



SIR GURUDAS MAHAVIDYALAYA



**LIBRARY
AT A GLANCE**

**“Library is the heart
of an institution”**

– Dr. Sarvepalli Radhakrishnan

A student who utilises the library facilities along with the classroom teaching gains the true potentiality in doing good academic results and be future ready.

KEY FEATURES

- ▶ Library Partially Automated with KOHA (Integrated Library Management Software).
- ▶ Library resource over 15500 books.
- ▶ Access to high quality e-resources.
- ▶ WEB-OPAC for access beyond campus.
- ▶ LCD TV and Smart Classrooms effectively utilised for different library activities utilising ICT infrastructure.
- ▶ WIFI Access and Internet.
- ▶ Institutional Memberships to renowned libraries.
- ▶ Departmental Library.
- ▶ Frequent Orientation/Induction Sessions with ICT.
- ▶ Services to address student diversity and individual learning requirements.
- ▶ Safe and Secure environment with CCTV surveillance and Fire Extinguishers.
- ▶ Regular Pest Control.



USER FRIENDLY AMBIENCE

- ▶ We Welcome with a big smile.
- ▶ We make the users comfortable with the environment.
- ▶ Light music on (Meditation or instrumental) is occasionally played to create a congenial atmosphere for stress free learning, focus and concentration avoiding unnecessary distractions.
- ▶ We instruct in a very lucid language and encourage participation and interaction.
- ▶ We consider student diversity.
- ▶ We induct the basics of navigating the library with progressive approach to skill enhancement for holistic development and higher learning.
- ▶ Teacher-Librarian coordinate for addressing the academic and individual needs of the students.



GENERAL INFORMATION

Total Area Of The Library:

The Central Library is located at the ground floor of the college building with an area of approx 800 sq.ft.

Total Seating Capacity:

The reading section has a seating capacity of 15 readers at a time. When the reading table is full we provide a temporary arrangement for reading under supervision of the librarian or faculty.

Working Hours:

- ▶ **On working Days:** The library remains open from 10:30 a.m. to 5.00 p.m.
- ▶ **On holidays:** Closed.
- ▶ **Before Examination days:** Maximum up to 5.00 pm. (for students) on all working days.
- ▶ **During vacation:** Remains open (Summer Recess).

LAYOUT OF THE LIBRARY

The Library is divided into two broader areas:

STACK AREA and READNG/USER ACCESS ZONE.

Stack area :

The stack area is divided into a general stack containing textbooks and reference material along with a processing table. User access is restricted in the general stacks and allowed only under supervision of library staff members and faculty members .

Reading area:

The reading section has the facility of reading and online access to journals and other resources. The reading section has copies of titles on display for reading.

A reference section is having a stock of books for secondary sources of information and works by eminent authors.



Infrastructure and Computerisation in the Central Library:

Infrastructure/Facility	Availability	Automation/Use of Desktop Computer with Internet Facility.
Property Counter	YES	No
Reading Section	YES	YES
Automated Workstations	YES	YES
Membership Section and Circulation Section	YES	YES
Gate Software/RFID	NO	No
New arrival display	YES	-----
OPAC	YES	YES(ACCESS OVER SMARTPHONE)
Acquisition	NO SEPARATE SECTION	NOT AUTOMATED
Technical/Processing Section	NO SEPARATE SECTION	YES
Reprographic Section.	CENTRALLY	-----
Career guidance and Information Literacy	YES	YES
Magazine Section / Newspaper section	YES(Display Rack)	-----
Online Database Access.	YES	YES
Stack Area	YES	-----
Preservation.	YES (Pest Control and Management)	-----



KEY RESOURCES

- ▶ Books(Text and Reference/Career Guidance/Special Collections)
- ▶ E-resources(OER, Access to database under INFLIBNET-NLIST and WBCoLOR)
- ▶ E-version of question papers ,Syllabus and CSR.

KEY PATRON SERVICES

Circulation Service:

- ▶ Patron Cards with BARCODE.
- ▶ Patron Cards generated with KOHA.
- ▶ Book Lending Service.
- ▶ Books with barcode Labelling (CALL NO.ACCESSION NO.).
- ▶ Faster Checkout-Check-in with hand-held scanner.
- ▶ Web OPAC
(On-line Public Access Catalogue access on Smatphone.)
- ▶ User Login Password for OPAC Account.
- ▶ 24x7 online renewals of books.
- ▶ Automatic mail alert to users for overdue reminders.
- ▶ Notification on availability of books.

Reference Service/Information Literacy Services:

- ▶ Providing information about online resources and help in access to digital/online resources).
- ▶ Library webpage on the website of the college.
- ▶ Online information literacy service
- ▶ New Arrivals Display(E-Display on LCD TV) along with Display on Table.
- ▶ Thematic book displays (Observation of Important Days)
- ▶ Teacher/ Staff Publication Display.
- ▶ Display boards by students.
- ▶ Celebrating special days.
- ▶ Orientation Seminars and webinars.
- ▶ Literary Services



Support Services:

- ▶ Personal Assistance in searching Books/Databases/ Question Paper/Syllabus.
- ▶ Personal Assistance e-Learning/ Online Learning.
- ▶ Assistance in Career Guidance and Skill enhancement.
- ▶ Professional Development/Research assistance.
- ▶ Hands-On Sessions on OPAC
- ▶ Hands -On Sessions on INFLIBNET-NLIST
- ▶ Hands-On Session on ICT Usage (Google Workspace for organising and Sharing Resources)
- ▶ User orientation Sessions(Smart Classroom, online, in small groups or individuals).
- ▶ Youtube tutorials/lectures on LCD TV from Desktop Computer via switch.



KEY FUNCTIONS

Create dynamic learning environment:

- ▶ Develop library services essentially pertaining to the aim and objectives of NEP 2020.
- ▶ Increase the output and efficiency of the library and improve access to resources for its patrons by automating the processes.
- ▶ Collection development in accordance with the rapidly transforming education system and transformed access requirements with diverse forms of resources and user diversity.
- ▶ Augment the teaching-learning process by adopting student encouragement techniques for effective use of the library.
- ▶ Conduct regular extension and outreach activities.
- ▶ Contribute to the growth of knowledge and skills of the users.
- ▶ Conduct Soft skill development sessions for developing Key skills required to help the students to build upon those skills to apply them in different settings for career enhancement, personal development and workplace.
- ▶ Conduct Library induction for correlating the teaching process with the library usage of the students so that a completion in the cycle of academic input of the teachers is achieved.
- ▶ Conduct Library Interaction Sessions to transform the ambience into a more student friendly and interactive space for holistic development.
- ▶ “Collaborative Learning Initiative” a collaborative approach with other higher education institutions for developing essential skills for online-teaching commencing specially during COVID-19 Pandemic.
- ▶ Enhance and inculcate the essential skills for research among undergraduate level students.
- ▶ Foster reading habits with innovative initiatives and induction sessions with special mention of “Reading Festival”, “Curriculum Enrichment Book Fair” and “creative display boards”.
- ▶ Help patrons enjoy the ability to do searching using the OPAC, which will save precious time as well as get notifications by email, when they check books in or out.
- ▶ Newsletter to encourage the users for effective use of resources and services as well as participation in the initiatives of the library.
- ▶ Go hand in hand with the N.S.S team.



KEY Endeavours and Accomplishments:

Our Services reflect the vision and mission of the Institution with the ultimate goal to contribute to the nation.

We strive to provide necessary support in the form of library resources (Physical resource collection of the library and remote access to e-resources as well as OER) for addressing the academic requirements is our priority.

We aspire to make the students learn effective usage of resources so as to be capable of accessing resources even beyond academic requirements and beyond the four walls of the library of this institution.

Library Induction Sessions and Information literacy programmes are conducted regularly recognising the individual requirement of the student for effective access to necessary resources for study and developing interest in learning.

Staff and students are provided hands-on support for teaching-learning using ICT, digital resources, and online platforms..

We encourage active participation and involvement of the students for developing interest in resource usage and self exploration.

Our endeavours are to provide complementary ambience to classroom teaching for satisfying the academic requirement of the students.

We encourage self learning with a vision to enhance the capability of the student for exploring through resources of any form or format.

Implementation of KOHA ensures partially automated library services with the OPAC facility.



Providing the information related to contemporary tools and techniques for teaching-learning and resources is an essential service provided by Central Library.

Central Library strives for developing necessary soft skills or life skills which are not only essential for effective navigation through



information in any form of learning resources (physical and e-resources) but also helps in furthering career opportunities and holistic development of the students..

Innovative approaches with various initiatives have been taken up for developing reading habits, personal development, developing communication skills and environmental consciousness.

Orientation, motivation, social sensitization of students both from the academic and psycho-social perspectives is a noteworthy approach which shall build up the student into a self-sufficient, confident and socially responsible human being.

The Central Library holds the key responsibility to cater to the individual needs for learning of the students to render essential support for teaching- learning in the changing dynamics of teaching - learning scenario.

Value personal opinions, feedback and individual perspectives regarding library services.

KEY ACHIEVEMENTS IN RECENT YEARS

- ▶ KOHA CLOUD SERVER FOR UPGRADATION OF LIBRARY AUTOMATION
- ▶ MOU and COLLABORATION FOR RESOURCE SHARING

