Best practices in Sonubhau Baswant College Library:
A Study

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Abstract:

Role of libraries in the era of information explosion in 21st century is very important. Library tries to provide maximum service provide to students, staff, and external readers in minimum cost. In this paper I have discussed the best practices in the library of Sonubhau Baswant College in Shahapur. Role of NAAC in college library development is very important, so NAAC tries to develop library through the library best practices in their publication "Best Practices in Academic Libraries". In this paper I have stated the current status of the library of Sonubhau Baswant College collection development. Lastly give the best practices in the library, i.e. Library services to external readers, Internet Facility in the Library, Book Bank Facility and Information about Competitive Exams.

Keywords: Best Practices, NAAC, S.B. College.

1. Introduction

Colleges form the integral part of Higher education and libraries in colleges are the primary source for learning process. The college library is a connecting link between teaching and learning as well as place which supplements its resources what is beyond scope of class room. College libraries play an important role in the educational history of both the students as well as the faculty members. It serves the user by providing specific information to the user. But how far the college libraries are successful in implementing their goals into its reality is a big question. There must be some agency to have a proper vigilance on the functioning of college libraries and also to suggest certain measures to rectify the emerging needs, and for this kind of purpose NAAC was established for maintaining quality education of the institutions. (Ahemad & Pal, 2012)

2. Definition of Best Practices

ODLIS (Reitz, 2004) 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."

3. Best Practices in library and NAAC

Document prepared by NAAC for "Best Practices in Academic Libraries" (NAAC, 2007) says Best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solves a problem or create new opportunities and positively impact on organizations.

For college libraries NAAC has developed the following set of best practices for college libraries:

- Computerization of library with standard software.
- Inclusion of sufficient information about the library in the college prospectus.
- Compiling student / teacher statistics
- Displaying newspaper clippings and a clipping file maintained periodically.
- Career/ employment information services
- Internet facility to different user groups
- Information literacy programmes
- Suggestion Box
- Displaying New Arrivals
- Conduct book exhibition on different occasions
- Organizing book talks
- Instituting Annual Best Use Award for students
- Organizing competitions annually
- Conduct user survey periodically
  S. D. Vyas (Vyas, 2009) add some best library practices in his article these are

- Making of a Path Finder to the library
- Keeping the library premises neat and clean
- Compiling a list of Current Serials/ catalogue of journals.
- Updating and maintaining library website
- Maintaining useful statistics regarding the use of the library and displaying them on the library walls
- Compiling checklists on different subject/topics as a part of documentation service
- Library Committee formation
- Distribution of useful handouts

4. Best Practices in the library Sonubhau Baswant College of Arts & Commerce, Shahapur

NAAC (NAAC, 2007) developed a set of best practices followed in academic libraries and presented under the following four broad areas:

- Management and Administration of Library:
- Collection and Services.
- Extent of User Services.
- Use of Technology.

4.1. Library Management

Library management is important thing of any types of library. All administrative works are important. In this library acquisition of reading materials, cataloguing, circulation of reading materials, serial control etc. all works are done. Library automated by SOUL 2.0 software and all modules are run very well. Library connected with internet broad band connection.

4.2. Collection Development of S. B. College Library

   S. B. College is situated in the tribal belt of Thane district. Library is computerized with SOUL 2.0 library management software made by INFLIBNET, Ahmadabad. The main aim of the collection development is to make available all types of important reading material, i.e. books, reference books, text books, reports, patents, standards, theses, serials, journals, non book materials resources etc to support learning, teaching and research pursuits of the readers of the college. S. B. College Library has following collection on 14th Dec.2012:

Sr. No.	Types of Materials	No. of Materials
1.	Books	30179
2.	Book Bank Scheme Books	3989
3.	Bound Volume	414
4.	CDs & DVDs	205
5.	Maps	51
6.	Globe	1
7.	Print Periodicals	92
8.	Newspapers	9
9.	N-List e journals	+2100
10.	N-List e books	+71000

4.3. User services:

   All types of user services are provide in the library. Few best practices in library are as follows:

4.3.1.   Library services to external readers

4.3.1.1.   Objectives of Library services to external readers:

- To provide library facilities to the teachers in the neighbouring colleges JSM's Shivale College, Shivale, Murbad, B.N.N. College, Bhiwandi, Kinhavali College, Kinhavali, etc.
- To provide library facilities to Ex-Students of the college.
- To provide library facilities/services to the members of the management members.
- To provide library facilities/services to the needy citizens.
- To provide library facilities/services to YCMOU students.

4.3.1.2.   Methodology of Library services to external readers:

- The library membership is open to all.
- If some reader wishes to use library facilities for some period, he/she has to apply for the same, and if the Principal has allowed he is given the library membership.
- He/she has to fill up the application form with his photo, Photo ID proof and detailed address with email id.
- He/she is informed about the rules and regulations of the library.

- We try to find out his/her purpose/objectives of using library facility and the period for which he/she has applied.
- Teachers in the other colleges are provided 4-5 books for seven days in the request from their Principals.
- Books are issued of the members of the college management.
- Ex-Students, other readers and YCMOU students are provided library services with only the reading room facility.
- No fees are charged from these readers.
- The information from the Internet is provided free off cost.

4.3.1.3. Benefits of Library services to external readers:

- As we provide library facilities without any charges the teachers in the neighbouring colleges are benefitted.
- Ex-Students make use of our facilities for competitive exams.
- YCMOU students are also benefitted.
- The management members also make use of library.
- As it is said that library is a social institution by the Dr. S. R. Ranganathan the objectives of our library are being served.

4.3.1.4. Requirement of Resources/Infrastructures of Library services to external readers:

- Need of enriched library sources.
- Need of spacious reading rooms
- Cooperation of college employees, Principal and Management.
- Cooperation of readers.
- Need of Broad Band Internet Connection.
- Computer terminals, etc.

4.3.2. Internet Facility in the Library

4.3.2.1. Objectives of Internet Facility in the Library:

- To provide up-to-date information to readers.
- To provide up-to-date information about the world to teaching and non-teaching employees.
- To connect readers to internet.
- To help teachers to get up-to-date knowledge in their subjects.
- To help students for their educational development with internet.
- To use on-line e-books, e-journals and other e-resources, etc.

4.3.2.2. Methodology of Internet Facility in the Library:

- Internet connection of BSNL Broad Band in college library.
- All computers in the library are connected using LAN. They are connected to internet connection.
- The readers who require some printing material, they are given free off cost printing facility up to five pages.

- The library has subscribed for N-LIST online recourses. The students are given user id and passwords.
- The readers are pursued to make use of it.
- All these facilities are provided to students, teachers, and non-teaching staff free off cost to fulfill their educational needs with the help of internet.

4.3.2.3.   Benefits of Internet Facility in the Library:

➢ The readers are provided with available up-to-date knowledge with Internet facility. Their educational needs have fulfilled.

➢ The readers are benefitted with online resources by Internet.

➢ Students make use of Internet facility for filling up e-scholarship forms, to use N-LIST journals, e-books, to check emails, to get information from govt. websites, to fill online job application forms, to check results online, etc

➢ The students make use of Internet to fill up UPSC, MPSC, SET, NET, Enrollment, E-Scholarship forms, Banking Recruitment applications, Railway Recruitment applications, other online forms, etc.

➢ The teachers get information about the research made in their concerned subjects.

➢ Teachers to take help from internet sources in their teaching learning methods and reading materials.

➢ The users of the library are making use of internet on the large scale.

4.3.2.4.   Required Resources/Infrastructures of Internet Facility in the Library:

- BSNL Broad Band Internet connection.
- Computers with advanced software like update Anti-virus, etc.
- Printer, Scanner Machine, etc.
- Stationary
- Manpower
- Space in library
- Block restricted websites
- Display of open access websites and other important websites.
- Other infrastructures

4.3.3. Book Bank Facility

Our college library has been participating in Book Bank Scheme for Backward Class students run by University of Mumbai, Mumbai from 1987-88. Funds are received from University of Mumbai and as per guidelines of university we have purchased text book and reference books and issued to backward class students every year. We get grants from University of Mumbai, Mumbai regularly.

4.3.3.1.   Objectives of Book Bank Facility:

✍ To provide text books to students belonging to backward classes such as SC, ST and NT category, etc.

✍ To provide books for the full academic year to the students as per availability of no. of books.

✎ To support the students to increase their reading habits.

4.3.3.2. Methodology of Book Bank Facility:

- The notice of Book-Bank Scheme is displayed on the notice board as soon as the college opens in every year in June month.
- The applications are invited from the needy students. Application forms are made available in library.
- The applications are scrutinized.
- The books are provided to the students for the academic year according to the availability of the no. of books.
- The books are collected back from the concern students as soon as the final exams are over in the month of March/April/May of every year.
- All records of this scheme is kept separately.
- No fees are charged from the students for these services.
- The students are also provided books on their library borrower ticket regularly for seven days.

4.3.3.3. Benefits of Book Bank Facility:

The library is enriched by the Book Bank Scheme. So, we are very grateful acknowledged to University of Mumbai, Mumbai.

➢ The needy and clever students get a set of books for the whole academic year.
➢ A large number of students take benefits of this scheme from starting of the scheme every year.
➢ The circulation load on the library staff is relieved by this scheme.
➢ A large number of students are benefitted by and are being benefitted by this scheme.

4.3.3.4. Required Resources/infrastructure of Book Bank Facility

- Grants from University of Mumbai, Mumbai regularly.
- Grants should be increased every year.
- Increase in the number of Text and reference books in the library.
- Cupboards for books shelving in the separate section in the library.
- Healthy and cordial relationship between the students and the library.
- Internet Facility.

4.3.4. Information About Competitive Exams

4.3.4.1. Objectives of Information about Competitive Exams:

✎ To create awareness among the readers about competitive exams.
✎ To help students for the competitive exams to get jobs, services through various departments.
✎ To provide reading materials for UPSC, MPSC, and many other many competitive exams.
✎ To provide information about current affairs to students.
✎ To keep up-to-date knowledge of students from daily news papers.
✎ To provide useful of current events to useful information to students and other readers.

4.3.4.2 Methodology of Information about Competitive Exams:

- To provide books, magazines and other reading materials for this practice.
- We purchase reading material as per the requirement of the time.
- The cuttings regarding recruitment and competitive exams are displayed from time to time.
- The library subscribes for concerned periodicals.
- The articles about the competitive exams published in the newspapers are displayed on the notice board. E.g. Maharashtra Times' Pragati Fast, Loksatta's Career Vritant,, etc.
- We also regular display of 'Sandhi Nokarichi' from www.Mahanews.gov.in (Govt. of Maharashtra)
- A general knowledge test based on various competitive exams is conducted with the support of College Professors from various subjects.

4.3.4.3 Benefits of Information about Competitive Exams:

- ➢ The students of various courses run by the college like BA, MA, B.Com., BScIT, B.Com. with Banking and Insurance and job seekers and students appearing for various competitive exams are greatly benefitted by this practice.
- ➢ The students appearing for Police Recruitment, Revenue Dept., Gram Sevak, Talathi, Railway Recruitment, MPSC, UPSC, B.Ed. CET, D.Ed. CET, SET, and NET are benefitted by this practice.
- ➢ Many students are getting information before appearing for the actual competitive exams. Many students have succeeded in the exams.

4.3.4.4 Requirements of recourses/ infrastructures of Information about Competitive Exams:

- The books which are published for the purpose of competitive exams on the basis of their study material are made available in the library. Like K'Sagar Publications, Pune, Study Circle, Mumbai, Spectrum, New Delhi, Upkar Prakashan, Agra, Pratiyogita Darpan, and many reference books.
- The availability of reference books of competitive exams and job opportunities.
- Availability of periodicals devoted to career and completive exams like Spardha Pariksha Margadarshan Sandarbha (Marathi Monthly), General Knowledge (Marathi Monthly), Chanakya Mandal (Marathi Monthly), Pratiyogita Darpan (Hindi Monthly), Samanya Gyan Darpan (Hindi Monthly), Competition Affairs (English Monthly), Yojana (Hindi Monthly), Kurukshetra (Hindi Monthly), Employement News(English Weekly), Newspapers, etc.
- www.Mahanews.gov.in
- Broad Band Internet Connection
- Computers, Printers, Scanner, etc.
- Manpower

5. Conclusion:

Best practices of S. B. College library are very useful in providing support to students, staff and other external readers. There is no other big library in Shahapur or Near Shahapur. In this paper as per NAAC guidelines best practices are given. In accordance with NAAC standards, libraries should establish, promote, maintain, and evaluate a range of quality services that support the colleges, mission and goals.

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