# NAAC recommended best practices in College Library:

# Special Reference to Shivaji Mahavidyalaya, Udgir

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**ABSTRACT:**

The college library acts as a vehicle for disseminating information and the related computer technologies through the best practices for utilization by its community of users and also for the exchange of information among its users. This paper is a case study of Shivaji Mahavidyalaya Library. The Paper highlights on the best practices suggested by the NAAC and practices adopted in the Shivaji Mahavidyalaya library, Udgir.

**Keywords:** Best Practices, Academic, Library, Library Services

## Introduction:-

Servicing the right information to the right user at the right time is the goal of every library and information centre. The successful achievement of this goal largely depends on the practices adopted by the library managers to deliver the information to the user. The recent developments in the field of information, communication and technology have changed the expectations of the users in many ways. Hence, there is a greater responsibility on the academic library personnel to identify and adopt best and effective practices to meet the demands of end-users.

## What is a best practice?

"A practice qualifies to a Best practice status if it resulted in high value impact on any aspect of educational activity in an institution". A best practice is a value added standard practice. However, a best practice may depend on viewer's perspective, time and context. A best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solves a problem or create new opportunities and positively impacts on organizations."

**According to Concise Oxford English Dictionary describes** "Best practices as quality of most excellent or desirable type or most appropriate, advantageous, highly improved, outstanding, par excellence services or the customary or expected procedure or way of doing something that is usual or expected way in a particular organization or situation, guidelines for good practices. In this process of developing best practices we take action rather than good ideas, and we improve our skills.'

### About College Shivaji Mahavidyalaya Udgir:

Shivaji Mahavidyalaya, started in 1968, is one of the major institutions run by Kisan Shikshan Prasarak Mandal. Shivaji Mahavidyalaya is a multi-faculty college with 29995 square

meter campus area (Including extended campuses) with 7512 square meter built-up area. It is a grant–in–aid institution formerly affiliated to Marathwada University, Aurangabad and after bifurcation of Marathwada University it is affiliated to S.R.T.M. University, Nanded. The U.G.C. accorded 2(f) status to the college. Today the college recognized as a well known centers of higher education in this locality and university. In present year (2018-19), it offers 18 academic programmes with a good number of subject combinations with options to choose the subjects. It has three major streams- Arts, Commerce and Science with one additional Computer based professional course faculty.

### About Library:

Library is a 'Heart' of the College. Teaching and learning system are supported by library through reading material. College Central Library have established in 1968 for students as well as for faculty members. The library is enriched with 136701 books which include text books, reference books and back volumes of periodicals. Library subscribes to 58 periodicals and 32 newspapers. The Library housekeeping operations are automated through SOUL Library Software. The library has subscription to N-LIST by UGC - INFLIBNET, through which teachers & Research Students can access & download many E-resources in respective subject.

### NAAC recommended best practices:

Best practices are available on NAAC website and they assure that regular updating will be made with consultations on contributing institutions. For college and university libraries NAAC has developed the listed below are some of the best practices that can enhance the academic information environment and usability.

- Inclusion of sufficient information about the library in the college/ university prospectus.
- Computerization of library with standard software
- Compiling student/teacher attendance statistics.
- Displaying newspaper clippings on the notice board periodically.
- Career/Employment Information/ Services.
- Internet Facilities to different user groups.
- Information literacy programs.
- Suggestion box and timely response.
- Displaying new arrivals and circulating a list of those to academic departments.
- Conducting book exhibitions on different occasions.
- Organizing book talks.
- Instituting Annual Best User award for students.
- Organizing competitions annually.
- Conducting user surveys periodically.
- Earn while learn programme
- Dynamic library website etc.

**Best Practices in Shivaji Mahavidyalaya Library**

### 1. Library Automation

Shivaji Mahavidyalaya library is fully automated and using SOUL library management software designed and developed by UGC-INFLIBNET. New purchases, stock verification, issue-return activity is conducted using this software. All the books and I-card of the students have a bar code. The Use of barcodes and bar code scanners makes the process of issue and return more efficient and error free.

### 2. OPAC/Web OPAC

OPAC is made accessible for students and staff. Eight computers are connected to library database with LAN. Two out of them are exclusively used for OPAC search. With the help of OPAC students can search books by various fields like title, author, class no, publishers etc. Students can get the status of books and they can also check how many books they have borrowed from library and which. SMU Library has Web OPAC also. Students can access web-OPAC from anywhere with the help of internet. They do not need to come in the library for searching and checking the books. One can access web-OPAC with the help of below link

*http://smulibrary.dlinkddns.com/soulWebOPAC/main.aspx* . The link of OPAC is available on college/library website and displayed on college/library notice board also.

### 3. *Automatic User Tracking System*

SMU Library has started automatic attendance of the users with the help of computer, software and automatic barcode scanner. Automatic barcode scanner and computer LCD monitor is placed at the entrance of the library. Library users have I-card with their complete details and barcode label. Users need to show their I-card in front of automatic barcode scanner at the time of entrance and exit from the library. Through Automatic user tracking system library can generate particular user wise, day wise, month wise and year wise data of the library users. This data can be used for many purposes i.e. NAAC, for management, principal, library committee, university committees, for parent's etc.

### 4. *Reservation Of Books*

In Shivaji Mahavidyalaya library with this service, students can make reservation of the books which are not available in stack room or which are borrowed by some other user of the library. After availability of book students are informed by SMS from library. Library get's 15-20 reservation per week.

### 5. *Scholar Card Facility*

Shivaji Mahavidyalaya library provide scholar card service. In this service scholar card is given for first three students on merit basis from each class. They are provided with one extra library card. On that one extra library card students can borrow any book from the library.

### 6. *Reading Magnifier*

In SMU library Reading Magnifiers are available for visually challenged people. It helps in reading for visually challenged people. In library three reading magnifiers are available for visually challenged students.

### 7. *SMS Alert Facility*

Shivaji Mahavidyalaya library has started SMS alert facility for library users. Through which users get SMS alert for overdue items and alerts for barrowed and returned books form library. Students also get alerts regarding the reserved books.

### 8. *New Arrivals Display:-*

Library has regular practice of displaying newly added books to the library. A list of the new addition displayed on library notice board. This enables the users to know the current titles added during the period and enhances their use.

### 9. Book Exhibition:-

Library arranges book exhibition on different occasion i.e.(Librarians day, Wachan Prerna din, etc.) we display rare books, newly added books or books of particular subject which are available in the library. This will lead to increased awareness among readers about knowledge wealth the library possess they can demand the books accordingly.

### 10. Orientation to newly admitted students:-

Newly admitted students in Shivaji Mahavidyalaya are oriented about the library and services provided by the library. As well as library staff provide the information regarding how to use OPAC, how to search the book in OPAC and how to use N-LIST database.

### 11. Best Library user Award

SMU library announces best user award to attract more students to visit the library and use the resources. Data is gathered through automatic user tracking and usage data is collected through SOUL software. Based on the above data and the observations of the library staff one best user is selected and award is given in book form.

### 12. Suggestion Box:

SMU library has a suggestion box near the entrance of the library. User put their complaint/ suggestion in suggestion cum complaint box. Every Monday suggestion box is opened and strict action is taken if there is any complaint and if suggestion is good then only considered after library committee's approval.

### 13. Career Notification:

Newspapers, periodicals and internet are always browsed by the library staff for career related notification. If there is any notification useful for students then suddenly that notification is posted in display box.

### 14. Student Internship Programme:

Library & Information Science course is available for bachelor (B.A) students as an optional subject in Shivaji Mahavidyalaya Udgir. To provide practical training in the different sections/subjects of the library & library and information science, students were posted for internship in the various library sections and thereby get a clear understanding of library mechanics. In this internship student gets the whole idea about the library and functioning of the library.

### 15. Earn while learn programme:-

Library has several part-time jobs for the students to work in the Library under earn while learn program. The students, who do not have any financial assistance, are selected to work in various sections of the library. Students work for 2 hours in a day without affecting their regular classes and practical's. They are paid Rs.30.00 per hour. They are trained by library staff members in different types of regular non-technical works.

### Conclusion

The Shivaji Mahavidyalaya Library strives hard to sustain the above discussed initiatives. The practices are reviewed periodically to accommodate the necessary changes to make the initiatives more innovative and user centric. These practices have not only helped us in building a strong and active user base but also helped us in our studies, teaching and research activities. The Library's aim is to build a library that supports learning, teaching, training, research and publication activities of the users. And the above initiatives are the testimony to it.

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