

D. B. Babasaheb Bahusaheb Khanjire Shikshan Sanstha's

NIGHT COLLEGE OF ARTS & COMMERCE, Ichalkaranji

LIBRARY PROFILE





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• **FIVE LAWS OF LIBRARY SCIENCE**

Books are for use

Every Reader has his/her book

Every book has its reader

Save the time of the reader/staff

Library is a growing organism.

◆ 1928

Dr. S.R. Rangnathan.

The college has a well equipped airy, spacious and partially computerized library and reading room of 528.68 sq.mtr. First floor is used for stack room, circulation section and office administration, Boy's Study Room and Library Reference.

Library is a nucleus of teaching, learning and research process. Our College Library has been playing a vital role in over all development of the college since its inception.

○ AIMS OF THE LIBRARY -

Various course and educational Programmes are taught in the college. Our College library supports -

- 1) To develop collection of reading material useful for various courses.
- 2) To provide various library services and facilities to the readers.
- 3) To support research activity for its progress and qualitative development.
- 4) To preserve and conserve the collection of reading material in the library.
- 5) To support parent institution for developing quality of learning and teaching.

○ LIBRARY COMMITTEE: -

Every year the college constitutes Library Committee for its smooth functioning of its activities. The main objective of library committee is to decide and adopt policies to govern the management and programme of the library, to prepare the annual budget, rules and regulations of the library. The committee also looks into student's grievances, if any. The committee consists, of Principal as

Ex-officio, Librarian as Secretary and senior faculty members. The committee formed for the year 2015 - 2016 is as under.

- | | | |
|----|------------------------|----------------------|
| 1. | Principal Dr. P.D.Nare | Ex-Officio Chairman. |
| 2. | Prof. S. L.Randive | Committee Chairman |
| 3. | Prof. A .A. kore | Member |
| 4. | Prof. R.P. Patil | Member |
| 5. | Prof. M. S.Pawar | Member |
| 6 | Prof. G.B.Khandekar | Secretary |

Two meetings of library committee are organized in an academic year, i.e. one in first term and another second term.

○ THE LIBRARY BUILDING AND ITS SECTIONS -

The college has a well equipped airy, spacious and computerized library.

1. Librarians Office
2. Computer Section
3. Circulation Section
4. Text Book Section
5. Main Stack Room
6. OPAC.
7. Reprography Unit.
8. Reference and periodical section
9. Study Room
10. Staff Reading Section

○ SEATING CAPACITY OF THE READERS -

1. Reference and periodical section = 25 (Faculty members)
2. Study Room = 50

○ LIBRARY WORKING HOURS -

1. Circulation Section

Monday to Saturday = 3:00 P.M. TO 9.45 p.m

2. Reference and Periodical Section - 05:00 pm to 09:00 p.m.
3. Reading Room for Boys & girls - 3:00 P.M. TO 9.45 p.m

○ LIBRARY RESOURCES -

The Library has an extensive collection of books and journals covering all aspects of Arts, Commerce, Computer Science, Business Administration, Computer Application, Environmental Science, & specially Urdu, Library and Information Science etc.

The Periodical Section is a vital source for academic research and up - to - date - information. We subscribe 18 journals and periodicals of various subjects and nine newspapers with are made available to faculty members in their staff room and students Study Room.

○ TOTAL HOLDING AS ON - 31 - 09 - 2015

1. Total Books -

	Senior Books	12035
	Junior Books	643
	UGC Books	2528
	Book Bank Books	192
	Gift Books	447
	Total	15845

2. Non - Book Materials

C. D. - 150

Audio Cassettes - 10

4. Number of Periodicals

Subscribed - 18

Gratias - 02

Total (Appendix - I) - 25

5. Newspaper - 09

6) Total Cost of books as on 31-09-2015

1) Senior College Books Rs. 682698.00

2) UGC Books Rs. 1936966.00

Total Cost Rs.1781482/-

Addition of Books in the year 2015-2016 (upto 30-04-2016)

Particulars	Sr. College	UGC
Books		
Price		

○ COURSES TAUGHT IN THE COLLEGE -

- 1) First Year - B.A., B. Com.,
- 2) Second Year - B.A., B. Com.,
- 3) Third Year - B.A., B. Com.,

○ READERS OF THE LIBRARY -

All the students, faculty members and non-teaching staff of the college are entitled to get the membership of the library.

Readers of the library are as follows -

1. College Students	=	950
2. Teaching staff.	=	22
3. Non-Teaching Staff	=	09
4. Readers from the society	=	15
5. Students of library management course	=	20
Total Readers	=	1016

○ **LIBRARY SERVICES AND FACILITIES -**

The library has a key role in supporting the academic activities of the institution by establishing, maintaining and promoting the following library and information services, both quantitatively and qualitatively.

1. Borrowing facility -

a) Each Student 1 Books

b) Meritorious Student = More than 2 Books

Duration 7 days

(Specially we borrowing daily books for student)

c) Faculty Members = No Limit to issue books

Duration = one academic year

d) Non-Teaching Staff = five books

Duration = one month

e) Other Readers = 1 books

Duration = 15 days

Books for competitive examinations such as MPSC, UPSC, NET/SET, books are also issued on the identity cards.

Current journals are displayed on racks and the back issues are issued for seven days.

2. Book Bank Facility -

A set of text books is issued between **Meritorious Student** & Needy students of Senior College for the academic year as per their demand.

3. Journals -

Current issues of journals and periodicals are in the "Reference and Periodical Section" and are made available to students and faculty members.

Back issues of journals and periodicals are issued for home-lending for a week.

4. Open Access -

Open Access facility to staff members, available for effective use of library resources.

5. Study Room-

Study Room Facility is available to students and faculty members, during the library hours. I.e. 3:00 P.M. TO 9.45 p.m

6. Reprography -

Reprography facility is available to all students and staff members.

7. Current Awareness Service - (CAS) -

Every month new arrival is also displayed on the notice board for information of students. New arrivals (books) are displayed on Display Stand for seven days.

8. Selective Dissemination of Information (SDI) -

The SDI Service is given daily to faculty and students by supplying update current affairs, News paper clipping, latest books, etc.

9. Reference Service -

The reference books are made available to the readers during library hours. The personal assistance as guidance and help is provided, if required to the new readers to make use of the reference book.

10. Question Papers, syllabus -

The sets of university examination question papers & syllabus are made available to faculty and students from the library.

11. Inter Library Loan Facility -

The library can borrow the books from other libraries or issues the books to other libraries on **Inter Library Loan Basis** for a limited period of time. Some of the staff members are also the members of Shivaji University Library and make use of University Library according to their need. Our library can borrow or issue the books to the following libraries.

1. DK. ASC. College Ichalkaranji
2. Samajwadi prabhodhani . Ichalkaranji
3. Ravindranath Tagaore vachnalaya Ichalkaranji
4. Jaywant mahavidyalaya Ichalkaranji
5. A.R. P. Kanya mahavidyalaya, Ichalkaranji
6. Venkatesh mahavidyalaya Ichalkatanji
7. Apate vachan mandir , Ichakaranji

12. User Orientation -

Orientation to the fresh students for effective use of library and awareness about the services are given in the month of June / July of each year.

13. Library Computerization -

Our college library is computerized. The library uses software developed by, **Biyani Technology's Library Management**, for library automation. OPAC is provided for searching of documents. The library is having two terminals for daily routine work.

14. New Arrivals-

New Arrivals (books) received by the library are displayed on "Display Stand" for seven days and get the information teachers and students.

15. Other Curricular activities -

1. Orientation to the new students for effective use of library.
2. Guidance to degree college students for their projects e.g. Environment Students.
3. Notification of changes in curriculum if any, from time to time to faculty and students.
4. To encourage and promote the reading habits of the students and faculty -
 - a) Library organizes book exhibitions from time to time.
 - b) To create awareness, about the library and its functions and to encourage students, we run Library Management Course of Adult continuing education department of shivaji university, Kolhapur are started by the library from, 2003-04 to 2015-16 respectively.

○ ADDITIONAL SERVICES FROM THE ACADEMIC YEAR 2013-14 ONWARDS

1. Night college of Arts & Commerce, library has offered additional library services to the readers. We have increased half an hour's library working hours.
2. On Sunday, if students require the library services are made available from 10 am to 5 pm to the readers.
3. 'Reference and periodical section' have been started.
4. For smooth and efficient library working 'Library Management ' library software has been installed and library has been fully computerized. Two terminals are connected.
5. OPAC facility
6. **Collection - Addition of books and reading materials**

During the last five years (Sr. college. and UGC)

Senior college

Year	New Add Books	Cost	Total books	Total cost	
2010 - 2011	473	61049.00	10338	551768.00	
2011 - 2012	324	25465.00	10662	577233.00	
2012 - 2013	465	37860.00	11127	615093.00	
2013 - 2014	373	32085.00	11500	647178.00	
2014 - 2015	353	35520.00	11853	682698.00	

UGC Reference. Books

Year	New Add Books	Cost	Total books	Total cost
2010 - 2011	207	284586.00	2431	1892836.00
2011 - 2012	-	-	2431	1892836.00
2012 - 2013	-	-	2431	1892836.00
2013 - 2014	-	-	2431	1892836.00
2014 - 2015	52	44130.00	2483	1936966.00

○ FUTURE PLANS -

1. Automation of in-house factors of all the sections of the library.
2. To establish networking with other college and University Libraries.
3. To start indexing and abstracting service of periodicals in the library.

○ LIBRARY RULES FOR STUDENTS -

A. General:-

1. Identity Card is compulsory for all enrolled students for availing of library facilities.
2. Identity Card will be issued by the librarian on presentation of admission receipt and photograph along with prescribed application form.
3. Duplicate Identity Card will be issued after payment of Rs. 35/- along with prescribed application form.
4. Misbehavior and misuse of Identity Card is an offence and the student responsible for the same is liable for disciplinary action.
5. Suggestion box is kept in the library. Constructive suggestions/complaints are entertained.
6. In case of any grievances the users should contact to Librarian or Principal.
7. Readers of the library may recommend resources for procurement. The library will procure the books and journals on approval by the principal.

B. Issue Section -

1. One Borrowers Ticket is issued free of cost to each student.
2. One Books are issued on the Borrower's Ticket and they can be retained with the reader only for One to seven days.
3. Reference books are not issued out, however, they are made available in the library during library hours.
4. Students can borrow books on "Borrower's Ticket" as per the time - table given below.

Sr.No.	Day	Class
	Monday	BA III,
	Tuesday	BAII
	Wednesday	B.Com III,
	Thursday	B.Com II,
	Friday	BA I,
	Saturday	B.com I
(Note:- Needy Student Can Change the book Daily)		

5. Books and other reading materials borrowed by the readers are liable to recall back at any time and shall be returned within 24 hours.
6. Overdue Charges of Rs. 2/- per day will be charged for overdue.
7. Students should take care of the books issued to them. They should inform about missing pages of the books to the library staff immediately after the receipt in the book.
8. The lost/torn books are to be replaced with the latest edition, otherwise double price of the book will be charged or Replace the Same Book.

C. Study Room:

"Study Room" is kept open from 3:00 p.m. TO 9.45 p.m on all working days.

- 1) No admission is permitted in study room without Identity Card.
- 2) Students can borrow text books, journals; question paper sets on their Identity Card in the study room.
- 3) Books / Study materials issued in the study room will have to be returned before leaving the study room.
- 4) Indiscipline/ misbehavior of the student will be liable for the disciplinary action.

○ LIBRARY STAFF

1. Librarian - 01
2. Lib. Attendants - 02

A. Librarian

Name : **Mr. Khandekar G.B.**

Educational Qualification : **B.A. B.Lib, M.Lib, M.Phil, SET, Ph.D (Pursuing)**

Date of Appointment : **August 10, 2011.**

Lib. Attendants :

1. Mr. K.S. Padwale IX Pass
2. Mr. D.B. Awale IX Pass

The library welcomes suggestions from users in order to improve its services to its reader.

**WE WANT YOU TO MAKE OPTIMUM USE OF THE RICH COLLECTION
OUR LIBRARY.**

For further information contact:

Librarian

Mr. Khandekar G.B.

Ph. 0230-2437666

Mob.: 930027593

E-mail: klp.ganesh@gmail.com

APPENDIX - I

List of journals 2010-11 to 2014-2015

.	Sr. No.	Title	Language
	1	Priya Rasik	Marathi
	2	Nokari Sandhrabh	Marathi
	3	Dream	Marathi
	4	Shikshan Sankrman	Marathi
	5	Vaypari Mitra	Marathi
	6	Bhartiya Itihas Sanskruti	Marathi
	7	Prabhodhan Jyoti	Marathi
	8	Panchdhara	English
	9	University News	English
	10	Yojana	Marathi
.	Sr. No.	Title	Language
	1	Ecnomic & Political Weekly	English
	2	Mainstrem	English
	3	Dalal Street	English
	4	Advance in Management Journal	English
	5	Enterprises Risk Management	English
	6	The Journal of Inian Writing	English
	7	Akshargatha	Marathi
	8	Jivan- vikas	Marathi
	9	Arthbodhpatrika	Marathi

News papers

	Sr. No.	Title	Language
	1	Times of India	English
	2	Loksatta	Marathi
	3	Pudhari	Marathi
	4	Sakal	Marathi
	5	Lokmat	Marathi
	6	Lokmat samachar	Hindi
	7	Tarun Bharat	Marathi
	8	Mahasatta	Marathi
	9	Mahan Karya	Marathi

14. Library at a Glance -

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Library Collection

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