

# **BEST PRACTICES & INNOVATIVE PROGRAMMES IN AKY POLYTECHNIC COLLEGE LIBRARY, TIRUNELVELI: A GLANCE OF ONE YEAR SUCCESSFUL JOURNEY**

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## **Abstract**

The library and information centre of an institution play a central role in facilitating dissemination and creation of new knowledge. In the present learning environment, the library and information centre as learning resource has taken up increasingly more academic space and time in the life of the user, thus it is time to identify and adopt the new ways that will lead library and information centre to improve their process and activities, thereby optimizing the resource utilization and delivering high quality, and value added services to their users. The paper discusses about the best practices implemented in AKYPC library, Tirunelveli during the year 2015-2016. It throws light on various best practices such as information literacy classes, student development programme, faculty development programme, library committee, readers' forum, files and registers, orientation programme, annual calendar of library activities, online /mobile reservation, library blog and facebook accounts etc being implemented by the founder librarian in the initial years of library development. The librarian was awarded with 'Best Performer Award 2015-2016' for his novel initiations.

**Keywords:** AKYPC Library, best practices, information literacy, library services, library management, ICT based services, college library

## **1.0 Introduction**

The academic libraries all over the world have their own place of importance in the scheme of higher education. The library offers a wide range of services form reference to electronic information services. Academic libraries mirror the development of higher education. University Grants Commission has been striving for ensuring quality of higher education since its inception, and more so during last two decades. There has been tremendous surge in educational institutions coming up particularly after creation of All India Council of Technical Education AICTE in 1987. Number of deemed universities and colleges which have come up recently needs assessment by higher education's experts. It is because of this reason Government of India, UGC and NAAC are seriously concerned as to how to improve standards of education and establish best practices in the universities and colleges and their libraries. The role of the library and information centre in a college is aimed at realizing the educational goals of the college or the parent organization. The college libraries not only provides stimulus to reading by procuring materials for study and research, by introducing open access system, by providing long hours of open, by organizing the library resources in a systematic way, but also feeds the intellect of the student, encourage the researches of the faculty and thus serve the teaching and research needs of the faculty. The college library and information resource centre 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.

**2.0 AKYPC**

AKY Polytechnic College (AKYPC), Tirunelveli was established in 2015 by AKY Group under the leadership of Mr.A.K.Y Syed Abdul Kadar – the Chairman, AKYPC with the sole ambition to develop and inculcate technical knowledge and give moralistic education to the students in Tirunelveli and its neighboring districts. The college strives to impart quality technical education as well as practical skills. It is the objective of the college to inculcate in every student a sense of responsibility towards the society and respect for human life besides developing in them the highest standards of professional behavior and personal integrity. All the programmes offered by the institute are recognized by the statutory bodies like the All India Council of Technical Education (AICTE), New Delhi and Directorate of Technical Education (DOTE), Chennai.

**3.0 AKYPC Library**

AKY Polytechnic College (AKYPC) Library supports the institute's program of study and research. The collection includes many text and reference books, e-books, national journals, e-journals, standard newspapers, magazines and online e-resources. Library is equipped with all modern facilities at par with international standards. It gives training to the students to get awareness about the journal collection through open access, standard websites such as NPTEL and library network facility like DELNET. The library provides Information Services, Reference Services, Bibliographic Services and Reprographic Service. It acts as the Ocean of Knowledge to quench the thirst of the library users. The library sends email alerts to the users about various academic activities (FDP, SDP, training programme symposium, workshops, seminars, and conferences). Files and registers are maintained well. AKYPC Library follows standard quality policy system. The library has 300.96 sq.m area.

**Library Collection**

Total No. of Titles	394
Total No. of Volumes (Text & Reference)	2250
No. of National Journals	22
E - Journals	DELNET / NPTEL Video Facility Available
No. of E Books	1500 Books / 36 GB
Total No. of CD'S	125
No. of Magazines	25
No. of Newspapers	6

**4.0 Review of Literature**

**Umesh Kumar (2012)** discussed about the processes that are adopted in the academic libraries and their impact on the continuous improvement and overall performance in the institution / organization. The academic library may adopt such best practices as book display programme, orientation programme, staff users meet, developing virtual presence, demonstrations and exhibitions, information brochures, web based services, library use statistics, library best user award, user feedback practice, suggestion box, extended library opening hours etc. to bridge the gap between the users and the resources.

**Jotwani (2008)** discussed the importance of introducing best practices in a modern library and information centre (LIC) to enable it to improve its processes and activities, optimize resource utilization, and deliver high quality, value added services to its users. The paper has suggested / listed the characteristics of the best LIC. It presents the case study of the Central Library of Indian Institute of Technology Bombay to illustrate that adoption of well defined, transparent, user-focused, and technology-oriented processes and practices with a flexibility to change and improve can lead the LIC to be the best. The practices followed by the Central Library, IIT Bombay have been discussed under: (a) Resource development and management, (b) User services, (c) ICT-enabled services, (d) Users empowerment, Information literacy and library marketing, (e) Other activities. It concludes that the best practice is

not a onetime solution, but a continuous process. The sense of curiosity, willingness to change and learn from experience of others, and pursuit for superior performance can lead the librarians and libraries to Best Practices.

**Nirmala Chigateri (2016)** conducted a study on Best Practices employed in the JSS College Library, Dharwad. The best practices include Orientation, Gold Card Facility, Silver Card, Training programme on use of E-Resources, Online Free Journals and their Links, Useful websites for Educationists and Researchers, interlibrary loan, web OPAC, Micro documents and other Resources, Renewal / Reservations can be done online / over phone, etc., carried out to establish and concretize the contact between the librarian and the reader and to convert library into a interaction centre for intellectual activities.

**Wadje (2012)** remarked that an effective management of library supports excellence in the students, supports divergent research needs on and off campus, continues to adopt changes, and contributes in strengthening the academic life in the campus of the college. The paper reviewed the best practices adopted by Indira Gandhi Senior College (IGSC) library like Observation of other Library Practices By Institutional Visits, In -Service Program, Maintenance of Service Areas, Library Science as Optional Course/Paper, Student Internship Programme, Library Advisory Committee, Collection and Services, Extent of the Use of Services, Use of Information Technology in Libraries etc.

**Devinder Kaur (2016)** carried out a case study to identify the best practices followed in Library, St. Mira's College for Girls for effective and efficient performance. Some of the best practices followed at St Mira's College are : Value education, Special collection, Academic Calendar, Library Orientation, Training to Students under Earn While Learn (EWL) Scheme, Internet, digital library, database training, campus-wise LAN facility, use of e-mail facility for alerts and message, Table of Content (TOC) Services, use of web 2.0 application, manuals, text messages, enrichment of library catalogue, Services to Blind and Physically Handicapped, Scholar Card Facility, Relaxation of Rules, Personal Assistance, , to ten students with maximum borrowings, demand register, regular display of information, Economic Way of Collection Development, international books, different coloured spine labels, periodical rectification of shelves, newspaper clippings, creativity corner etc.

**Bonde and Khande (2015)** has listed best practices such as extended hours of service, library statistics, library tour, virtual library tour, orientation programme, user education programme, library portal, automation, institutional archive, links to e-resources, Web OPAC, e-question paper service, e-newspaper, information alert service, electronic document delivery service, virtual reference desk, mobile library instruction etc. to empower and support the learning and teaching environment of the academic institutions.

#### **4.1 Best Practices: Meaning**

Oxford Advanced Learners Dictionary describes best practices as quality of high standard excellence, highly improved, outstanding, par excellence service. It means 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 & we improve our skills (Vyas, 2009).

Best Practices add commendable value to an institution and various stakeholders, and are considered as reliable benchmarks or standards of quality. Best practices encompass the implementation of quality frameworks and the use of benchmarking and performance measurement as tools for the continuous improvement of products, processes and Services (Jotwani, 2008).

#### **4.2 Best Practices: Why?**

Best practice is an activity that leads to a superior performance. Successfully identifying & applying best practices can reduce cost and improve quality. These practices will help to inculcate good environment among the user community. Best practices are developed in the library for following purpose.

- To execute the five laws of library science.
- To magnetize & meet the user demand.
- To maximize the utilization of library.
- To market library services and products

#### **5.0 Objective of the Study**

The objective of present study is to explore the best practices adopted by AKYPC library in the last years to bring the resources and users closer and intimate.

## **6.0 Best Practices and Innovative Programmes**

The best practices and innovative programmes being adopted in AKYPC library are grouped under the following heads:

- 6.1 Management
- 6.2 Library Services
- 6.3 Users Welfare & Outreaching
- 6.4 ICT

### **6.1 Management**

#### **6.1.1 Library Rules and Regulations:**

- Perfect silence should be maintained in the library.
- The personal belongings of the students (bag, books, notebooks, etc.) should not be brought inside the library.
- Library users should not alter the placement of chairs and books in the library.
- While leaving, fans and lights should be switched off.
- Using cellular phones and audio instruments with or without speaker or head phone is strictly prohibited in the library premises.
- Enter your name and sign in the Gate Register before entering the library.
- Students will not be permitted to enter the library without ID card.
- Two Borrower's Ticket will be issued per student. One book only can be borrowed with one ticket.
- Teaching faculty can borrow three books. The duration of lending should not exceed more than a month. However if necessary, borrowing may be renewed every month for a total period of three months. On any account, all the borrowed books should be returned at the end of each semester.
- For non-teaching staff, not more than 2 books can be borrowed at a time.
- For students, the books are lent for 14 days. Books should be compulsorily returned on the due date. In case if the due date falls on the holiday the books should be returned on the next working day compulsorily.
- An overdue charge of Re.1.00 will be collected per day for not returning the book on the due date.
- In case if the borrower loses or damages the library book he/she has to replace the book or pay double the cost of the book.
- Journals, magazines, project reports and CDs and newspapers are for reference only.
- Any kind of marking, underlining or clipping of the books is completely forbidden.
- Loss of library books should be immediately reported to the Librarian.
- Library Borrower's Ticket has to be produced in the library for No Due Certificate.
- Book transaction hours: Between 8.20 am - 9.00 am, 10.40 am - 10.50am, 1.00 pm -1.30 pm and 4.40 pm - 6.00 pm.
- Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted and they have to be replaced.
- Library Borrower's Tickets are not transferable. The borrower is responsible for the book borrowed in his/her card.
- Exchange of library books among staff members or students should be avoided.
- The Librarian may recall any book from any member at any time and the member should abide by it immediately.
- When the Reader's Ticket is lost, replacement will be provided after verification. A fine of Rs.20 will be levied.
- The library accepts donation of manuscripts, books and journals etc., which are found to be useful to the students.

- If any user is found to violate the rules, the college will take suitable action on him/her.

### **6.1.2 Library Advisory Committee (LAC):**

The library advisory committee comprises of Chairman, Vice-chairman, Directors, Principal, Librarian, staff executive members, students representatives and External subject experts.

- The committee advises on funding needs, necessary to provide good service in the library.
- The committee supports the general working of the library.
- The committee facilitates the conducting of workshops, seminars, FDP, SDP and conferences.
- The committee advises the Library staff on book purchase and journal subscription.
- The committee provides suggestions for library automation and overall betterment of library in general.

### **6.1.3 Green plantation:**

A lot of tree plantations take place around the library area so as to make the library premises look green and cool. Students are allotted a couple of plantations for watering, manuring and protection. The aim is to establish a green surroundings for the library building.



### **6.1.4 AKPYC LDR 2015:**

AKYPC Library Detailed Report (LDR) 2015 was prepared and submitted to the college management in December 2015.

### **6.1.5 File & Register Standard Management:**

Files and registers speak about the library. They are important for the future accreditation works. Well maintained file system of the library enables the librarian supply the required information to the management and inspection teams. The files and registers that are maintained in the library are given below:

## List of Files

SL.NO	FILE NO	FILE NAME
1	AKYPC/LIB/AICTE/01	AICTE File
2	AKYPC/LIB/DOTE/02	DOTE File
3	AKYPC/LIB/DELNET/03	DELNET File
4	AKYPC/LIB/NPTEL/04	NPTEL File
5	AKYPC/LIB/LSF/05	Library Software File
6	AKYPC/LIB/CF/06	Circular File
7	AKYPC/LIB/LDF/07	Library Details File
8	AKYPC/LIB/JSBF/08	Journal Subscription / Bill File
9	AKYPC/LIB/LBBF/09	Library Books Bill File
10	AKYPC/LIB/LLF/10	Library Letter File
11	AKYPC/LIB/LMSBF/11	Library Magazine Subscription / Bill File
12	AKYPC/LIB/LBRRF/12	Library Books Requirement / Recommended File
13	AKYPC/LIB/CNCF/13	College Newspaper Collection File
14	AKYPC/LIB/PCSNBF/14	Press Clipping Service for Notice Board File
15	AKYPC/LIB/SMFF/15	Staff Membership Form File
16	AKYPC/LIB/STMFF/16	Student Membership Form File
17	AKYPC/LIB/UPLF/17	User Permission Letter File
18	AKYPC/LIB/SSTNLF/18	Staff / Student Name List File
19	AKYPC/LIB/SVRF/19	Stock Verification Report File
20	AKYPC/LIB/GCF/20	General Correspondence File
21	AKYPC/LIB/POF/21	Purchase Order File
22	AKYPC/LIB/LACF/22	Library Advisory Committee File
23	AKYPC/LIB/LMMF/23	Library Minutes of Meeting File
24	AKYPC/LIB/LUUSRF/24	Library Users Usage Statistics Reports File
25	AKYPC/LIB/LDF/25	Librarian Data File

**List of Registers**

SL.No	REGISTER NO	REGISTER NAME
1	AKYPC/LIB/A.R/1/Vol.No.1	Accession Register Vol.No.1
	AKYPC/LIB/A.R/1/Vol.No.2	Accession Register Vol.No.2
2	AKYPC/LIB/J.E.R/2/Vol.No.1	Journal Entry Register
3	AKYPC/LIB/S.B.I.R.E.R(T&NT)/3/Vol.No.1	Staff Book Issue & Return Entry Register (Teaching & Non-Teaching Staff)
4	AKYPC/LIB/ST.B.I.R.E.R/4/Vol.No.1	Student Book Issue & Return Entry Register
5	AKYPC/LIB/S.E.R/5/Vol.No.1	Staff Entry Register Vol.No.1
6	AKYPC/LIB/ST.E.R/6/Vol.No.1	Student Entry Register Vol.No.1
	AKYPC/LIB/ST.E.R/6/Vol.No.2	Student Entry Register Vol.No.2
7	AKYPC/LIB/D.L.S.E.R/7/Vol.No.1	Digital Library Staff Entry Register
8	AKYPC/LIB/D.L.ST.E.R/8/Vol.No.1	Digital Library Student Entry Register
9	AKYPC/LIB/S.B.E.R/9/Vol.No.1	Specimen Book Entry Register
10	AKYPC/LIB/M.E.R/10/Vol.No.1	Magazine Entry Register
11	AKYPC/LIB/N.E.R/11/Vol.No.1	Newspaper Entry Register
12	AKYPC/LIB/C.F.E.R/12/Vol.No.1	CD/Floppy Entry Register
13	AKYPC/LIB/U.F.R/13/Vol.No.1	Users Feedback Register
14	AKYPC/LIB/V.V.E.R/14/Vol.No.1	VIP/Visitors Entry Register
15	AKYPC/LIB/L.M.R/15/Vol.No.1	Library Movement Register
16	AKYPC/LIB/C.P.I.O.E.R/16/Vol.No.1	Courier/Post In-Out Entry Register
17	AKYPC/LIB/L.B.S.S.D.R/17/Vol.No.1	Library Book Supplier /Stock Detail Register
18	AKYPC/LIB/P.E.R/18/Vol.No.1	Penalty Entry Register
19	AKYPC/LIB/PR.E.R/19/Vol.No.1	Printout Entry Register
20	AKYPC/LIB/L.E.R/20/Vol.No.1	Library Event Register
21	AKYPC/LIB/S.P.E.R/21/Vol.No.1	Student Project Entry Register

**6.2 Library Services**

**6.2.1 Information Literacy Classes during Library Hours**

DOTe has allotted a library hour for polytechnic colleges. Information Literacy Curriculum Chart (ILCC) which is provided below is implemented scrupulously during the first year. We could see a sea change among the students in respect of their skills to access & use the resources after the initiation of information literacy curriculum.

<b>INFORMATION LITERACY CURRICULUM CHART</b>			
<b>CURRICULUM CONCEPTS</b>	<b>I Year</b>	<b>II Year</b>	<b>III Year</b>
<b>Key: I = Introduce; T = Teach ; A = Apply</b>			
<b>1. Library Orientation</b>			
Students will understand how to use the library and its resources.			
1.1 Library Rules and Regulations	T	T	
1.2 Library Policy	T	T	
1.3 Staff	I	T	
1.4 Hours	T	T	
1.5 Physical Layout and Resource Location	T	T	
1.6 Books /E-books/Periodicals/ other resources /equipment care	T	T	
1.7 Internet Safety			
1.7.1 Internet Safety Policy	T	T	
1.7.2 Cybercrimes and Security measures			
<b>2. Resource Selection &amp; Access</b>			
Students will recognize the availability of information from a wide range of sources, understand their various components, be able to make distinctions among them, and retrieve them for use.			
<b>2.A Print Resources - Parts of Books</b>			
2.A.1 Author	T	A	A
2.A.2 Illustrator	T	A	A
2.A.3 Publisher	T	A	A
2.A.4 Pages	T	A	A
2.A.5 Covers	T	A	A
2.A.6 Title Page	T	A	A
2.A.7 Table of Contents	T	A	A
2.A.8 Copy right	T	A	A
2.A.9 Index /Glossary/ Bibliography	T	A	A
2.A.10 IBSN	T	A	A
<b>2.B Types of Print Resources</b>			
2.B.1 Dictionary	T	A	A
2.B.2 Thesaurus	T	A	A
2.B.3 Atlas	T	A	A
2.B.4 Year Book	T	A	A
2.B.5 Encyclopedia	T	A	A
2.B.6 Newspapers /	T	A	A
2.B.7 Magazines / How to write Article	T	A	A
2.B.8 Primary Sources Documents	T	A	A
2.B.9 Biography Dictionary	T	A	A
2.B.10 Journal / How to Publish	T	A	A
2.B.11 Presentation Methods	T	A	A
2.B.12 Projects / Mini Projects Writing Styles	T	A	A
2.B.13 Competitive Exam Materials	T	A	A
<b>2.C Non -Print Resources</b>			
2.C.1 Websites / Search Engines / Create Own websites	I / T	A	A
2.C.2 Internet Search (Search Terms: Keyword, Author, Title, Subject)	I / T	A	A
2.C.3 OPAC, (Search Terms: Keyword, Author, Title, Subject)	I / T	A	A



2.C.4 Audio (Audio books, Language Learning)	I / T	A	A
2.C.5 CD/DVD-ROM/ NPTEL Video Access	I / T	A	A
2.C.6 Digital Library (E-books, E-journals, E-Content, E-literacy class)	I / T	A	A
2.C.7 Library Website / Blog / E-mail / SMS Services	I / T	A	A
2.C.8 Placement Related Activity	I / T	A	A
2.C.9 DOTE & NCERT Websites	I / T	A	A
<b>2.D Dewey Decimal System</b>			
2.D.1 Classification	T	A	A
2.D.2 Numerical order, Call No.	T	A	A
2.D.3 Department wise	T	A	A
2.D.4 Shelf-Reading	T	A	A
<b>3.RESEARCH / RESOURCE UTILIZATION</b>			
Students will use a research process strategy to gather and use information responsibly from the most effective resources.			
3.1 Identify research need	I	T	A
3.2 Formulate Questions	I	T	A
3.3 Select appropriate resources	I	T	A
3.4 Gather information	I	T	A
3.5 Evaluate information	I	T	A
3.6 Gather bibliographical information	I	T	A
3.7 Projects Methods	I	T	A
3.8 Ethical Use (Copyright, Plagiarism, )	I	T	A
<b>4. COMMUNICATIN OF INFORMATION</b>			
Students will create presentations in a variety of formats to communicate information.			
4.1 Create presentations to inform or persuade Oral, Written, Computer, Multimedia	I	T	A
4.2 Credit sources in proper format	I	T	A
4.3 Explain current ICT	I	T	A
<b>5. Literature Appreciation &amp; Comprehension</b>			
Students will be exposed to and participated in a variety of literary experiences to increase appreciation and understanding of literature.			
5.1 Listening , Speaking, Reading and Writing (LSRW) for comprehension	I	T	A
5.2 Recognizes literary elements	I	T	A
5.3 Award Winners	I	T	A

**Teaching Methodologies:** Lecture, Class discussion, demonstration, gaming, note book, class / individual projects reading aloud, forms, drama, role play, library visits, preparing news letter, quiz, audio visual, assignments, competitions etc.,

**Teaching Aids:** Posters, bulletin boards, hand outs, CD/DVDs, e-reader, audio systems questionnaires, toys, charts, flash cards, digital presentation etc.

**Evaluation :** Exam evaluations, one sentence summary, demonstration , Post tests, presentations by students, creating content publishing /posting etc.,



**Information Literacy Curriculum Class**



**6.2.2 Library Event Calendar**

A library activity plan for the calendar year was drafted and followed. The plan is reproduced below.

<b>CALENDER YEAR LIBRARY ACTIVITY PLAN</b>		
<b>S.No</b>	<b>Month</b>	<b>Programme / Event</b>
1	<b>JAN</b>	Prepare Minutes of Meeting Dates
		Republic Day Celebration Related Display
		Jan.12 National youth Day
2	<b>FEB</b>	Stock Verification - Circular / Return All book
		Stock Verification / internal Audit Committee - Frame
		E-literacy Class
3	<b>MAR</b>	Stock Verification Start
		Preparation of Condemnation Book List
		Auction old newspaper, Magazines
		Access Back Volumes
		Previous year Library Detail Report (LDR) Submission
4	<b>APR</b>	Intimate and Send LDR to Library Advisory Committee
		Submission of Stock Verification Report
5	<b>MAY</b>	April 23, World book and Copyright Day Celebration
		Requisitions - library materials, Library Cards, Stationeries, for whole Academic year
6	<b>JUNE</b>	Sending Books for Binding
		Prepare the Library Orientation Programme
7	<b>JULY</b>	Conduct Inter Campus Training Programme
		Membership of New Students/ Prepare Library card
		Conduct the Users Orientation Programme
8	<b>AUG</b>	Teach Library Rules and Regulations
		Independence Day (Exhibition of books on freedom struggle, Quiz Competitions)
		Aug 12 Librarian Day Celebration
		(Indian Father of Library Science Dr.S.R.Ranganathan Birthday Celebration)
		Conduct Speech, Essay, Drawing, Quiz Competitions
9	<b>SEP</b>	Conduct National Level Workshop
		Book Fair
		Sep.5 Celebrate Teacher Day
10	<b>OCT</b>	Conduct Inter Campus FDP
		Career Guidance Programme (For Scholl Students)
		Guidance Programme ( Soft, Life, Management skills)
		Conduct Guest Lectures/ Placement Training
11	<b>NOV</b>	Nov.14 Children Day Celebration (Display Notice Board)
		Nov14 to 20 Library Week Celebration (For our Campus & Schools)
		* Speech/ Essay / Drawing / Quiz/ Story telling / Find the book
12	<b>DEC</b>	Career Guidance Programme ( After Diploma)
		Find the Best Reader Award / Best User Award
		Sapling Trees / Check our Display Board

### **6.2.3 LCD Projector Show**

During the break time, NPTEL videos and other Technical Videos are played in the library.



### **6.2.4 Reprographic section**

The reprographic section of the library functions well to serve the needs of college user community.

### **6.2.5 Counseling Section**

The library has got an exclusive counseling section. The integrated counseling section renders services for the students informing them about various career opportunities and advising them on various typical life situation / conflicts.

### **6.2.6 Moral Hour**

The library arranges a Moral hour every Friday in the library premises. A teaching faculty addresses the students emphasizing a specific moral every week. 23 such moral hours were conducted in the last year.

### **6.2.7 E-mail Renewal**

The library users are permitted to extend their lending / renewing their borrowing through E-mail. This service is introduced to save their precious time.

### **6.2.8 Question Bank**

Question Bank Section containing question papers of all the subjects of both odd and even semesters is functioning in a full-fledged manner.

### **6.2.9 Inter Library Loan**

Inter library loan facility is also made available in the library. The total number of beneficiaries counts to 15 last year.

### **6.2.10 Usage report**

Library Usage statistics report is prepared every month and displayed in the notice board. Best library user among students, staff and departments are notified via the notice board.

### **6.2.11 Notice board**

Information about current affairs, careers, competitive exams etc., are displayed in the notice board.



### **6.2.12 A Day A Data**

Every day, one inspiring thought or Thirukural is written on the green board of the library.

### **6.2.13 Updated periodical section**

The periodical section is updated every week / month with the journals and magazines.

### **6.2.14 Staff and Student Development Cell (SSDC)**

A SSDC (Staff and Student Development Cell) was created in the library with the main aim to develop the individual skills of the staff and students. Information about upcoming workshops is being given to the students and staff. The students were sent to two national level workshops in the first year itself.

## **6.3 Users Welfare & Outreaching**

### **6.3.1 Orientation Programme**



An Orientation programme was conducted on July 2<sup>nd</sup> week for all the first year students (145) of the college. The students were instructed on library rules and regulations, the resources available, the services being rendered and the functioning of Digital library.

### 6.3.2 Reader's forum

A reader's forum was formed and every Saturday students meet at the library and discuss about new topics and share new ideas.



### 6.3.3 Student Development Program (SDP)



A SDP on “LSRW SKILL DEVELOPMENT” (Listening, Speaking, Reading, and Writing) was conducted by the library on 21<sup>st</sup> December 2015. Two sessions were conducted. The students were taught on various LSRW skills with the help of worksheets and interactive techniques.

### 6.3.4 Faculty Development Programme (FDP):

One day FDP on “EFFECTIVE SKILLS AND TECHNIQUES IN TEACHING AND LEARNING” was conducted by the library on 12<sup>th</sup> September 2015. Four resource persons in four sessions delivered valuable lectures and the staff members participated in the programme eagerly.



**6.3.5 Innovative correction methods**

The students who violate the library rules and regulations during the library period were given psychological punishments. Different types of grains are mixed and students are asked to separate out the grains. The students were asked to tie the Pomegranate Pieces with the help of needle and thread. These punishments did not hurt the children but made them think.

**6.3.6 Library week celebration 2015**

During the library week celebrations 2015, various competitions like essay writing, elocution, and quizzes were conducted for the students of four schools on 23<sup>rd</sup>, 24<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup> November 2015. The aim was to make the students understand the importance of reading.

**LIBRARY WEEK CELEBRATION – 2015**

23.11.2015 பாரதியார் நகராட்சி உயர்நிலைப்பள்ளி



24.11.2015 ஜவஹர் குரக உயர்நிலைப்பள்ளி, திருநெல்வேலி



26.11.2015 விட்டல் பள்ளி மெட்ரிக் மேல்நிலைப்பள்ளி

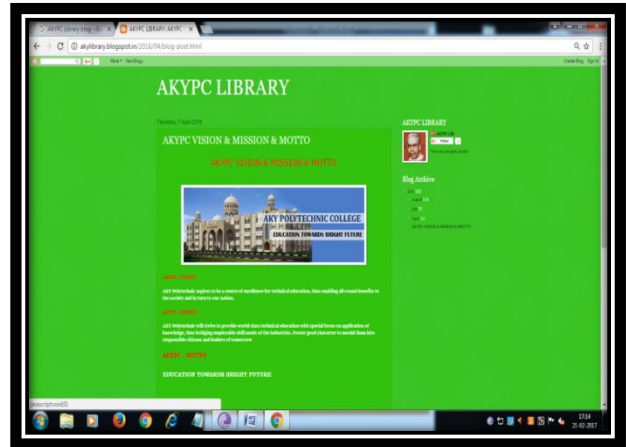


27.11.2015 : ஸ்ரீ மந்திரமூர்த்தி மேல்நிலைப்பள்ளி , திருநெல்வேலி.



**6.4 ICT**

**6.4.1 Digital Library:**



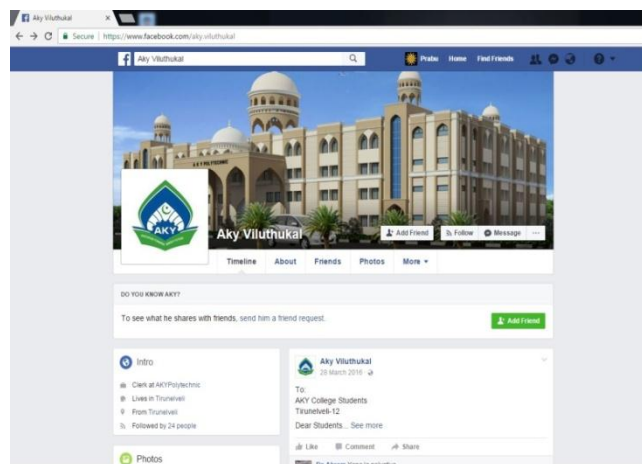
The library contains 15 computers with headphones in digital library section. The students have access to internet connection and NPTEL videos. The college library is one the members of DELNET.

**6.4.2 Blog: (<http://akylibrary.blogspot.in/>)**

A blog was created for the library in blogspot domain. Information regarding daily routine and library events was updated in the blog. The Screenshot of the library blog is given below:

**6.4.3 Face book:**

A face book page was created for the college library. The page is entitled as ‘AKY Vizhuthugal’.



**7.0 Conclusion**

The library is the heart and soul and the center of knowledge of any institution. To meet the demand of college user community academic libraries need to be equipped with need based hybrid resources. In the information society implementation of new ICT tools for its functioning and providing services are the compulsory practices. Adoption of innovative and customized services, along with friendly, ever ready, enthusiastic and skilled staff always proves the quality enhancing factors in libraries. Developing best practices, analyzing and revising them at a regular interval will lead to continuous improvement in overall performance of the library and the whole institution. It is happy to look back at the progress and accomplishments the library has made at AKYPC, Tirunelveli. The positive impacts the best practices have created in the minds of students and faculty members will lead to better use of library resources and services in the days to come.

**8.0 References**

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- 4 <http://akylibrary.blogspot.in/>
- 5 <http://akypolytechnic.edu.in>
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