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Best practices in MSP Mandal's R. B. Attal College Library:A Study

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Abstract:

This paper discusses the best practices implemented in the college library. Role of libraries in the era of digitization and information explosion is very important, library try the level best to provide the maximum service to the stakeholders of college. It discusses importance of introducing best practices in academic library to enable it to improve its process and activities, optimize resource utilization and deliver high quality, efficient services to library users. In this paper I have discussed the best practices in the library of MSPM R. B. Attal College, Georai Dist. Beed. Role of NAAC in college library development is very important, so NAAC tries to develop library through the library best practices in their publication "Best Practices in Academic Libraries".

Keywords: Academic Libraries, ICT, Information Literacy, NAAC, Library Services, User Education

Introduction:

The Central Library of MSP Mandal's R. B. Attal College was established in the year June 1971. It is housed in an area of 4259.52 Sq. f spread over two floors and caters to the information needs of the faculty, staff and students. Central library is fully automated with a rich collection of Books, National and International Journals and other Magazines, CD ROMs, other widely appreciated editions on diverse subjects like Literature, Competitive exam, Religion etc. so that the students can evolve into excellent professionals and good cultured human beings. The collection comprises 44329 printed documents such as books, project reports, seminar reports and back volumes of journals and the non-book materials like CD Rom Discs. This Library follows open access system, Bar code based circulation process and OPAC Literature Search.

Digitization and impact of ICT on educational innovations that impact on the library to improve overall function of the library. Best practices are an activity that leads to a superior performance. Successfully identifying & applying best practices can reduce cost and improve quality. These practice swill help to inculcate good environment among the user community. The developments and changes in the ICT have changed the user's expectations from the academic libraries in different ways. The ways to build a library collection and offer services to the end users vary from the recent to past exercises.

Definition of best Practices:

ODLIS (Online Dictionary of Library and Information Science) describe the best practice as follows" In the application of theory to real-life situations, procedures that, when properly, applied consistently yield superior results and are therefore used as reference points in evaluation of the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success."



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.'

According to National Board of Accreditation and Assessment (NAAC) "Best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solve a problem or create new opportunities and positively impact on organizations. Institutional excellence is the aggregate of the best practices followed in different areas of institutional activities."

NAAC: - Best Practices for Library & Information Centre.

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.

Library and Information Services of Higher Education institutions play a central role in enhancing the quality of academic and research environment. The National Accreditation and Assessment Council (NAAC) strive for quality and excellence in higher education and advocates for enhancing the role of Library and Information Services in improving academic environment. Though, it is institutional accreditation that the NAAC does, the assessment of a library, a vital sub-unit, is a key step that integrates itself with the overall evaluation. Library is the fulcrum of support for the entire range of academic activities on an educational campus

1. Computerization of Library with standard Software.
2. Inclusion of Sufficient information about the library in the college prospectus.
3. Compiling user statistics.
4. Displaying newspaper clipping on the notice board periodically.
5. Career/ Employment information services.
6. Internet facilities to different user groups.
7. Information Literacy programs.
8. Suggestion box and timely response.
9. Displaying new arrivals and circulating a list of those to academic departments.
10. Conducting book exhibitions on different occasions.
11. Organizing book talks.
12. Instituting Annual Best User Award for students.
13. Organizing competitions annually.
14. Conducting user surveys periodically.

Why best Practices in College Libraries.

Best practices are developed for the better use of library resources and create reading interest among the use for following purpose

1. To implementation of Dr. S. R. Ranganathan Five Law in Library services
2. To fulfil the need of the user.
3. To aware maximum utilization of the library resources
4. To marketing of library service among stakeholders



Best Practices in the library MSP Mandal's R. B. Attal College Library

NAAC (NAAC, 2007) developed a set of best practices followed in academic libraries. Our college Library provide the following best practices among the user.

- A. Traditional Library Best Practices
- B. ICT Based Library Services
- C. Library extension services
- D. General best practices

A) Traditional Library Services

1. **Book Exhibition:** Library arrange book exhibition on the occasion of dr. APJ Abdul Kalam's Birth anniversary (Vachan Prerana Din) and every year on 12 January on the birth anniversary of rashtramata Jijau. Display of Reference 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.
2. **Orientation Programme:** orientation programme is one of the best practices to create awareness among student about resources, service and good reading habits activities for maximum utilization of the library. The orientation helps and useful to the fresh student at the beginning of each academic year at the start of first semester.
3. **New Arrival Display:** The list of new arrival books display on the notice board will make reader aware about the new reading material so that according to his demand for those new books & get it.
4. **Library brochure:** library brochure is one of the important source of information, it provide information about the library environment, services, Collection, Facility and rules & regulation etc. of the library.
5. **Training to use E-Resources:** Training programmes for newly admitted student, every year we organize two or three day training programme as per their need. In this programme we orient user to how to find out library books by using OPAC/MOPAC, use of library consortiums, online journals.
6. **Best Library user Award:** to encourage student to make maximum use of library resources and services for every academic year.
7. **Staff User Meet:** the library may organize activities to staff users, which involving to work and share their ideas with each other relating to the new information services & their requirements.

B) ICT Based Library Services

1. **Library Automation:** R. B. Attal College Central Library automated through the Master Software LIBMAN Nagpur. Automation of the library helps take some of the workload off of librarians and other staff members in the areas of acquisitions, cataloguing and circulation, which in turn allows them to better serve their patrons. This extra time can lead to more programs being facilitated in the library and make library staff available to answer reference questions and help people who having trouble researching or finding the right information.



2. **Library Webpage:** A library website provides the overall information of library on webpage. Website A web page of library is a collection of documents in organized electronic form, available on the Internet or on CD-ROM (compact-disk read-only memory) disks. Depending on the specific library, a user may be able to access magazine articles, books, papers, images, sound files, and videos.
A library website provides a library with a website to offer its services and to tell its story to its community. In most of the library website online catalogue is included. A library web page or Universal Resource Locator (URL) facilitates single window access to various web enabled library services
 3. **Online Public Access Catalogue (OPAC):** It is the computer form of library catalogue to access library resources in the library. It is an online database of resources help by a library. OPACs are accessible over the internet to users all over the world.
 4. **MOPAC: M-OPAC is a smart phone based Book Search APP** offers a low-cost cloud-based platform to all the libraries in the world to share book data. All library patrons worldwide get easy to use App for free book search.
 5. **Institutional Repository:** An institutional repository is an online archive for collecting, preserving, and disseminating digital copies of the intellectual output of an institution. Library should develop institutional repository of Question paper, Syllabus, Research papers, Notes, carrier guidance etc.
 6. **Online Full Text Service:** A full-text database is a compilation of documents or other information in the form of a database in which the complete text of each referenced document is available for online viewing, printing, or downloading. Our library uses the INFLIBNET N-LIST CONSORTIA and remote access facility through Dr. Babasaheb Ambedkar Marathwada university library to access online resources.
- C) **Library extension services**
1. **External Membership Facility:** To provide service to the society, this facility is useful, in which membership facility for general users can be given for some nominal caution deposit.
 2. **Inter Library Loan (ILL):** ILL is a service whereby a user of one library can borrow books or receive photocopies of documents that are owned by another library. The user makes a request with their local library, which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return.
 3. **Document Delivery Service:** Document delivers copies of journal articles and book chapters, subject list, new arrival list provide to the user of library on the request by emails.
 4. **Reprography:** user can avail printing facility to make the printout of their downloaded material.
 5. **Suggestion Box:** Library users can share their ideas/ views regarding the maintained of the library, services etc. they can drop their valuable suggestions in this box. Suggestion box open every month and take action on suggested queries.
 6. **Feedback:** It is very useful library activities. It covers library collection, library services etc., the library users can write their opinions. Library takes feedback end of the years.



7. **Library Security:** for security purpose library install CCTV camera, Separate property counter.

D. General best practices followed by the library

1. Regular Library Advisory Committee Meeting.
2. Binding of books & periodical Volumes.
3. Inclusive of Library Information in prospects & College Websites.
4. Pasting of barcode, spine label and stamping in a definite place on the books.
5. Question Paper sets of previous examinations.
6. Use of pesticides for keeping away book worm & damage of books.
7. Keeping the library premises neat & clean.

Conclusion

Best practices of R. B> Attal College library are very useful in providing support to students, staff and other external readers. There is no other big library in Georai Tehsil in georai. In this paper as per NAAC guidelines best practices are given. In accordance with NAAC standards, libraries should establish, promote, maintain, and evaluate a range of quality services that support the colleges, mission and goals.

The best practices will help for improving quality of library services. This will create best image of the library & library profession in the society. The best practices adopted should bridge the gap between library & user for maximum utilization of the resources. The web based services are essential for providing up-to-date information to all users. The development of any new research is based on the timely & accurate information given to the users, so the libraries must follow best practices.

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