesh as well as Maharashtra benefit from the thesis department.

3.3 Reports:-

Reports of various institutes, universities and governments of India have been compiled in this room. Along with annual or other reports, U.G.C. and NCERT Curriculum Development Committee reports of various subjects are available. Readers are also found to be taking advantage of these reports on a large scale.

4. Referral Services:

The function of reference service department is not only to ensure the availability of reference materials but also to reach the right readers. Accordingly following services are provided in this department.

4.1 Identification of bibliographies:-

Readers who are new to this section, about the library in this section. Information is provided. Whether or not the book they want is available, they are informed about the bibliography of the desired subject, help in finding the book, information on how to look up the bibliography.

4.2 Copy Services:-

A transcription service is provided to the readers to get the required information from the bibliography. But photocopying of theses available in reference services department is not allowed as per library committee and library rules. Writing is allowed only while sitting in the sections.

4.3 Referral Services:-

If the reader's needs are not met in the Reference Services section, this section provides guidance on where to get the required information. This service itself is called referral service.

4.4 Shearing Services:-

Whenever an article about Hindi language and Hindi literature is published in a newspaper, the clippings of such published articles are collected and this clipping service is provided to the readers.

4.5 Thesis of the Month Cutting Services:-

PhD announced by Universities in India Thesis information is published in 'University News' magazine of Association of Indian Universities. Cutting files related to Hindi subject are kept up to date. Have there any selection of topic or any research done on the chosen topic earlier? To know, this service is widely used by researchers and guides.

5. Readership:-

Students, teachers, researchers regularly visit the reference service department of the said library for study.. Along with readers from the parent institution area, students, teachers, researchers from colleges affiliated to other universities in the city visit this department for reference. Information showing the number of readers who have visited this section Table no. 4 is given.

Table no. 4: Number of Readers

No	Years	Casuals Readers Numbers	Regular Readers Numbers	Total Numbers
1	2017-18	98	108	206
2	2018-19	190	148	338
3	2019-20	139	101	240
4	2020-21	167	103	270
5	2021-22	178	117	295

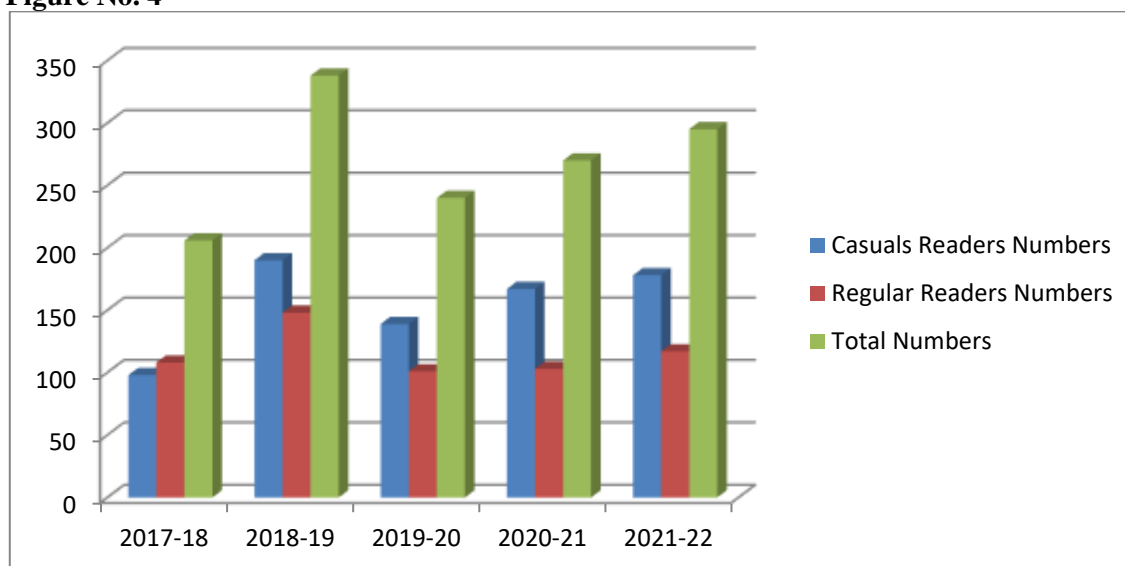
Figure No. 4

Table no. From 4 it can be seen that those studying sitting in this department The number of readers is increasing regularly.

6. Physical facilities:-

The reference service section of this library is at the beginning of the library. The area of this section is 740 square feet and 26 chairs, 7 tables are available for the readers to sit. Fans, lights, etc. are arranged. There is an open door entry system for the readers and the readers can take the book they want.

7. Class of employees:-

There is only one post of librarian in the said library and he is in charge of reference service department. With the help of a staff member, he looks after the work of the Reference Services Department along with other library functions.

8. Characteristics of Reference Services Department:-

Extensive collection of up-to-date and important reference materials in Hindi, English, Telugu and Tamil languages, good seating arrangement, pleasant and clean departments, separate arrangement of bibliographies and theses, study staff, personal help and guidance, adequate stock of bibliographies useful for students and researchers, etc. The department can be said.

9. Difficulties:-

1. Though the parliament declared as 'Institution of National Importance' but the Librarian and staff get's very low salary
2. There is inadequate workforce
3. Lighting system is not properly planned.
4. Cubicles are needed for researchers to sit.
5. No computerization and no internet facility are available.
6. There is Lack of printed schedule

10. Conclusion:-

With the help of the available staff, the reference service department strives to provide uninterrupted service. The librarian and staff have some plans for the development of the department in future. They needed some financial support to make that happen. If the concerned department helps them, it will not take long time transform the reference service department of the Hindi Prachar Sabha, Hyderabad.

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