

# **GURUDAS COLLEGE LIBRARY**

## **Annual Report (July 2011-June 2012)**

### **SALIENT FEATURES:**

- Library is presently situated at the 1<sup>st</sup> floor of the Centenary Building of Gurudas College and properly arranged and decorated
- Both open access and closed access systems have been maintained simultaneously in the library. Students are not allowed to enter inside the stack area which is the closed access area. However, in case of need, or in case of unavailability of books in the open shelves, library staff members help them to bring book(s) from the closed access area. However, there is no such restriction for the Faculty Members of the College.
- A computerized bibliographical database is in progress with the help of Library Management Software **KOHA** (version 3.10.00) on Ubuntu 12.04 Platform customized by Bengal Library Association.
- 22 academic journals and 1 Bengali and 3 English dailies are being subscribed regularly.
- Students of both General and Hons. courses can borrow two books at a time for home use from the Central Library and in addition to that students of Hons. courses can borrow one book from their Seminar Libraries.
- Ex-Faculties, Ex-Staff members and Ex-students and the students of Netaji Subhas Open University can consult the library within stipulated hours.
- Internet searching facility is being regularly provided to the users.
- Reprographic facility is also being provided to the users.
- Career Guidance Section has been running successfully from 2010 with 2 weekly career-related newspapers and 4 journals as well some career-related books on general knowledge, current affairs, etc.

- For solving space problems some new shelves have been procured this year and unused books of the library have been shelved within these shelves.
- For proper maintenance of Gift Collection, a new almirah has been procured and some gift collections have been shifted to this almirah.
- This year backlog of book procurement has been resolved, books of two academic years have been procured one after another within this period.
- Backlog of the processing of newly procured books have almost been resolved.
- The College Library is now become a member of UGC N-LIST consortium and library members can have access of online journals, e-books, etc. within and outside the library premises and even at home.

### **SANCTIONED POSTS IN THE LIBRARY :**

Librarian --- One  
 Asstt. Librarian --- One (vacant since Dec, 1996)  
 Library Assistant. --- One (vacant since 1<sup>st</sup> August, 2010)  
 Library Attendant --- Two

*N.B. One Library Assistant has been appointed on purely temporary basis since June 2009 to help the day to day functioning of the Library*

### **PROCUREMENT OF BOOKS & JOURNALS:**

As there was a backlog of book procurement of one academic year, this year books of two academic years have been procured one after another.

#### **Books procured for the Academic Year 2010-2011:**

- ***Total no. of books procured during July 2011-February 2012:***

College Fund : 1442 vols.

***Total amount spent during July 2011-February 2012:***

College Fund : Rs. 3,26,026/-

**Books procured for the Academic Year 2011-2012:**

● *Total no. of books procured during March 2012-June 2012:*

College Fund : 1448 vols.

*Total amount spent during March 2012-June 2012:*

College Fund : Rs. 4,05,535/-

*∴ Total no. of books procured during July 2011-June 2012*

College Fund : 2090 vols.

*∴ Total amount spent during July 2011-June 2012:*

College Fund : Rs. 7,31,561/-

*Number of books received on gift within this period* : 213 vols.

*Total no. of journals subscribed within this period* : 22 titles

**USE OF THE CENTRAL LIBRARY:**

- Total no. of students in various departments who used the library: 10096
- Total no. of books issued by the students during 2010-2011: 6742
- Total no. of books returned by the students during 2010-2011: 6259
- Total no. of books consulted by the students in the reading room: 180
- Total no. of Faculty members in various departments who used the library: 255
- Total no. of users availing Net Searching facilities: 603

**PROBLEMS:**

- Unprocessed Gift collection

- Lack of Journal procurement policy
- Space problem is now become acute; there is an urgent need of procurement of some new racks and almirahs

## **FUTURE PLANS:**

- To give special effort for processing Gift Collections
- To regularise periodical procurement
- To procure immediately some new almirahs and new racks
- To increase the reading habits among the students and to explore the resources of the library following attempts will be taken:
  - ◆ Organising one-day book exhibition with lectures/ talks with the assistance of faculty members
- To procure one high end computer which can act as a server of the library system
- To prepare barcode for all books
- To up-to-date the bibliographical database (both manually as well as computerized) and after this, to start computerized issue / return system with the help of barcode reader