

# LIBRARY AND INFORMATION SCIENCE CENTRE

## N.C(A)COLLEGE LIBRARY:A PROFILE

### Introduction

The library of N.C(A)College,Jajpur was established in the year 1946.Since then, the library has made consistent progress in terms of infrastructure, collection of books, periodicals etc.

The library is the store house of knowledge, where various sources of information are available for the students and staff. It is the centre of academic activities enriched with text books, reference books, magazines, journals, newspapers etc. The library allows open access to the collections and encourages students to browse through the stacks. Now-a-days the Library staffs are continuously working hard to enhance the skills and for overall development of the users.

## Objecitives

- To provide a forum for discussion on the library and information-needs and expectations of the faculties and students.
- To improve reading culture among the users of the library.
- To eradicate unemployment in the society.
- To inspire and encourage regular students.
- To help them in getting their needed information.
- To provide an opportunity to faculty and students to raise issues and put forward proposals towards the growth of the library.

## Concept of Library service

Dr.S.R.Rangannathan,father of library science formulated five laws of library science.The core concepts are given below.

- Books are for use
- Every reader his /her book
- Every book its reader
- Save the time of the reader
- Library is a growing organism

Guided by the above five laws of library science, the college library inculcates reading habits of users and puts in best efforts to serve the faculty and students in the institution.

### A Brief description

- Name of the library:- N.C(A)College library,Jaipur
- Year of Establishment:- 1946
- Working Hour                   :- 9.30 AM -5.00PM
- Physical location           :-Library is situated in the west to the Lectures' colony.The building has 3 floors with an area of approx. 6700sqfts. comprising of 2 circulation counters,1 arts section,1 science & commerce section,1 reading room,3 store rooms,1 reprography section, 2 librarian rooms and a large space constituting property counter and corridor.
- Source of finance

The library is funded generally through IDP Grant,UGC Grant,State Grant & RUSA Grant.

➤ Library Staff position

- Sri Atish Kumar Mohanty ----Senior Librarian cum chief nodal officer
- Sri Anil Kumar Pradhan---Junior Librarian
- Sri Surendra Kumar Rout---Library Attendant

➤ Library Supervision Committee Members

- Prof. Ajay Ku. Samal (Asst. prof. of English)
- Prof. Pramod Ku. Mohapatra (Asst. Prof. of Math.)
- Dr. Avijeet Lenka (Asst. Prof. of Commerce)
- Sri Atish Kumar Mohanty (Sr Lib. Cum chief nodal officer)

Every year the college constitutes Library supervision committee for smooth functioning of library activities. The main objectives of the Library supervision committee are (a) to decide and adopt policies (b) to govern the library management (c) to prepare the annual budget of library (d) to frame rules & regulations for smooth management of library.







➤ Library Building area measurement

- Reading Room:-30'\*29'8"
- Store room:-3\*14'5"\*30'
- Librarian room":-2\*10'2"\*12'
- Arts section(UG &PG):-44'4"\*29'5"
- Science & commerce sections(UG&PG)" :- 44'4"\*29'5"
- Reference room:- 16'\*27'
- +2 Section:- 16'\*27'
- Toilet room:- 3\*11'3"\*8'
- Counter:- 2\*14'\*21'

➤ Entrance rules

- Users (both student & staff) would have to sign their respective registers.
- The identity card is a "must" while visiting and using the library materials.
- Users are permitted only some papers to write down their notes.
- Users should not write upon ,damage or make any underline while using books.
- Users must maintain silence in the library.

➤ Library Book Statistics

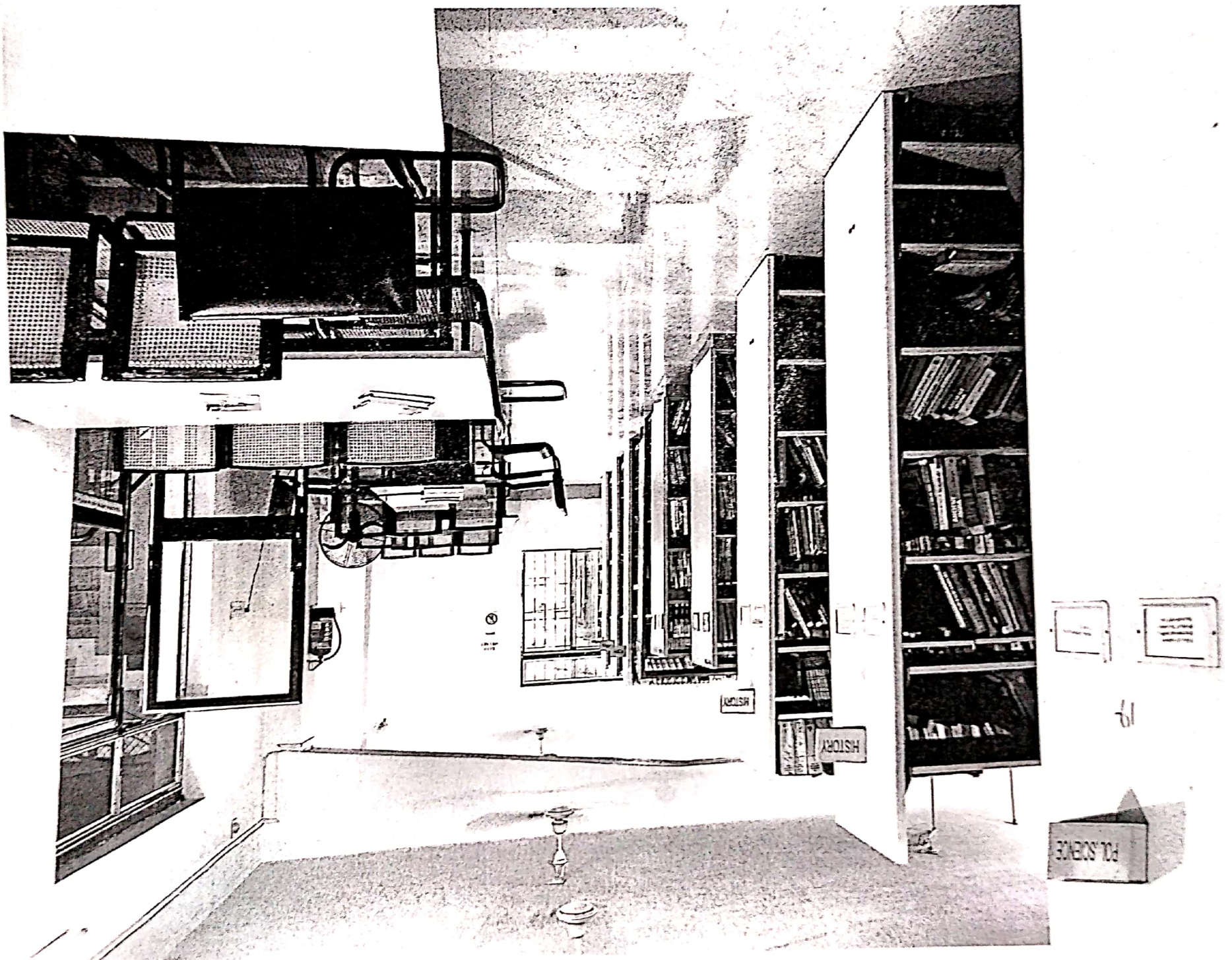
- Total books in arts stream-- 41,377 books
- Total books in science stream----13,295 books
- Total books in commerce stream-8,228 books
- Reference books-----28,611 books
- SFC(BBA,BCA,MSC(comp.sc.)& MSW)---1617 books

➤ Yearwise books purchase chart

Session 2018-2023

Year	No. of books	price
2018-19	103	25000.00
2019-20	159	40000.00
2020-21	5269	20,40,000.00
2021-22	233	44,000.00
2022-23	154	30,610.00
<b>Grand total</b>	<b>5918</b>	<b>21,79,610.00</b>







➤ Daily Newspaper

- The Times of India
- The Samaj
- The Pragatibadi

➤ Monthly Magazines' List

- GK Today
- Pratiyogita Darpan
- Competition Success Review
- Frontline
- Civil Services Chronicle
- Science Horizon
- Banking Services Chronicle
- Yojana
- Kurukshetra
- Paurusa
- Tell me why
- Outlook
- Physics for you
- Mathematics today
- Biology For you
- Chemistry today

- Employment news
- India Today
- Kunikatha
- Rebati
- Kadambini
- Mina Bazar

➤ Rare books

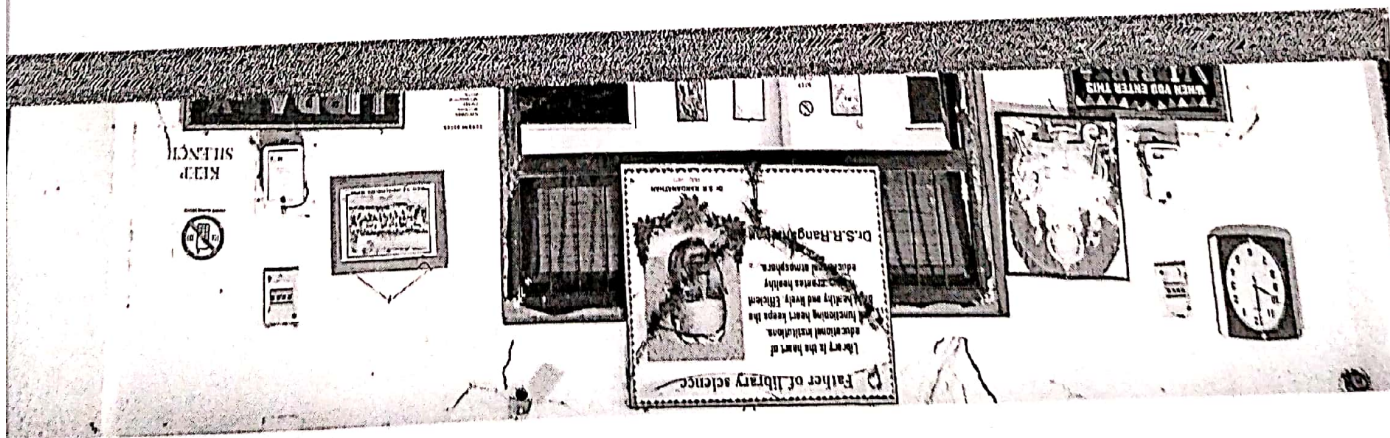
Rare books are traditionally the heart of an academic library. They represent the intellectual and literary heritage of the written word.

Some rare books are Encyclopaedia Britannica, Encyclopaedia Americana, The Harvard Classics, Purna Chandra odia bhasakosh, The science etc.

➤ Library Automation:

The college library has hired a private software company i.e End-to-End solutions pvt.ltd. for managing various tasks in library.







### ➤ Special Activities

- The library organized Librarians' day on 12 Aug. 2023. On this day, a programme was organised regarding the impact of library and its services to society.
- A national webinar was organized by the librarian in the year 2022.

### ➤ Library Facilities and Services

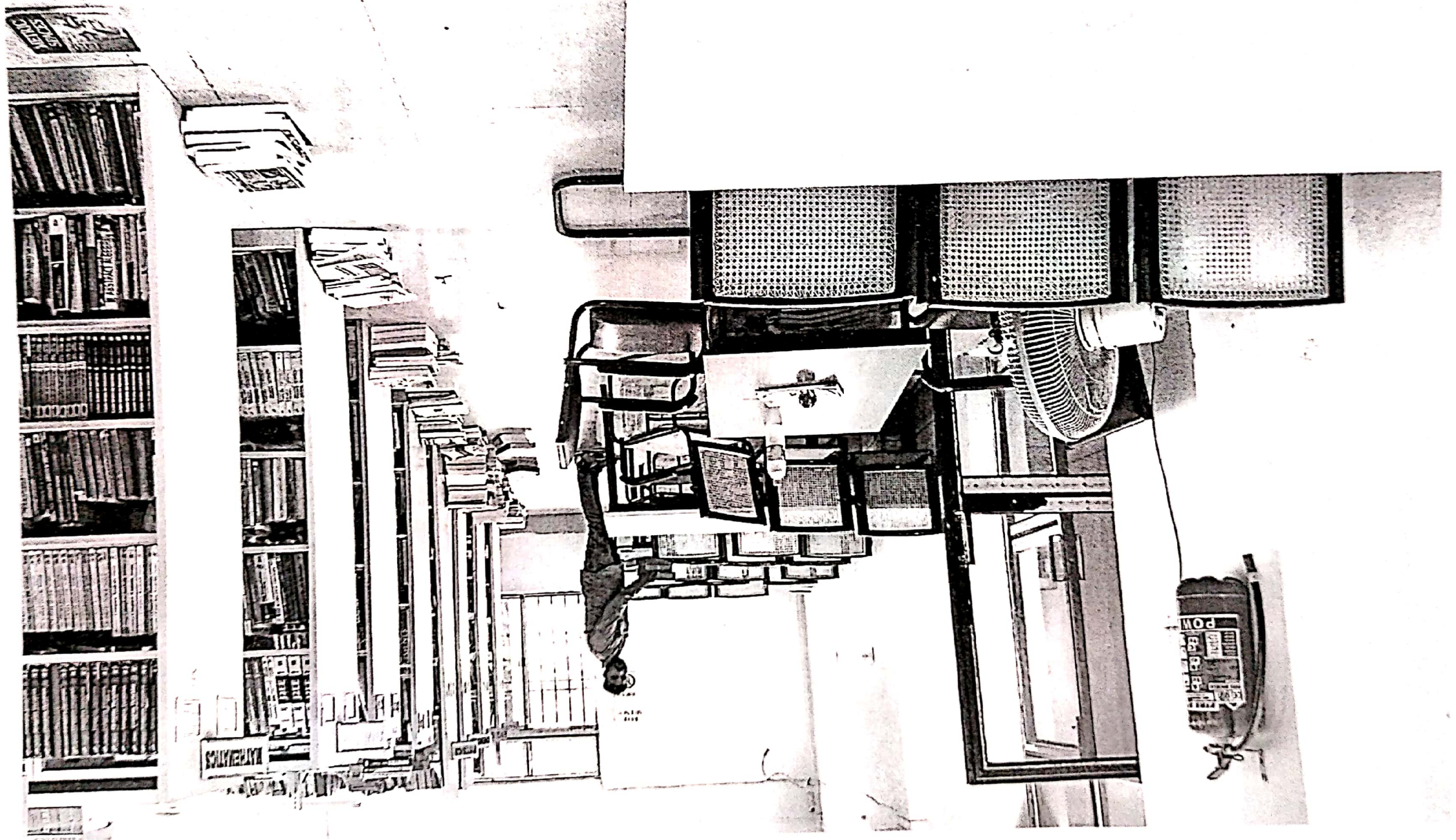
- Open access facility:-Library maintains open access system, so that users could reach the book shelves and pick up required books.
- E-resources services:-The library provides EBSCO e-resources database to the users, as they can view and download the peer reviewed articles and also e-books.
- Reading Room Facility:-The Library provides a pleasant atmosphere for reading and preparing their notes in the reading room.
- Reprography Services:- Users can avail photocopy facility, scanning facility, etc.
- Photocopy facilities are permitted only for library materials.



- Syllabus & previous year question:-Syllabus of programmes offered at the institute and question papers of previous exams are also available for consultation.
- Reference Services:-The users can go through the details of a book by consulting the librarian. The librarian provides the factual answers to the questions.
- College Magazine:-Every year the library provides college magazine 'JIJNASA' to the users.
- Circulation services:-Users can borrow their required book(s) according to their issue date and the librarian keeps their records through circulation registers.

#### ➤ Issue & Return policy

Types of readers	Books limit
1. Teaching Staff	10 books
2. UG student	3 books (per semester)
3. PG student	4 books (per semester)
4. +2 student	2 books
5. Office staff	3 books





### ➤ Future Plan

- Seminar room
- Fully automation through e-granthalaya library management software
- E-books,e-journals services
- Increase the reading room capacity
- Subscription of inflibnet
- Set up an E-library zone
- To repair the existing generator for providing uninterrupted electricity supply to the library.