

BEST PRACTICES IN PUBLIC NIGHT DEGREE COLLEGE LIBRARY: A STUDY

Dhanaji Lavate

Librarian, Public Night Degree College,
Santacruz, Mumbai

Email : ghanajipndc@gmail.com

Abstract : This Paper is study of Public Night Degree College. The Paper highlights on the role of academic libraries, challenges in academic libraries and the impact of ICT on them in the present context and how it can be overcome by using the best practices. The processes that are adopted in the academic libraries are discussed and conclude that with adoption of the best practices in academic libraries there will be a continuous improvement and overall performance in the institution/organization. The paper describes in detail the service & facilities provide to reader development of automation procedures and applied tools and to identify the status of library.

Keywords: ICT, Collection Development, Best Practices, NAAC

1.0 Introduction : The global Change particularly the information and communication technologies (ICT) have impact on the functioning of academic libraries. The development in ICT have changed the Users, expectation form the academic libraries in different ways. The ways to build collection and services to the end users from the recent past practices. To meet the end users demands effectively, the academic libraries need to identify and adopt good practices and benchmark. A huge number of academic institutions in India it needs effort to bring quality in library services immediately. Higher education expert are much concerned about quality of education provided by the universities and colleges in India. There is apprehension that education received in these institution is not commensurate with the fees charged from the students. Education expert feel that is cheating with the pope. It is because of this reason government of India, UGC and NAAC are seriously concerned regarding how to improve standards of education and establish best practices in the universities and colleges and their libraries. In the process of institutional accreditation library play a crucial role . the services of the libraries have been expanding as they contribute significantly to the learning process, particularly the e-learning process . In today High tech learning environment the library as a learning recourses is taking up increasingly more academic space and time in the life of learner.

2.0 Definition of Best Practices

A best Practice is a techniques or methodology that, through experience and research has proven to reliably lead to a desired result

Oxford advanced Learners Dictionary describes “best practices as quality of high standards, excellence, highly improved, outstanding, par excellence services. It means way of doing something that is usual or expected way in a particular organization or situation, guideline for good practices. In this process of developing best practices we take action rather than good ideas, and we improve our skills.”

Online dictionary of library and information science describe best practices as ‘‘ in the application of theory to real life situation, any procedure which when properly applied, consistently yields superior result and is therefore used as a reference point in evaluating the effectiveness of alternative methods of accomplishing the same task.’’

3.0 Need for Best Practices

The library and information centre play a central role in facilitating dissemination and creation of new knowledge. In the ear of ICT library faces many problems and challenges like explosive growth of information and documents, increased cost of the documents and information materials, increase in users information needs, new role of the librarian and greater responsibilities, latest techniques and concepts in handling of information, new electronic information environment. Creation of database and its security, marketing of library and information services. In the present learning environment, the library and information centers as plays a role of learning resource. Which has taken up increasingly more academic space and time in the life of the users, 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 resources utilization and delivering high quality, and value added services to their users.

4.0 National Accreditation and Assessment Council (NAAC) and Best Practices

University Grants commission created a higher education body (whose job is to assess the quality of university and college institutions) in 1994 in Bangalore on the recommendation of National Policy of education (NPE) in 1986. This is National Accreditation and assessment council (NAAC) Which Strives For Quality and excellence in higher education and advocates for enhancing the role of library and information services in improving academic environment. Document prepared by NAAC for “ Best Practices in Academic Libraries Says : Best practice may be innovative and be a philosophy, policy, strategy, program , process or practice that solves a problem or create new opportunities and positively impact on organization. College libraries need to have facilities that promote effective and interactive access and use of information resources for all users. In the area of Physical facilities the libraries need to offer safe, comfortable, well lighted, clean space, with adequate and appropriate seating arrangement to ensure effective use of the library resources including digital resources. Also college libraries are required to consider study space needs, while allocating the seating space with special attention being paid to reserve collections and the hostel environment of the institution. The Libraries need to prepare well framed rules and guideline with regard to hours of access, circulation policies and other regulation to offer better services to the users.

5.0 NAAC Suggested Best Practices for College Libraries

For the College Libraries NAAC has developed some best practices listed below that can enhance the academic information environment and usability of college libraries.

1. Computerization of Library with standard software
2. Inclusion sufficient information about the library in the college prospectus
3. Compiling users attendance statics and locating the same on the notice board
4. Displaying newspaper clipping on the notice board
5. Career/employment information service
6. Internet facilities to different user
7. Suggestion box and timely response
8. Displaying new arrivals and circulating a list of those to academic department
9. Information literacy program me
10. Organizing book exhibitions and book talk
11. Best user award
12. Conducting users surveys annually.

6.0 Best Practices Use in Public Night Degree College Library.

NAAC developed a set of best Practices followed in academic libraries and presented under the following four broad areas.

1. Management and Administration of Library
2. Collection and services
3. Extent of users services
4. Use of technology

7.0 Library Management

All Administrative works are important In this library acquisition of reading material, cataloguing, circulation, serial control etc done through E-granthalay Library Management Software.

8.0 Collection Development

The Main of the collection development is to make available all types of reading materials i.e. Reference books, Textbooks, Journals , Magazine , reports, non –book materials to support learning , teaching and research pursuits of the reader of the collage. The Public Night Degree College Library has following collection on 30th October 2017.

Sr. No	Type of Materials	No of Materials
1	Textbooks	
2	Reference books	
3	CD/DVD	

4	Journals	
5	Magazine	
6	Journal Back Volume	
7	Donated books	
8	N-list E-journals	
9	N-List E-Books	
10	Newspapers	

9.0 Book Exhibition

PNDC Library Organized book exhibitions and book display program me on different occasions, on eminent personality. This helps to provide opportunity for users to know various type of information resources, Current information available on the particular aspects in the library. This also helps for collection development in library.

10.0 Library Orientation

The Pndc Library conducting orientation program me to the New Student admitted every academic year. Library has drawn formal orientation class in the library. The librarian explained about the resources , facilities, service . They are taken round the library apart from training them in searching the library database, e-journals and internet browsing etc.

11.0 Extended Library Hours

The Library Extended their working hours during examination period extend 2hours

12.0 Best User Award

PNDC library announced Best User Award to attract more student to visit the library and use the resources. Data is gathered through visitor register maintained in the library. Usage data is compiled through circulation of library items. Based on the above data and the observation of the library. The Best User Award given at annual day of the college.

13.0 Web Based Services

PNDC Library Providing web based services through library website such as Virtual tour, virtual reference desk, ask the librarian, e-book, FAQ, feedback, etc

14.0 Library Usage Statistics

PNDC library is captured data through register maintained at all services points. Main register is kept at the entrance to capture data on footfalls in the library on daily basis. Internet Service point separate register is maintained to know the use of internet by hours/time. The data analyzed periodically. The finding will then be feed into the decision making process. It is found that 50 users visit every day and 40% of them use internet and web OPAC.

15.0 Book Bank Facility

The College is providing Book Bank Facility to reserved and economic backward facility. Every academic year 20-25 students availing book –bank facility.

16.0 Intern Library Loan

PNDC Library using intern library loan with neighbouring institute. The college library is tie up with inter library loan with Patuck College and Chetan College Mumbai.

17.0 Information about Competitive Exams

The library reading Material for UPSC, MPSC Bank exams. The Library Providing newspaper clipping and latest journals magazine about competitive examination information.

18.0 User Feedback

PNDC Library user feedback is collected through suggestion box, feedback forms. Appropriate action are initiated regularly on the suggestion received from the users

19.0 Conclusion

In this paper researcher confined that as per NAAC guidelines Public Night Degree College library adopted various best practices in its administration, management, collection @ Services. Extent of the use of services and use of technology. PNDC library implemented the information literacy and users awareness programs with normative practices through best practices. The effective implementation that make significant change in enhancing the use of information source/services and users satisfaction level

20.0 References

1. Bogan, C E & English, M J . Bench marking for best practices: Winning through innovative adaptation. New York :Mcgra-hill
2. Umesh Kumar (2012). Best Practices adopted in academic libraries and information resources centre. International Journal of Information Dissemination and technology, 2(3), 186-188
3. Vyas, S .D 92009). Best Practices in Academic Libraries in India : A Study . international Conference on Academic Libraries – Management Models and Framework. New Delhi:University of Delh
4. NAAC. Best Practices in Library and Information services; Accessed from WWW.naac.gov.in/bestPractices.
5. Jotwani, D. (2008). Best Practices in a Modern Library and Information Center The Case of Central Library, IIT Bombay. 6th International CALIBER 2008. Allahabad: University of Allahaad.
6. Mittal, R L (2007) Library Administration: Theory & Practice, 5th ed New Delhi, Ess Ess publication.