

# **GURUDAS COLLEGE LIBRARY**

## **Annual Report (July 2013-June 2014)**

### **SALIENT FEATURES:**

- Library is presently situated at the 1<sup>st</sup> floor of Golden Jubilee Building of Gurudas College and properly arranged and decorated
- Both open 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 portable scanner, one barcode scanner and three wireless PCI adapter have been procured for College Library.
- Three CCTV cameras have been procured within this period to maintain security of library baggage as well as issue counter.
- Bar coding of open access book has been completed and for closed access book is speedily going on.
- 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.
- 10 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, Sustha, etc.
- 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 a member of British Library and American Library. Members of College Library are able to access these two renowned libraries in Kolkata.
- Library database is now available beyond the library premises through Wi-Fi.
- New broadband system has been introduced instead of existing Tata Broadband system
- Library Day was celebrated on 20<sup>th</sup> December, 2013 within the College Library premises. In this occasion, barcode issue return system was inaugurated by the Hon'ble President of the college Prof. Nrisinha Prasad Bhaduri and a valuable lecture was delivered by Sri Satyabrata Ghoshal, the former Librarian of Rabindra Bharati University and member of West Bengal State Library Council about "Rabindra Rachana: Copyright Othar Age O Pare".
- Binding of 79 books have been done during this period.

## **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 as well as two Project Assistants have been appointed on purely temporary basis since March 2012 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 2013-2014:**

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

College Fund : 1398 vols.

- ***Total amount spent:***

College Fund : Rs. 4,65,973/-

***Number of books received on gift within this period*** : 102 vols.

***Total no. of journals subscribed within this period*** : 10 titles

## **USE OF THE CENTRAL LIBRARY:**

- Total no. of students in various departments who used the library: 20992
- Total no. of books issued by the students: 12130
- Total no. of books returned by the students: 9015
- Total no. of books consulted by the students in the reading room: 1180
- Total no. of Faculty members in various departments who used the library: 201

- Total no. of books issued by the Faculty Members of various departments within this period: 172
- Total no. of books returned by the Faculty Members of various departments within this period: 196
- Total no. of users availing Net & Computer Searching facilities: 744

### **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 1<sup>st</sup> 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 celebrate Library Day for the year 2014
- To organize book exhibition/book talk in the College Library
- To complete barcode for closed access books
- To introduce electronic security system in the College Library
- To procure one CCTV camera for the College Library
- To procure one scanner for the College Library
- To procure one Lamination machine for the College Library