

## Library Report 2010-2011

### **Library modernization –**

- From this academic year we have started automated circulation of books to students with the help of barcodes and the SOUL 2.0 software.
- For this purpose all library books and students identity cards and Library Reader's tickets were bar-coded.
- For automated circulation of books with the help of barcodes we have also purchased two barcode scanners.
- The computers and scanner in library is often used by teachers to prepare the teaching aids and library staff always helped them whenever required.
- The Wi-Fi facility in the reading room area attracted users to bring their laptops to have seamless access to internet.
- The CCTV cameras proved very useful to keep watch on any anomalies within the library.
- Online Public Access Catalogue (OPAC) accessible anywhere on LAN through internet explorer was heavily used throughout the year. OPAC is searchable by author, title, class number, accession number, publisher, keyword and year of publication. The books can also be searched if any word within the title is known through this OPAC. The books search results also display the status of the book whether available or issued.

### **Stock of Library-**

Collection building is one of the important functions of the library that supports academic and research work of the students and faculty members. It is the greatest asset of the college.

During the academic year 2010-11 till the end of December 2010, 1211 new books costing Rs.313460.00 were added to the previous library collection of 53856 gross total numbers of books. These include, Degree College, BMS, and M.Com. BAF, Junior College, MCVC and book-bank books on various subjects like economics, commerce, management, EVS, mathematics, statistics, business communication, business law, etc. The newly arrived books were promptly displayed in the book showcases and were very often issued by students. In the beginning of the year quotations were called from the book sellers for publisher wise discount on books. The maximum discount was fixed for each Publishing House and accordingly the books were purchased.

Library subscribed 99 journals and magazines (91 national & 8 international), out of which 3 journals were newly subscribed. We had subscribed for the institutional membership of British Council Library, American Centre Library, Indian Commerce Association and Maharashtra Economic Development Council.

### **Use of E-journals –**

E-journals databases were eagerly used by many students and teachers, the facility provided by NMIMS University library to our college library. The details of these e-journals databases were provided to teachers and students, through their e-mail ids, so that they can use it by directly clicking on the URLs of these databases. Besides the subscribed databases EBSCO, PROQUEST, EMERALD, etc. the free online e-journals databases like ICAST, DOAJ & Indian journals details were also provided to the students and teachers through e-mail.

### **Services to students and teachers –**

Every day 600 to 800 students visit the library daily for various purposes like using reading room, books issue, journals reading, question papers, project related references, asking for e-journals and how to use them, etc. On an average 250 books were daily issued to students and 250 students daily used the reading room of library for study.

Reference service helps users to make full use of library resources and services. Reference service has prime importance as it provides necessary assistance to users in receiving information or document of their choice. Reference service in this library had been always enthusiastically provided to the students by all library staff regarding searching appropriate material for their project work on various subjects or topics. The reference material including books, journal articles, magazine articles, newspaper clippings, e-journals, internet articles, etc. was provide through the reference service throughout the year. The appropriate newspapers clippings and journal articles were provided to the teachers, which could help them to update themselves about the related topics in their subject syllabus. The aim of this library always is students first and all library staff members follow this mission of not to leave any student unattended and unsatisfied.

Past question papers booklets prepared for all previous exams of all courses were highly circulated by students. Photocopies of latest syllabi and past question papers were provided to the teachers, whenever they required.

### **Book-Bank Scheme –**

In the book-bank scheme sixty four books were issued to twelve students from the Student's Aid Fund, out of which three students were from junior college. The book bank scheme was started from last year.

### **Services to Ex-students –**

- During this year the certified copies of syllabus were issued to 22 students going abroad for further studies.
- During this year nearly 120 ex-students made a good use of the comfortable and centrally air-conditioned reading room of the library for their CA final examination studies.

#### **Staff achievements –**

- The proposal for Minor research project on ‘Children’s libraries in Mumbai: a study suggesting a plan for development of children’s libraries’ of Mrs. Vaishali Dawar, Librarian is approved by UGC and sanctioned Rs. 90,000/- for the same.
- Mrs. Vaishali Dawar went as subject expert for interviews at Putuck-Gala College of Commerce and Management, Walia College, Nalanda Dance Research Centre
- Mr. Sachin Garate, Assistant Librarian presented paper titled ‘Comparison between Paid Online Journals and Open Access Journals’ in the Second International Symposium on ‘Emerging Trends and Technologies in Libraries and Information Services’ from 3rd June to 5th June 2010 at Jaypee University of Information Technology, Wagnaghat (Solan). The financial assistance was provided to him by the college for participation in this symposium.
- Mr. Rajkumar Singh had attended ‘training workshop for Office and Library Staff’ on 27th November 2010 at Vivek College of Commerce, Mumbai. He had attended this workshop along with the office staff Mr. Dinesh Solanki and both were provided financial assistance by the college to attend this workshop.

#### **Library Committee –**

Library committee meetings were held regularly to convey the library progress and get suggestions from the committee members for improvements in library collection and services. The new journals suggested by the committee members were subscribed for the library.

The accomplishments made by the library during the year would not be possible without talented and dedicated library staff, which performed their duties exceptionally well, and deserve deepest appreciation for their hard work, enthusiasm and honesty with which they have served the library and never complained about the staff shortage.

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