Best Practices used in S.S.B.N.Degree College Library: A Case Study

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Abstract— The academic libraries play a very important role in the 21st century, the era of information explosion. A well established library is necessary for any academic Institution. The college Libraries play most important role with most of the college libraries adopted ICT based services. The main aim of college library is to provide the right information to the right reader at the right time. As a focal point for teaching, learning and research, it is expected to provide standard information resources. Academic Libraries largely support teaching, learning and research activities in institutions. Today, academic libraries are struggling to keep their place as the major source of investigation in the face of rising digital technology. The global changes particularly the Information and Communication Technologies (ICT) have impact on the functioning of academic libraries. The present paper highlighted best practices as suggested by NAAC. NAAC, UGC, and Government of India are seriously concerned about how to establish best practices in colleges and their libraries and improve standards of education. This paper covers various library practices and services provided to the users by the S.S.B.N.Degree College Library. The best practices will helps in improving the standards and quality of Library Services. The best practices should be innovative. The paper also explaines best practices like library timings, usage of barcode labels, induction programme, departmental libraries, reading section/reference section, maintenance of service area, newspaper clipping service, reprographic services in S.S.B.N.Degree College, Anantapur.

Index Terms—Best practices. Academic Library, NAAC, S.S.B.N. Degree College, Anantapur

I. INTRODUCTION

Libraries have been an essential part of civilized society. The college library is a place which supplements its resources and acts as connecting link between teaching and learning. The fundamental objective of academic libraries is to assemble the need of users demand. Generation of information is increasing day by day. Academic college libraries function with the primary mission of meeting the library and information needs of its clientele i.e. Teaching faculty, and Undergraduate students. The educational institutions in our country have realized that quality enhancement is essential for the institutions. Libraries play a crucial role in the process of Institutional accreditation and the services of the libraries contribute significantly in expanding the learning process, mainly the e-learning process. For the last two decades the University Grants Commission has been striving for ensuring the quality of Higher education since its inception.

College libraries need to have facilities that promote effective and interactive access and use of information resources for all its users. The libraries need to offer well-lighted, clean space, comfortable and safe, with adequate and appropriate seating arrangements to ensure effective use of the library's resources.

According to Dr.S.R.Ranganathan, "The kind of education given to the library profession is normally reflected in the service given by the profession". Though academic libraries are service oriented, the tremendous changes brought about by technological advances in the present information society, have had an impact on their functioning. The recent developments in the field of information, communication and technology have also changed the expectations of the users in many ways.

Hence, there is a greater responsibility on the academic libraries to identify and adopt the best and effective practices to meet the demands of users. It is true that libraries largely support learning, teaching and research processes in institutions.

II. DEFINITION OF BEST PRACTICES:

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Oxford English dictionary describes best practices as follows: best practices as quality of high standard, excellence, 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 processes of developing the best practices we take action rather than good ideas, and we improve our skills.

ODLIS (Reitz, 2004) [1] defined term 'best practices' as follows: "In the application of theory to real –life situations, procedures that, when properly, applied ,.consistently yield superior results and are therefore used as reference points in evaluation of the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success"

III.   OBJECTIVE OF A COLLEGE LIBRARY:

A college library must fulfill the following basic needs to support the teaching, research and study requirements of the academic community, if it is to be a place of intellectual workshop:

(i) A clearly formulated code of policy of governance in an official document issued by the University to   which the college is affiliated.

(ii)A clear statement, which governs the relationship of the librarian and the other components of the college, like the faculty community and provides appropriately shared responsibility and activity among them.

(iii)Recognition of library as an academic development of the college-imparting library centered education to students as well as an academic information center with academic activities including library-based teaching.

(iv)Academic status to library personnel in accordance with the nature of their work.

(v) Perception of minimum qualifications for each category of library staff.

(vi)Nature and composition of the library communities and their functions.

(vii)Doing away with the tradition of having a member of the teaching staff as professor in- charge of the library and making the librarian directly responsible to the principal.

(viii)Provision of adequate funds to secure minimum expenditure on books on the basis of some recognized optimum per capita standard.

(ix) Recognition of the librarian and his deputies as members of the teaching staff and their obligation to impart library orientation use instruction to students in the library class.

(x) Setting norms and standards for library building and the furniture, library forms and Stationary, staff length, book budget, book collection, technical processing and library Services.

To fulfill the above objectives each and every facet of the college - Management, Teachers, Staff, Library professionals and students should take equal responsibility as it is a team game.

IV.   BEST PRACTICES FOR COLLEGE LIBRARIES:

Listed below are some of the best practices that can enhance the academic information environment and usability. NAAC prepared in its document for "Best Practices in Academic Libraries" (NAAC, 2007) [2] says best practice may be innovative and be a philosophy, strategy, policy, program, practice or process that solves a problem or create new opportunities and positive impact on organizations.   ."NAAC developed a set of best practices followed in academic libraries and presented under the following four board areas:

1. Management and administration of library
2. Extent of user services
3. Use of technology
4. Collection and services

College libraries need to have facilities that promote effective and interactive access and use of information resources for all users .The libraries need to prepare well framed rules and guidelines with regard to hours of access, circulation and other regulations to offer better services to the users.

V.   OBJECTIVES OF THE STUDY:

1. To know about the best practices in academic libraries.
2. To study the best practices carried out in S.S.B.N.Degree College Library.

VI. LIMITATIONS OF THE STUDY:

1. The present study is confined to academic libraries only.
2. The study is limited to the best practices in Degree colleges only.

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3. The paper covers only the best practices in S.S.B.N.Degree College library.

VII. REVIEW OF LITERATURE / EARLIER STUDIES:

A number of papers have been written in this area out of which a few relevant papers have been reviewed and highlighted here.

A. WADJE (2012) [3] tried to take review of the best practices adopted by library of Indira Gandhi Senior College (IGSC), Nanded. In this paper the author said that the college library adopted NAAC developed set of the best practices followed in academic libraries and worked under three broad areas like --

- Management and administration of library collection and services.
- Extent of the use of services.
- Use of information technology in libraries.

B. ANKUSH (2014) [4] in his paper dealt about services provided by S.P.college library, London and its usage. He concluded his paper saying that there are so many best practices that can enhance the academic information environment and usability of library resources. He also said that the innovative and best practices can optimize usage of library resources and its facilities.

C. WADNERKAR (2014) [5] mentioned the importance of best practices for the library professionals to improve their skills and provide effective services to the users, so that all the resources in the library are extensively used. New services in the era of information technology are discussed and the ways and means to orient the users to bring awareness about the CD and E-resources so that whatever amount is spent on them is used to the maximum extent by the users.

D. WAGHMARE AND SALVE (2014) [6] highlighted in their paper the innovative practices adopted in the mode of delivering the library services. They conclude their paper with the status of the BMCC library. They proudly said that with the introduction of new innovative practices the mode of delivery of services of library has changed. Users are really taking advantage of the best practices in the library services. BMCC library is serving as a model for other academic libraries.

E. RAJKUMAR P.GHULE (2016) [7] explained in his paper about best library practices adopted in Dada Patil Rajale College Library, Adinathnagar, by considering user as centre point. He also stated that the best practices will help to inculcate good environment among the user community.

1. Organizing book talks.
2. Displaying new arrivals and circulating a list of those to academic departments.
3. Instituting annual best User award for students.
4. Displaying news paper clippings on the notice board periodically.
5. Open access.
6. Open study center.
7. Generator facility.
8. Having computers and internet facilities.
9. Compiling question papers of university and college exams.
10. Conducting book exhibitions on different occasions.
11. Automation of different housekeeping operations of the library.
12. Improving the efficiency and effectiveness of the library.
13. Compiling students / teacher statistics
14. To implement and fulfill five laws of library & information science.
15. Keeping the library premises clean and tidy.
16. Inclusion of sufficient information about the library in the college prospectus.
17. Information literacy programmes.
18. Suggestion Box.
19. It is part of College website.
20. Library committee formation.

VIII. ABOUT COLLEGE

A small elementary school, started by the late Sri Sirivaram Adinarayana Rao, a visionary philanthropist, in 1944 rightly realizing the fact that education was the express need of this backward area, has now extraordinarily grown into a full-fledged College imparting quality education through its Undergraduate and PG Courses. With a view to keeping pace with knowledge explosion and to give employment orientation to education, this College started self-financing UG Courses from the academic year 1993-1994. This Institution which had student strength of about 500 at the end of the academic year 1983-1984, is now able to maintain more than 2600 students including 1394 girls. At present, there are as many as 80 highly qualified and richly experienced

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teaching staff and 10 guest faculty to take care of the educational needs of the students of 18 UG and 7 PG Departments. As the college stood the test of time and emerged as a trusted educational institution, the University Grants Commission, New Delhi granted Autonomous Status to the college from the academic year 2005 – 2006 in accordance with the New Education Policy, 1986. The Autonomous Review Committee visited the college and extended the same status up to 2017 for the best performance of the institution during the past five years. Thus, the institution has earned a unique distinction of being the only autonomous college in the whole district. With this glorious background this Autonomous institution is marching ahead with robust optimism, strength and vigour to achieve the vision of its Founder Sri Sirivaram Adinarayana Rao.

IX. BEST PRACTICES IN S.S.B.N.COLLEGE LIBRARY:

Library A spacious Library building is one of the greatest advantages to the students of this College. It has a vast and comprehensive collection of research and reference works and journals. Besides a rich collection of over 20,000 books on various subjects, it has been serving both faculty members and students with various newspapers, magazines, periodicals, journals, reference books, dictionaries and encyclopedias'. The Library at present using card system for issuing books and not collecting any fine from the students as most of the students are from poor financial background.

A. INDUCTION PROGRAMME:
Library conducts induction programme for first year students to know about the library services, collection & its rules. It helps the students to know about the functioning of the library and how to search the books when they come to the library.

B. LIBRARY RULES:

The students are issued Library Card along with their Photo. Each undergraduate student is issued One Book for 15 days, a Post-graduate Student is issued Two Books for 15 days.

C. USEAGE OF BARCODE LABELS:
In S.S.B.N.Degree College Library each book has a unique barcode. The barcode number itself is its accession number. It is in sticker form and each book has, 3 barcode stickers. The Library procures blank sticker sheets and printing of labels done by the Library staff. The

stickers are pasted on the opening page, last page and behind due date slip.

D. LIBRARY TIMINGS:

The Library will be kept open from 8-00 A.M. in the Morning till 1-30 P.M and from 4-00 P.M. TO 6-00 P.M. in the Evening on normal working days. The Library also kept open during Internal and semester end examinations for the convenient of the students.

E. DEPARTMENTAL LIBRARY:
S.S.B.N.Degree College is having departmental libraries in each department. The Heads of the concerned department will act as in charge of Departmental Library.

F. NEWSPAPERS, JOURNALS AND MAGAZINES:
S.S.B.N.Degree College Library provides 11 news papers and 9 magazines in its first floor for gaining up-to-date knowledge by the staff as well as students. There are about 34 Journals belonging to various subjects kept in second floor in journals racks.

G. READING SECTION/REFERENCE SECTION:
There is reading cum reference section with a seating capacity of more than 150 students, in the first floor of the Library, where students and faculty members can sit and read Newspapers, previous year question paper sets and magazines.

H. NEWSPAPER CLIPPING SERVICE:

S.S.B.N.Degree College Library maintains register containing newspaper clippings of college news, sports news, students' achievements and representations and in each floor there are notice boards which display about job notifications, admissions to P.G. courses etc., for the benefit of both faculty and students.

I. REPORGRAPHY SERVICE:
S.S.B.N.Degree College Library provides reprography service for library purpose as well as for its faculty and students needs.

J. MAINTAINANACE OF SERVICE AREA:
S.S.B.N.Degree College Library maintains clean and tidy atmosphere and absolute silence for searching books.

K. SUBSCRIPTION TO N-LIST DATABASE:

The college subscribes the UGC INFLIBNET, N-LIST Database by paying Rs.5,000/- every year since 2013. We will access 97,000 + E-Books & 6,000 + E-Journals through   N-List. The main aim of subscribing this is to avail more number of e-resources for the benefit of our faculty and students.

L. BOOK EXHIBITION:

The college library regularly organizes book exhibition to create awareness about the types of collection. Library Committee and Library staff members organize book exhibition for different disciplines. The book exhibition is organized on the first floor of the library by displaying the special collection and literary works of various authors and books published by various publishers to create awareness among faculty and students about recent developments in the field of their interest.

X. CONCLUSION

The best practices adopted should bridge the gap between the library and the users for effective and maximum utilization of the resources. Continuous learning is the demand of the day for the Librarians to best practices in library and information services. Best practice

for Library and information services in a college library may not be the same best practice for other college library. Every library should have their own best practices and further improve towards perfection. The Library also planning for full-fledged Automation in house operations.

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