



COMPENDIUM OF INDIAN STANDARDS ON

LIBRARY AND INFORMATION SCIENCE

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INTRODUCTION

Libraries play a crucial role in the intellectual, educational and cultural development of society. As centres of knowledge dissemination and lifelong learning, they must comply with well-defined Standards to ensure optimal service delivery, resource management and accessibility. Recognizing this need, the Bureau of Indian Standards (BIS) has developed comprehensive guidelines and Standards to enhance library infrastructure, operations and services in India. The Standards published by BIS on Library & Information Sciences encompass various aspects, including library infrastructure, digital library frameworks, cataloguing and classification methodologies, preservation and conservation protocols and accessibility guidelines. These Standards are designed to support libraries of all types—public, academic, research and special libraries—in maintaining high service quality and efficiency.

By implementing these Standards, libraries can improve their operational effectiveness, provide user-centric services and adapt to evolving technological advancements in information science. These Standards ensure uniformity, interoperability and sustainability, thereby fostering an inclusive knowledge environment.



We hope that these Standards will serve as a valuable resource for library professionals, policymakers, researchers and institutions in their efforts to enhance library services and promote a culture of knowledge and learning across the nation.

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QUALITATIVE CONDITIONS AND BASIC STATISTICS FOR LIBRARY BUILDINGS -SPACE, FUNCTION AND DESIGN [IS/ISO/TR 11219: 2012]

Introduction: This Standard provides guidance for the planning of library buildings by identifying requirements of space and technical equipment. It supports decision making for librarians, architects and financing institutions.

This Standard considers planning, both for new buildings and for the reconstruction of existing library buildings or the conversion of other buildings for library use.

Scope: *“This Technical Report specifies data for the planning of library buildings. It also provides guidance on the selection of technical building equipment for the different functional areas of libraries. This Technical Report is applicable to all types of libraries in all countries, but especially to academic and public libraries. It does not include details on national, regional or local regulations that can affect the planning of library buildings.”*

Key Benefits:

- 1. Improved Library Infrastructure:** Helps in designing modern, well-structured libraries in schools, colleges and universities.
- 2. Enhanced Accessibility & Inclusivity:** Promotes libraries with facilities for differently-abled individuals, including ramps, assistive technology and ergonomic furniture.
- 3. Integration of Digital & Technological Resources:** Supports the incorporation of e-libraries, online databases and smart study rooms.
- 4. Sustainable & Cost-Effective Library Management:** Encourages eco-friendly design with energy-efficient lighting, ventilation and green spaces.
- 5. Support for Research & Academic Excellence:** Creates a conducive learning space for students, researchers and faculty.

DOCUMENTATION – LIBRARY STATISTICS – GUIDE [IS 12940: 2017]

Introduction: Statistics are important for strategic planning especially for policy formulation and its review viz a viz target achievement. Libraries being organization can also plan all the activities by obtaining statistical data regarding various core areas of activity. This standard aims to act as a guidance tool to encourage good practice in the use of statistics for the management of modern day library/knowledge centres.

Scope: *“This standard specifies rules for the library and information services community on the collection and reporting of statistics a) for the purpose of reporting, and b) to encourage good practice in the use of statistics for the management of library and information services.”*

Key Benefits:

1. **Consistency in Reporting:** Ensures that data is collected and reported uniformly across different libraries and institutions, making comparisons meaningful.
2. **Improved Decision-Making:** Provides reliable data that supports evidence-based decisions in planning, budgeting, and service development.
3. **Enhanced Accountability:** Helps demonstrate the value and impact of library services to stakeholders, funders, and the community.
4. **Performance Measurement:** Facilitates the monitoring and evaluation of library services, enabling continuous improvement.
5. **Benchmarking:** Allows libraries to compare their performance with similar institutions, identifying strengths and areas for development.
6. **Strategic Planning Support:** Supplies data necessary for setting goals, measuring progress, and aligning library services with user needs and institutional priorities.
7. **Promotion of Best Practices:** Encourages a culture of data-informed management and fosters professional standards across the library and information services sector.

PUBLIC LIBRARY – GUIDELINES

[IS 15339: 2003]

Introduction: Public libraries play a pivotal role in the intellectual and social development of communities by providing free and equitable access to information, education, and cultural resources. As inclusive spaces for learning and personal growth, they serve as vital institutions that support lifelong education, promote peace and understanding, and contribute to the overall well-being of society.

Scope: *“This standard provides guidelines for services provided by public library. A public library is a social institution meant for overall development of all people. It is a basic instrument in promoting peace, understanding and is a vital source for education, information and culture. The guidelines provided by this Standard helps to create an ideal public library, enhance their services and meet the needs of their communities. These guidelines will result in smooth functioning of the libraries, maintaining order, protecting resources, ensuring fair access, promoting safety, preserving materials, fostering a welcoming environment and enforcing legal requirements.”*

Key Benefits:

1. **Equal Access to Educational Resources:** Ensures fair access to books, journals and digital content for students and educators, regardless of socio-economic status.
2. **Improved Library Services:** Establishes operational best practices, leading to enhanced user experiences.
3. **Support for Lifelong Learning:** Encourages reading habits and independent learning among students, professionals and the general public.
4. **Promotes Research and Innovation:** Provides a conducive environment for students and researchers to access knowledge resources.
5. **Nurtures a Culture of Reading and Literacy:** Supports literacy programs and community engagement initiatives.

LIBRARY PERFORMANCE INDICATORS [IS 15996: 2021]

Introduction: This Standard is concerned with the evaluation of libraries of all types. The main purpose of this Standard is to endorse the use of performance indicators regarding the quality of library services in libraries and to spread knowledge about how to conduct performance measurement.

This Standard specifies the requirements of a performance indicator for libraries and establishes a set of indicators to be used by libraries of all types. It also provides guidance on how to implement performance indicators in libraries where such indicators are not already in use.

Scope: *“This Standard provides standardized performance indicators for libraries, enabling institutions to measure and enhance their services. It allows for internal comparisons over time and cautious benchmarking between libraries, considering local factors like community needs and technological infrastructure. While not covering all possible evaluation metrics, it offers tested methodologies for assessing library efficiency. The standard ensures data-driven decision-making, helping libraries optimize resource allocation and improve user experience. However, it does not assess the broader societal impact of library services.”*

Key Benefits:

1. **Standardized Library Assessment:** Provides a structured framework to evaluate library effectiveness based on user needs & helps institutions track improvements in library services over time.
2. **Enhanced Resource Utilization:** Ensures libraries maximize the use of books, digital content and study spaces
3. **Improved User Experience:** Measures student satisfaction and accessibility of library services.
4. **Supports Data-Driven Decision-Making:** Guides libraries in collecting and analyzing data on book circulation, footfall and digital resource access.
5. **Encourages Continuous Development:** Promotes a culture of regular evaluation and enhancement in library services. Helps align library functions with National Education Policy (NEP) 2020 objective.

PERFORMANCE INDICATORS FOR NATIONAL LIBRARIES [IS 16207: 2015]

Introduction: This Standard is concerned with the evaluation of the performance of National Libraries. For several years, National Libraries have felt the need to get consensus on a common list of relevant performance indicators for assessing the quality and performance of their services. Several groups, e.g. within the IFLA Section of National Libraries and CENL (Conference of European National Libraries), have tried to assess the present use of performance measurement in National Libraries and discussed possible performance indicators, preferably using performance indicators in existing handbooks and standards.

Scope: *“This Technical Report defines performance indicators for national and regional libraries, helping them assess and improve their services over time. While comparisons between libraries are possible, they must consider differences in tasks and constituencies. The report does not currently include measures for evaluating the broader impact of library services on individuals or society but allows for future additions as performance measurement evolves. It also does not restrict the use of other relevant indicators beyond those specified.”*

Key Benefits:

1. **Improved Library Management:** Establishes a systematic approach to evaluating library performance. Helps libraries optimize resources and enhance service delivery.
2. **Enhanced Access to Learning Materials:** Ensures efficient availability of books, journals and digital content. Supports students and researchers with well-maintained collections.
3. **Standardized Evaluation Framework:** Provides a common methodology for assessing library effectiveness. Enables data-driven improvements in library infrastructure and services.
4. **Supports Research and Higher Education:** Helps academic institutions measure how well libraries meet research needs. Encourages the development of specialized collections for scholars.
5. **Encourages Innovation and Digital Integration:** Promotes the adoption of modern technologies for library management. Enhances digital library services to improve accessibility and convenience.