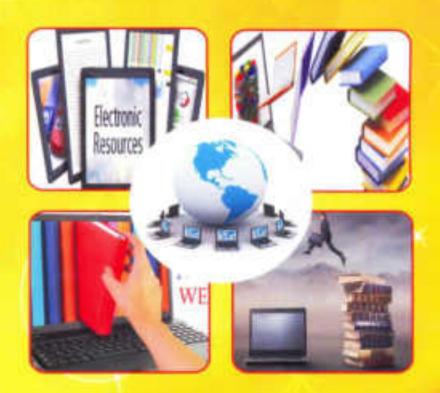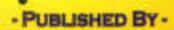# Sanshodhan Samiksha

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## INDEX
## SECTION (A) - ENGLISH

# A Case Study of Central Library Balbhim College, Beed (MAH)

## Mr. Pagore R. B.

Librarian Balbhim College, Beed

Balbhim College is one the oldest academic college in the Beed region. It is run by Marathwada Shik.... Prasarak Mandal Aurangabad. The parent institute has set up their college at Beed District in ..... Beed district was rural and educationally backward area & was in need of availability of higher educa....

### Introduction

In higher education the library has its own importance. It helps in widening the range of knowledge and information of teachers and students. Our college library has tried it's best to pro.... necessary material to all the components of the college and looked after the qualitative and quantitat.... growth in library facilities. Our library contains rare books, Dictionaries, Encyclopedias and sundar .... religious volumes and academic texts and references. This year (2016-2017) the total collection of book.... in the library is 94672 including 97periodicals journals, N-LIST, Remote access from University libra.... and 18 daily News Papers with other facilities.

Its aim is not only to prepare student for examination but to make good citizen of the satine. To give better services and infrastructure the college has active library advisory committee. The advisor.... committee discusses and finalized the infrastructure and academic requirement of library, which lead.... strategy formulation for maximum utilization of the resources.

### Vision of library

Library is an active participant in the student learning experience, an essential component of an education, and a vital asset to the College.

### Mission of library

The libraries mission is to make its resources available and useful to the users and to sustain ..... preserve a good collection of knowledge resources for future generation.

### Objective & Goals

- ❖ To make our students enlightened in every field
- ❖ To contribute and to fulfillment the educational aims of our college
- ❖ To Provide recent library resources that support academic curriculum
- ❖ To conduct user orientation on daily basis
- ❖ To provide reference services to users for their study and research
- ❖ To foster self-education in users thus contributing their intellectual development
- ❖ To serve us a latest and diversified information centre

### Staff

The library has team of 12 staff members to provide effective library services to the users.
The Library staff includes

| | | |
|---|---|---|
| 1. | Librarian | 1 |
| 2. | Assistant Librarian | 1 |
| 3. | Library Clerk | 2 |
| 4. | Library Attendant | 7 |
| 5. | Peon | 1 |

### Services provided by the Library

- ❖ Computerized Circulation
- ❖ Reference and referral Services
- ❖ Inter Library Loan/Resource Sharing
- ❖ New Arrival Display
- ❖ Library orientation / information Literacy
- ❖ Internet Facility
- ❖ OPAC and M-OPAC Facility
- ❖ Paper Clipping of College News
- ❖ UPS facility

### Collection & Section in the central Library

The library having collection of 94672 books, 18 newspapers & 97 Journals& Magazine a.... subscribed in the library to inculcate the reading habit among users.

### Section of the library

The library having separate building with 3 floors & we have made different section

| Year | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 | 201... |
|---|---|---|---|---|---|---|---|
| Book's | 6,70,855.00 | 3,45,853.00 | 1,79,766.00 | 2,93,472.00 | 503633.00 | 3,98,672.00 | ... |
| Journals &Periodicals | 69,465.00 | 73,682.00 | 74,909.00 | 76,279.00 | 80,329.00 | 90,119.00 | ... |
| E-Resources | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 12,750.00 | ... |
| Total Amount | 7,45,320.00 | 4,24,535.00 | 2,59,675.00 | 3,74,751.00 | 5,88,962.00 | 5,01,541.00 | ... |

### Library Automation

Library Software: - LIBMAN master software is used for library automation, library software is base MYSQL. All technical functions of the library are automated e.g. Book invoice & accession, circula Subscription Management, OPAC is also on computer and whole data of books is available in the software.

### Circulation:-

Fully computerized circulation of books to the student & as well as return, 150-200 books are issued and get returned 4 books for 15 days are given to student. Student can check the books through MOP (Android Mobile Application for Search Books on Mobile) & OPAC (Online Public Access Catalogue

### Technical Procedure for Procurement of books:

The established a system to ensure purchase policy and use of current titles, print and e-journals. job is done on the recommendation of the HOD of department & faculty. The Library staff checks duplication of books. Therefore the principal sanction the recommended list of books to LBC permission & then the library place the order of book to vendor.

### Purchase

Every year quotation is called from different vendors and then meeting of library advisory committee called in library reference section. Quotations are opened and for lowest rates are approved. Then the management approves them. .

After this orders are given to selected vendors by library following mention steps.

1. Receiving requirement on sanction form duly signed.
2. Checking for duplication
3. Issuing purchase orders.

### Invoicing & Accessioning

Books accessioned in accession register and as well as in computer software also and after that proces of invoice are done.

### Classification

Library is using DDC-21 edition for classification. It helps the users to locate the books as class enables the user to check the books of same subject easily.

### Cataloguing

Cataloguing is provided by the format of Online Public Access Catalogue & MOPAC. It enable to to know the bibliographic details of books. Library also organized Books Exhibition & 6 hour study program on the occasion of Dr. S. R. Ranganathan's Birth Anniversary to motivate the reader about library facilities & reading habit.

### User Education

In the beginning of first term the session students are guided by the library staff

1. How to use the library
2. How to use the OPAC & MOPAC
3. To find the Books according to subject
4. To make them familiar about library rules

### Best Practices

1. To inculcate the reading habits among student "Best Reader" Award is given every ye
2. Student feedback on library services
3. Computerization of library with standard digital library software
4. Provide detailed information about the library in the college prospects
5. Customized services to physically challenged users
6. Competitive examination study reading room with books & magazine
7. Online Public Access Catalogue (OPAC) & M-OPAC Facility
8. Books exhibition

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2. Periodical & Reference section   1
3. Reading Room     2
4. E-Resource Access Centre     1

**Stack Rooms**

A library stack room is a place in which reading materials, such as books, periodicals, and newspaper and the other materials such as musical & video recordings, are kept for use or lending for this purpose our library maintaining 4 stack rooms.

**Periodical & reference Section**

Library subscribes 97 national & international periodicals for user, library is having good selection of 4032 bound volumes are made available for study and research from 1970.

Library rich collection of encyclopedias, dictionaries, yearbooks and bibliographies etc in the library which are often used in by the student and researchers.

The section is very well stocked and well furnished with seating capacity of 30 seats. Its include 1150 reference books in various fields like:

1. Encyclopedias    252
2. Dictionaries    155
3. Bibliographies    16
4. Multivolume's    76 titles
5. Yearbooks    22
6. Who's Who    12

**Seating Rooms**

Library having 2 reading rooms one is for general reading & another for competitive exam reading room capacity of 200 students at a time. The total membership of the college library is 4500 includes same staff & members of LMC.

In the reading rooms Magazines, Journals, Newspapers are provided to the students. For consultation books and competitive exam books are also given to the student temporarily by keeping their entry cards.

**E-Resource Access Centre**

The central library subscribes two databases 1. INFLIBNET N-LIST & Remote Access from Dr. Babasaheb Ambedkar Marathwada University library for access E-books & E-journals. For avail this facility well furnished lab with 10 computers made available with 10 mbps internet speed.

Record of books enrichment last Six year

| Year | | Acc No | Book Added | Total |
|---|---|---|---|---|
| 2010-2011 | SR | 73344 | 740 | 74153 |
| | UGC | 512 | 2076 | 2588 |
| 2011-2012 | SR | 74154 | 1032 | 75186 |
| | UGC | 2589 | 656 | 3245 |
| 2012-2013 | SR | 75187 | 754 | 75941 |
| | UGC | 3246 | 307 | 3553 |
| 2013-2014 | SR | 75942 | 960 | 76902 |
| | UGC | Nil | Nil | Nil |
| 2014-2015 | SR | 76903 | 1701 | 78604 |
| | UGC | 3554 | 258 | 3812 |
| 2015-2016 | SR | 78605 | 1451 | 80056 |
| | UGC | Nil | Nil | Nil |
| 2016-2017 | SR | 80057 | 344 | 80400 |
| | UGC | Nil | Nil | Nil |

Expenditure on Books, Journals and Periodicals

9.  Subject-wise list of books
10. Collection of question papers
11. Staff participation in workshops conducted in MSP Mandal Colleges

estion Box

gestion box is kept in library for student to give their feedback and their valuable suggestions.

Access

ed student are allowed to permission in the stack room under the guidance of library staff.

re Plans

- To renovation of Library building
- To developed network with M. S. P. Mandal's college libraries for inter library loan & borrowing facility
- To develop awareness in the Students regarding Library Use.
- Upgrading of present infrastructure facilities for proving more number of computerized information services to readers.
- Training staff for improving their skills of Computer Operations.
- Providing facilities to library users to get accessed to different archives, webs, online databases, and online networks.
- Books exhibitions on Dr. S. R. Ranganathan's Birth Anniversary.
- Vast number of reference books like, encyclopedias, gazetteers etc.
- To avoid misplacement and misuse of library books, library is planning to adopt the RFID technology.

ry at a Glance

Library has good collection of reference books, Journals and bound volumes.

OPAC and MOPAC are available.

Good Library Website to access new title information & list of journals

Copy of syllabus prescribed by the University is also available to the student and staff of the college.

To promote reading habits among the student. "Best Reader" award given every year.

Special attention is given to the student who are preparing for competitive exam by providing well furnished reading room with latest books and Magazine.

For access E-Resources took membership of INFLIBNET N-List & Remote Access from Dr. Babasaheb Ambedkar Marathwada University Library.