



Best Practices of College Library to Improving Services

Mr. Najim Hussain A. Sheikh

Librarian,

Mohsinbhai Zaweri College, Desaiganj (Wadsa)

Email :- nsheikh7@gmail.com

Abstract:

In this paper focus on the best practices like lending service, reference and research service, book exhibition, best users award, introduction of IT based service, suggestion box, OPAC, open access system, Users orientation programme etc. which may be adopted by the libraries for the development of library and library users.

Introduction:

The library is the back bone of all the academic activities and is the core heart of the educational Institution. The primary purpose of a library is to support teaching, research and other academic activities Education is a process, which involves the exploration of different dimension of life to understand and inculcate the values in a student to form a good society.

The main aim and object of library is to render efficient and effective services to the users as per their needs. The libraries are adopting best practices for the more development of library and users in the interest of their institute and some of the best practices are as under

Lending service:

Lending service is available to faculty, students, administrative, research and other staff members of the academic institution.

Reference and Research Services:

Library staff supports the faculty, students and researchers in various ways like conducting extensive literature surveys, preparation of subject bibliographies on any given topic, reading lists, database searches, etc. Staff also helps the students with information resources in doing their projects as part of the course work, conducting case studies, etc

Book Exhibition:

Conducting book exhibitions on different occasions

Reprographic service:

On request, photocopy of the documents available in the library may be provided subject to copyright restriction. The library will determine the fee for this service from time to time. Print- outs of documents.

Organizing Book Talks:

Every months our library organized Book talks on different topic.

Best user award:

It is commonly observed that all libraries users are practiced to maintain the record of issue & return of the books everyday. At the end of the year, by analyzing the statistics, best user of the library can be choosed. This user may be declared as best library user of the year and a book of his/ her subject or interest shall be presented to him/her. This practice will also promote the use of library.

News paper clipping service:

The library can give news paper clipping service considering the area of interest of their clientele. It may digitize these clippings.

Inter Library Loan/Resource Sharing:

Library has co-operative arrangements with other academic institutions/ university library to get documents, which are not available in the Library. Faculty, students and researchers can avail this facility.

Proactive Information Services:

Library provides specific information services such as alert on upcoming conferences, CAS, SDI, etc. to the academic community. (SMS/E-Mail)

Placement Service (Career Guidance):

This is an unique service provided by library based on in the newspaper advertising cutting (any type). Placement service provided to all the students, outer readers, research scholars, M.Phil /NET/SET Students of the Institute. We provided various sources like Employment news, Rojgar Samachar And Rojgar Varta, G.K. books, competitive exam. Books etc.

Ask the Librarian:

By contacting the Librarian or library staff via email they may ask their query. Reply usually within 24 hours. If the question involves in-depth research assistance, the user may By contacting the Librarian or library staff via email they may ask their query. Reply contact on telephone.(Long/Short range reference service)

Information services:

Most of the information services are available through the Digital Library accessible through the LAN. Other major services include inter-library loan, book exhibitions and reference services. Online and offline access to library resources to the users visiting the library.

Bibliographic Service:

The library compiles Bibliographies on selected topics on demand and in anticipation.

Referral Service:

libraries Information provided about the exact location about the resources available in other **Open sources:**

Free and Open Educational Resources have become one of the most discussed topics in the field of social work Projects such as MIT Open courseware, Open Access, Wikipedia, Wiki books and Wikimedia Commons have challenged traditional methods of delivering library resources and also the methods of creating them.

Ex & External Student (Reader) Scheme:

Mr. Najim Hussain A. Sheikh

College library can offer membership to Ex & External readers. For such membership a deposit should be taken which refundable after the cancellation of membership and annual fee should also be taken from such members, which is non-refundable. This will generate the resources for the library.

Specialized services :

(IT based service) Web-based OPACs, Electronic Discussion Lists and Forums, Electronic journals, Computer Wide Information Systems, Database Access on Internet, Data and Software Archives, Electronic Theses and Dissertations, Institutional Repositories.

Extended Services:

Book Bank Scheme, Full deposit scheme, Information Literacy/ Orientation,/ Awareness/ Sensitization programmes, Extended Hours.

Open Access System:

Generally in college library there is a closed access for the students. So our library BSW-III & MSW-II Students allowed entering freely the main stack of the library. This practice will help the student to refer the books of their own interest.

Feedback: Through Systematic Questionnaire, Suggestion Box, On-line feedback.

Conclusion:

Library is a service institution. Serving to the clientele is premier objective of any academic library. We may plan the services considering the infrastructure, manpower and other resources available for the best use of existing setup. Create your own service model and contribute to the profession.

REFERENCES

1. https://en.wikipedia.org/wiki/Best_practice
2. Kulkarni, S.A. Best Practices in College Libraries. National Seminar on Library and Information Services in Changing Era, 22-23 January 2009. p.273-281.
3. NAAC- Best practices in Library and Information Services, case presentations, Best practices series- NAAC-2006.
4. Manjrekar Kadambari H. (Jan - 2015) : Best Practices in Academic Libraries, Proceedings of UGC Sponsored National conference on Challenges in 21st Century Librarianship, Shirur (M.S.): Chandmal Trarachand Bora College ; 9th – 10th January 2015, p.114.