

GURUDAS COLLEGE LIBRARY

Annual Report (July 2012-June 2013)

SALIENT FEATURES:

- Library is presently situated at the 1st 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 3.12.00) on Ubuntu 12.04 Platform customized by Bengal Library Association.
- Within this period one high end computer has been procured which has been used as a server for the college library.
- One Wi-fi hub has also been procured within this period and for this users are now able to access the library database through mobile even not entering into the college library premises.
- Bar coding of open access book has been almost completed.
- Issue return system of Faculty Members of the college is now recorded in computer and an immediate intimation to the Faculty members has been sent through e-mail at the time of issue/return/overdue a particular book.
- 18 academic journals and 2 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 3 weekly career-related newspapers and 4 journals as well some career-related books on general knowledge, current affairs, etc.
- Some magazines of popular interest have been regularly procured, such as Desh, Saptahik Bartaman, Bhraman, etc.
- For solving space problems upward extension of existing iron shelves in Open Access area have been done this year.
- Backlog of the processing of newly procured books have almost been resolved.
- One Book Exhibition has been organized this year
- 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.
- The College Library is also be a member of British Library and American Library. Members of College Library are able to access these two renowned libraries in Kolkata.

SANCTIONED POSTS IN THE LIBRARY :

Librarian --- One
Asstt. Librarian --- One (vacant since Dec, 1996)
Library Assistant. --- One (vacant since 1st 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:

This year books & journals have been procured from two different funds: College Fund and UGC Fund.

Books procured for the Academic Year 2012-2013:

- ***Total no. of books procured:***

College Fund	: 1370 vols.
UGC Fund	: 493 vols.
Grand Total	: 1863 vols.

- ***Total amount spent:***

College Fund	: Rs. 4,26,390/-
UGC Fund	: Rs. 1,19,395/-
Grand Total	: Rs. 5,45,785/-

Number of books received on gift within this period : 85 vols.

Total no. of journals subscribed within this period : 18 titles

USE OF THE CENTRAL LIBRARY:

- Total no. of students in various departments who used the library: 16146
- Total no. of books issued by the students: 11061
- Total no. of books returned by the students: 9053
- Total no. of books consulted by the students in the reading room: 1165
- Total no. of Faculty members in various departments who used the library: 255

- Total no. of books issued by the Faculty Members of various departments within this period: 333
- Total no. of books returned by the Faculty Members of various departments within this period: 399
- Total no. of users availing Net & Computer Searching facilities: 603

PROBLEMS:

- Unprocessed Gift collection
- Space problem is now become acute; together with purchasing some new racks, request is being continuously made to the administration to sanction the open space in the 1st floor of the library building (adjacent to the College Library) for future extension.

FUTURE PLANS:

- To give special effort for processing Gift Collections
- To regularise periodical procurement
- To procure 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 prepare barcode for closed access 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