

Best Practices of Library and Information Centre: A Case Study of the MVR DEGREE COLLEGE, Gajuwaka

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Abstract: This paper is mainly focused on various best practices to be followed by academic library. 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. This paper includes traditional best practices, information technology (IT) based best practices like web page, e-mail alerting services, extension services and general best practices also. This article will be useful guide to other academic libraries to get idea about various methods can be adopt in their respective libraries to render their services effective manner.

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

INTRODUCTION

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.'

NAAC recommended best practices: 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.

- Computerization of library with standard software.
- Inclusion of sufficient information about the library in the college/ university prospectus.

- Compiling student/teacher attendance statistics and locating the same on the notice board. Best Practices adopted in Academic Libraries and Information Centers
- Displaying newspaper clippings on the notice board periodically.
- Career/Employment Information/ Services.
- Internet Facilities to different user groups.
- Information literacy programs.
- Suggestion box and timely response.
- Displaying new arrivals and circulating a list of those to academic departments.
- Conducting book exhibitions on different occasions.
- Organizing book talks.
- Instituting Annual Best User award for students.
- Organizing competitions annually.
- Conducting user surveys periodically.

ABOUT COLLEGE: The M.V.R. Degree College affiliated to the Andhra University was established in the year 1991 under the management of Priyadarshini Educational Academy. The College offers different courses in science, commerce and arts at graduate and faculty of science at P.G level. It is a co-educational institution offering various job-oriented, restructured, vocational and conventional courses approved by Andhra University & A.P. State Council of Higher Education. During the year 1997 the college got permanent affiliation and in the same year it was admitted into 2 (f) & 12B of UGC act. We are proud to say that our institution has been assessed by the National Assessment and Accreditation Council (NAAC) in 2008. Our college appeared for "India Rankings-2017" taken up by National Institute Ranking Frame Work (NIRF), Ministry of Human Resource Development (MHRD) Government of

India and announced the result in the month of April. We are college appears for NIRF and AISCHE.

The college has well qualified and experienced faculty. Many of them are Ph.D., and M.Phil. Degree holders. Members of the staff are committed to work with the organisation to provide and promote qualitative education, which is the prime objective of our institutions. Ours is the first college to introduce Biotechnology at the graduate level in Andhra Pradesh. Since inception of the college, it has been maintaining discipline, high standards of education. The college has well equipped laboratories, library and other infrastructural facilities. The college encourages the students to join in NCC, NSS, and Sports and participate in literary and cultural activities.

ABOUT LIBRARY: The M.V.R Degree College has an excellent library spread in two campus Buildings .One at Degree block and other at P.G block. The Central Library has two sections which are text book section and reference book section. It has a Reading room too. All the modern amenities are present in the library , such as online books and journals , back volumes of journals along with internet /Wi-Fi , Xerox etc., . The library has more than 20,000 books & 11,143 titles covering both UG & PG. The Library subscribe to 35 journals and magazines and 06 daily news papers. The number of borrower's books provided to the UG students-3 books duration time one week and PG students -5 Books duration time 15 days.

Collection Development for Periodicals

The MVR DC library maintains the quality in periodical collections also. Subscribe the periodicals, based on the academic expert's recommendations. The periodicals mainly focused on research and academic oriented. Selection of Periodicals as follows

1. Publishers Catalogue: Every year, before subscribing for periodicals, the IRC will circulate the publisher's catalogue to the Faculty (domain wise).
2. Suggestions from Faculty & Students: The faculty and student can suggest the periodicals based on their domain/interest.

Library Services

1. Presentation of Physical Resources: always the library should follow the Ranganthan's fourth law

“Save the Time of the User” and the resources should be arranged in proper manner. It should be arranged in such a way it is easy to locate at the time of customers' needs. The arrangement and display of the resources should attract the customer and motivate them to do visit the library regularly. Example: In the library stack area, if the books are arranged according to the classification number or any one of thier library term, the user and library staff can easily locate the book immediately. Automatically the library user gets satisfied with in a minute and tries to get access to more resources. According to my opinion the library should frame the policy and provide the user's needs within the time limit.

2. Circulation: the users are allowed to borrow the resources as below. If user lose or damages the library resources, the user should report to library in a stipulated time. The users should replace the resource at their own cost within 15 days. If the user fails to replace the book within the stipulated time, the library would initiate the purchase and would be charged with double the cost of the resource.

3. Reference Service: MVR DC will not restrict to any resources to the users. Here the reference section collections are made based on the on-going course or semester and the keeps only recommended and prescribed text books for the on-going term. The reference section books keep on changing based on the term or semester.

4. Current Awareness: MVR DC Library very effectively does this service to the user community. The library professionals keep on watching the daily newspaper.

5. Whatsapp Msg's : The college created the group mobile numbers for faculty and students. The purpose of this service is to keep updated and share the information in timely manner like announcement of new arrivals, day to day important news update in education sector etc.

6. E-Resources: digital library uses digital technology to collect, preserve, and provide access to information, to support the research and academic mission of the information. The MVR DC library has huge collection of e-books, e-dissertations, e-question papers etc. It is connected with our intuitional LAN and users can access theses

resources within our campus. E-resources Subscription (INFLIBNET N-LIST) 6000+E-Journals, 1,99,500+ E-books under N-LIST and 6,00,000 E-books through NDL.

7. Book Exhibition:- Arrange book exhibition on different occasion (i.e. National Library Week, Science Day) display rare books, newly added books or books of particular subject which are available in the library. This will lead to increased awareness among the staff and students.

8. Library Hour: - Library should start Library hour for students, It made compulsory for all the students by adding it in their daily class schedule. In Library hour students should. Visit the library for spending an hour in the library for reading materials. By keeping an hour in their time table students spend an hour in the library which brings them closer to the reading materials, indirectly it helps to increase reading habits to of students.

9. Orientation Programme: Orientation is one of the best practices to create awareness among the students about the library resources, services good reading habits and activities for maximum utilization of the library. The orientation helps & useful to the fresh students at the beginning of each academic year about the importance of the library, exposing the students to its various library services. It will give the awareness about different types of documents, digital library, reprographic services, e-resources, library rules, library times, special services offered by the library, members ship details etc provided by the library. It helps them to use the library maximum.

10. New Arrivals: Putting the list of newly available books on notice board will make the reader aware about the new reading material so that accordingly he could demand for those new books & get it.

11. Brochure: It is one of the important sources for creating exactitude about the library environment, services & collection of the library students can be provided the information broacher at the time of Admission. The Academic calendar in the information about the library facilities, like Xerox, internet etc, latest editions to the library, library rules & regulations, electronic resources & online information services etc.

12. Best Library user Award : This practice should encourage students/ staff to make maximum use of library resources & E-resources services for every academic year.

13 .Carrier Guidance Cell : User come to library for searching information regarding their carrier or educational development. Today competition is going on top level, students must aware of this situation. In this context Library and Librarian should play a important role to solve their problems. The MVRDC Library have very rich collection of competitive examination books.

14. Computerized Library with Library Software: Software consists of the step by-step instructions that tell the computer what to do. The MVRDC Library used the computer software used are library automation software, database management software, antivirus software and application software.

15. Users' feedback:- Collect user feedback at regular intervals in different formats (print/digital) to identify the gaps in providing services. Through this feedback system, we can assess and increase the quality in services delivered by the library. Users can suggest their comments about the collection and services offered by the library through suggestion box as well. Assessment, evaluation and action taken based on these feedbacks is the responsibility of the management.

16. Online Public Access Catalogue (OPAC): OPAC Online Public Access Catalogue it's fundamental channel of every computerized library .This college library is fully computerized with standard software SOUL 3.0. Library providing OPAC facility for user to access information available in library in self mode.

17. Suggestion Box: Library users can share their ideas/ views regarding the maintainece of the library, services etc. they can drop their valuable suggestions in this box.

18. Newspaper clipping services.

19. Career Notification

20. Inclusive of library information in prospects & college websites.

21. Library Security: - CCTV camera:
22. Regular Library Advisory Committee Meeting.
23. Binding of books & periodical Volumes.
24. Pasting of barcode, spine label and stamping in a definite place on the books.
25. Question Paper sets of previous examinations.

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CONCLUSION

Library users are playing an important role in every academic institution. If the librarians give special attention to user community, it will help the library to provide quality services to the institution as well. According to our study, the libraries never compromise on their quality in resources and services. Because of the quality of our institution faculty members also publish many research papers in reviewed and top ranked International Journals and Patents. Our students are effectively using our library resource during their Internship and final projects too.

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