LIBRARY PROFILE

SHIMURALI SACHINANDAN COLLEGE OF EDUCATION

(W.B. Govt. Aided, NCTE Recognised, UGC Recognised 2f & 12B, Affilliated to WBUTTEPA, Accredited by NAAC with grade 'A')

P.O. : Shimurali, Dist. : Nadia, West Bengal, Pin-741248

Tel. : 03473-225035, Website : www.sscollegeofeducation.org

Contents

Shimurali Sachinandan College of Education
Shimurali, Nadia, West Bengal

LIBRARY PROFILE

Open access state-of-the-art academic library provides a congenial atmosphere for reading and research work with disseminated multilingual collection and personalized service. The library is fully automated with Integrated Library Management Software KOHA and provides Digital Library service using DSpace. Digital library collections can be accessed simultaneously by many users from remote places. Library has implemented RFID (Radio Frequency IDentification), which is the latest technology used in library theft detection and automated circulation system. The library is under CCTV surveillance. All the documents available in the library are barcode based and can be searched in Web-OPAC. The OPAC can also be accessible through smart phone via wi-fi. The library has an enviable collection of text and reference books, various national and international journals, periodicals magazines and newspapers covering all parameters of "Teachers' Training Programme" and books of general interest. The library also subscribes to various e-Resources through UGC INFLIBNET N-LIST programme, where users can access to more than 6000 journals and 1,35,000 e-books. Research Journal section provides an appropriate environment for literature survey and research review. The Learning Resource Centre has a good collection of non-book materials too, such as map, CD, DVD, cassette, etc. Internet facility & wi-fi is available and users are encouraged to access millions of open source journals and databases. Reprographic facilities are available for students and staff at the library.

Dr. Ahana Chakraborty
Principal

Dr. Sambhu Nath Halder
Librarian

LIBRARY TIMINGS

The Library is kept open on all the week days, except on holidays of the college. After the opening of the library, it is time for half an hour to do the housekeeping operations and in the same way, the library is open up to half an hour after closure of the circulation for organizing the documents.

CIRCULATION HOURS

Monday - Friday   : 11:00 a.m. - 5:00 p.m.
Saturday   : 11:00 a.m. - 2:30 p.m.

Shimurali College RFID System
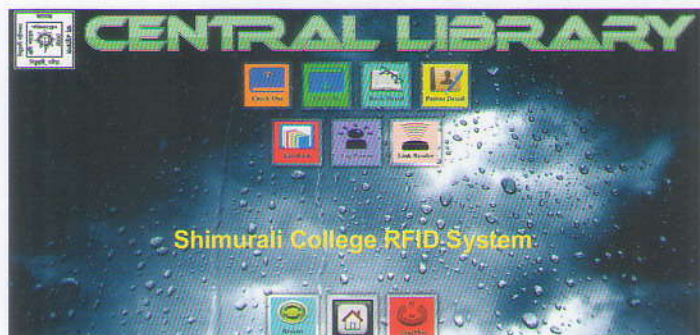
LEARNING RESOURCES

The Library has a total collection of more than 10700 printed volumes including textbooks and reference tools. The collections of books is organized and arranged in the shelves according to standard Dewey Decimal Classification (DDC) scheme. The details of the collection are mentioned below:

Textbooks / General Collection: The largest collection in the library, this includes textbooks books in accordance with academic curricula and is suitable for professional reading and research.

Reference Materials: While most books are available for loaning, this section has conventional reference tools, encyclopedias, dictionaries, thesaurus, handbooks, manuals, directories, yearbooks, etc. for ready reference and general information. Periodicals and books on career development are also available. Subject to copyright regulations, the reference material can be photocopied.

Journals and Magazines: National and international research journals with academic and research orientation; magazines of subjective value and general interests are also subscribed by the Library. Besides this, library subscribes to daily newspapers including Bengali languages.

Light Reading: An impressive light reading collection including leisure, sports, fiction, personality development, etc. is available can also be borrowed.

Syllabus & Question Papers: Syllabus of programme offered at the institute and question papers of previous exams are also available for consultation.

Electronic Resources: Library has established access to a large number of online electronic information resources, such as e-journals, e-books, and various open source bibliographic collections for research purpose.

Non-book Materials: Non-book materials, like maps, cassettes, etc. are available for reference use only.

Number of LRC Resources:

Books	: 10700+
Journals & Magazines	: 25
Newspapers	: 04
Maps	: 34
CD/DVD	: Accompanied CD/DVD
E-Resources	: 6000+ e-journals
	1,35,000+ e-books

LIBRARY FACILITIES AND SERVICES

1. **Library Organization and Maintenance:** The Library has excellent organization and maintenance of books, journals, periodicals, etc., provides users' services, and coordinates to updating institutional website with activity related information.

2. **Development, organization and management of E-resources:** The Learning Resource Centre subscribes to e-journals, e-books and other e-Resources through N-LIST programme. Library generated User ID and password are provided to individual user through which they can access to more than 6000 journals and 1,35,000 e-books from remote place. Also, users are provided with Open Educational Resources based on their requirement.

3. **Reference Services:** There are three main types of reference assistance; firstly, assistance or instruction in the use of the library, including location of materials, use of the library catalogue, use of ICT (Information & Communication Technology) to access information, and the use of basic reference sources; secondly, assistance in identifying library materials needed to answer a question; finally, providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.

4. **Open Access Facility:** Library maintains open access system; users could reach the book shelves and pick up required books as and when required.

5. **Library Catalogue:** Library catalogue helps the users to know the resources available in the library. All books and non-book materials available at the library are visible by author's name, collaborator's name, title, series and subject of the documents, etc. Library provides access to all collection through Online Public Access Catalogue (OPAC), besides traditional card catalogue. The OPAC is accessible through computers in Reading Room and also from smart phone using Wi-Fi.

6. **Online Search Services:** Online database searching and discovery service is available at the library. Library subscribes to N-LIST (National Library and Information Services Infrastructure for Scholarly Content), an initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT now funded by UGC, as college component under UGC INFONET Digital Library Consortium.

7. **Reading Room Facility:** Library provides a congenial atmosphere for reading and preparing their notes in the Reading Room.

8. **Circulation Services:** Users can borrow their required book(s) and other library ma non-book materials for home use. Barcode base books are circulated with the help of Library Management Software and record keeping is done automatically in digital environment.

9. **Subject Specialists / Bibliographers:** Subject specific reference services are provided in accordance with user demand.

10. **Purchase Requests:** Faculty members as well as students are encouraged to suggest new books for additions to the Library. Books

recommendation form is available with the Librarian and users can recommend an item to be purchased by the library. Students are requested to route their recommendations through the concern teaching faculty member. Books useful to study or research recommended by the members will be procured by the Library at the earliest possible time. The acquisition display rack can be regularly checked for recommended titles acquired by the Library.

11. **Current Awareness Service:** New acquisitions of books are displayed at 'New Arrival's display shelf. Notices, announcements and information on seminars, workshop, etc. are displayed at the notice board located inside the Library.

12. **Reprographic Services:** Users can avail photocopy facility, scanning facility, etc. at the Library. Photocopy facilities are permitted only for library materials.

13. **Instructions Programme / Knowledge resources:** Through the Library Orientation Programme there are regular arrangements for teaching about the use of library resources and services. Students are informed about the sources of information through Library Class.

14. **Resource Sharing:** The Library members may request the Librarian for any document(s), not available in the Library, to borrow from any outside Library on interlibrary loan (ILL). Such members will abide by the terms and conditions of the lending Library and

responsible for the document(s).

15. **Shelf Order Maintenance and User's Instruction:** Regular maintenance of Library shelf order is done properly and providing user's instruction for maintaining the same.

16. **Student Related Co-curricular and Community Work:** Librarian is the active participant of all academic and administrative bodies of the college, such as Governing Body, IQAC, Library Committee, Teachers' Council, Admission Committee, Purchase Committee, Finance Committee, Grievance Redressal Cell, etc. and played an important role in the student-related co-curricular and community work.

BORROWING RIGHTS

All categories of members are entitled to borrow books from the Library.

1. The Library Membership Card gives borrowing privileges at the Library.
2. Reference books and materials are not available for checkout.
3. Books can be renewed for seven days; those on high demanded will not be renewed.

BORROWING PRIVILEGE

1. The students can issue a maximum of 3 books at a time for a period of 15 days; books can however be reissued for a maximum of additional 7 days only in case it is not reserved by any other user.
2. Faculty members can issue a maximum of 10 books at a time for a

8

period of 30 days; books can however be reissued for another 7 days provided it is not reserved by any other user.
3. Technical and administrative staff of the college can issue a maximum of 5 books for a period of 20 days; books can be re-issued for another 7 days only if not reserved by any other user.
4. Audio-visual aids will not be issued to students; students may however contact the librarian regarding the same.

HOW TO GET BOOKS IN THE LIBRARY

1. **Selection of Books**
   a) **Library Access Facility:** Library maintains open access system. Therefore, users can reach to the shelves and select their required books.
   b) **Subject-wise arrangement of books:** Within each collection, books are arranged by their Call Number using Dewey Decimal Classification (DDC) scheme. The Library follows an APUPA pattern which involves arrangement the most relevant book at the centre, books of marginal relevance on both sides of the relevant book section and totally disconnected books far away from the centre.
   c) **Library catalogue:** Card catalogue as well as OPAC can be used for checking particular titles by author's name, collaborator name, title, series and subject of the documents. Library OPAC can also be accessed through smart phone.
   d) Subject labels are assigned to respective shelves or sections for easy retrieval of books.

9
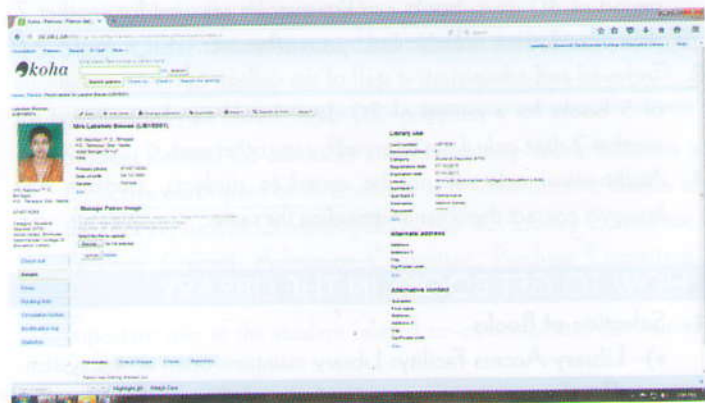
2. Users will then have to submit requisition slip of the selected books at the circulation counter; books will be issued only from the Ocirculation counter.
3. Users will have to show their respective Library Card.
4. After verification and necessary documentation, books will be issued to the users along with a gate pass, which has to be submitted at the exit at the time of leaving.

LIBRARY COMMITTEE

Being the advisory body, there are various functions the library committee to perform. The main functions of the Library advisory Committee are; (1) to advice the Librarian in formulating development plan for the library, (2) to prepare the collection development and selection policy for library,(3) to assist the Librarian in formulating general rules and regulations which govern the functioning of the library, (4) to work towards modernization and improvement of Library and documentation services, (5) to formulate policies and procedures for efficient use of library resources and services, (6)to prepare budget proposals for the development of the Library, (7) to empower the Librarian on the distribution of funds made available for the purchase of books, journals and other academic requirements,(8) to recommend to the authorities for collection of fees and other charges for the use of the Library, (9) to seek feedback on Library functioning from readers through the Library suggestion box, (10) to consider the views of Library users if found beneficial and to inform the user community of the work of the committee particularly in the improved Library services, (11) to contribute a wider vision in building the future shape of Library services, (12) to take action against the users in irregularities with who have not return the library resources on time, (13) to participate in the process of weeding out of the library collection with a view to removing those items, which are no longer useful to library users.

Sl. No.	Name of the Member	Designation
1	Dr. Ahana Chakraborty	Chairperson
2	Dr. Sarmila Das	Member
3	Sri Tirtha Protim Mal	Member
4	Mr. Prabir Kumar Chattopadhyay	Member
5	Smt. Bandana Nag	Member
6	Sri Prithwish Kar	Member
7	Dr. Sambhu Nath Halder	Convener

LIBRARY RULES & REGULATIONS

General Library Rules

1. Students are required to adhere to strict discipline, failure to do so or adoption of unfair practices may lead to confiscation of their cards or monetary fine or both.

2. The Library is strictly a 'Silence & No Mobile Zone'. Smoking, eating, sleeping and talking are strictly prohibited in the Library.

3. No work except reading, preparing notes or academic activities, will be allowed in the library reading room.

4. Students will have to return all books and reading materials only to circulation staff; they should on no account put them back on the library racks. However, the newspaper should be kept back on the newspaper rack.

5. Dog-earning the pages of a book, marking, underlining or writing with ink / pencil / permanent marker, tearing or taking out pages or otherwise damaging would constitute injury to the book. Any such injury to book is a serious offence. In case of injury to the book, the borrower will have to either replace the book or pay double the cost of the book.

6. Students are advised to check the books at the time of issuing. On return, if the book is found tampered with or damaged or mutilated, the onus would be on the student, who had issued it last.

7. In case of loss of a book by the borrower, he / she would have to replace the book with the same or latest edition. If replacement is not done within 15 days, the defaulter will be charged double the cost of the book.

8. Eatables are strictly prohibited inside the library, and violation of the same will entail in losing the right to use the library.

9. Students should put back the chairs in place when they finish their work in the library and co-operate to keep cleanliness in the library.

10. Playing games, online chatting, browsing of dating and social networking sites are strictly prohibited in the entire Library premises.

11. An opinion book is provided for recording any suggestion. Members are requested not to hesitate in consult the Librarian in case of any problem whatsoever.

12. A feedback box has been installed in the library reading room for any grievances.

13. Library clearance is mandatory before clearing all dues from the accounts section.

Membership Rules

1. The following persons shall become members of the College Library by default
   a) All faculty members of the college
   b) All regular students and research scholars of the college
   c) All other regular employees (technical and administrative staff) of the college
   d) To promote education and research in the state of West Bengal, Library provides membership facility for external users. Anyone can come to the library and use the reading

room with the permission of the Librarian

2. Every student would be issued with a 'Library Membership Card. In case of loss of the same, duplicate lending card would be issued for which the students would have to submit FIR copy in this regard. For issue of a duplicate/new card, a minimum of 24 hrs intimation is required.

3. The loss of library card should be reported immediately in writing to the Principal/Librarian.

4. Library card is not transferable. Members are not to share their e-resource access User ID and Password with other students.

5. The Librarian reserves the right to suspend membership of any members found misbehaving or behaving in an indecent manner. The Library membership may be cancelled at the discretion of the Librarian for any illegal behaviour of a member.

Entrance Rules

1. User would have to sign the 'User Register' while entering and departing from the Library.

2. Library Card is must while visiting and using the Library.

3. Users are permitted to carry only their wallet / money purse / loose sheets of paper / a pencil / a pen inside the library. All other personal belongings including bags, files and / or personal / checked-out books have to be left at the proper place. Library authorities are not responsible for loss of personal belongings / cash of the users.

4. Users must carry their own pens to fill-in the register and other necessary work.

14

5. Food or drinks is not allowed in the Library, however drinking water is available for the users at the corner of the reading room.

6. A non-member can use the library materials in the Library premises with the permission of the Principal/Librarian.

7. The user should maintain perfect order and discipline in the Library.

8. RFID gate is installed at the entrance of the library.

Rules Regarding Lending of Books, Journal, Magazines & Audio Visual Aids

1. The borrowing of books from the library is restricted to registered members only.

2. Members must come personally with their library cards at the circulation counter at the time of transaction.

3. As Library Work is obligatory for the students, they must borrow at least 60 books against his / her lending card and consult at least 50 reference materials within an academic session.

4. Reference books, journals (including old issues) and rare books will not be issued to students.

5. Newspapers / magazines cannot be taken outside the library.

6. The librarian may recall any book from any member at any time.

7. Books maybe reissued only when it is not reserved by any other user.

8. The reservation would stand cancelled if the concerned member fails to collect book/s within a day from the date of intimation; however it would be the duty of the circulation staff to intimate the concerned member.

15

9. Students could place an order for a book of their choice by recording the same in the requisition form provided with the Librarian.

10. Users should not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the Library.

11. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the Librarian immediately.

12. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.

13. Defaulter members will not be allowed to borrow any library materials.

14. No book shall be issued to loan, which librarian feels is not in a condition to be safely handled by the borrower.

15. The Librarian can recall any book from any member at any time.

CHARGES & FINES

1. In case of loss of the library lending card, a duplicate card will be issued for which the students would have to pay Rs, 50/- each. For issue of a duplicate/new card, a minimum of 24 hrs intimation is required

2. Fine of Rs. 1/- per day per book after due date will be collected from defaulter students for overdue books.

3. In case of injury to the book, the borrower would be required to either replace the book or pay double the cost of the book.

4. Books lost would have to be compensated by either replacing the

book/s or paying double the purchase value of the book.

5. Library is strictly a "No Mobile Zone". If found, the cell phone will be confiscated and disciplinary measure would be taken by the library authority.

BEST PRACTICES AT THE LIBRARY

1. **Library Committee:** The committee members meet in regular intervals, wherein matters related to the development of the Library are discussed and finalized.

2. **Library Budget:** The Library receives fund from the college budget and the committee guides to use the fund judiciously.

3. **Stock Verification Policy:** Annual physical verification of books is done to sort out books that are damaged, outdated and need binding and repairing and books which are missing from the stack.

4. **Displaying New Arrivals:** Selected new arrivals are displayed on the stand meant for the purpose, and a list of books that have been added are filed and maintained.

5. **User Feedback:** Grievance / suggestion box has been kept at the Library and are timely addressed to receive grievance/suggestion from the users.

6. **Extension Service:** Library provides extension service through which users can access the library in extended hours and holiday also as and when required. Selected library books could be used through concerned department.

7. **Book Selection:** Faculty members and students can recommend their required documents in prescribed form available in the library.

8. **Best LRC User Awards:** To motivate students for inculcating reading habits and to enforce proper use of Library resources and services, 'Best User Award' is awarded. Students are selected on the basis of following parameters:
   a) Access to the Library
   b) Transactions of books
   c) Maintenance of discipline
   d) General reading habits
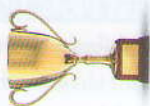
USEFUL LINK OF THE ELECTRONIC RESOURCES

1. UGC INFLIBNET N-LIST:
   http://nlist.inflibnet.ac.in/
   Available 6000+ e-journals and 1,35,000+ e-books

2. Library WEBOPAC (Online Public Access Catalogue):
   http://202.142.92.35:8000

3. College website:
   http://www.sscollegeofeducation.org

FOR ANY QUERY AND HELP CONTACT

1. Dr. Sambhu Nath Halder, Librarian (Teaching Faculty)
   B.Sc., BLISc, MLISc, M.A, GDCA, Ph.D.
   E-mail: sambhu.halder@gmail.com

18

2. Mrs. Bandana Nag, Library Clerk
   B.A., BLIS
   E-mail: nagbandana9@gmail.com

3. Mr. Prithwish Kar, Library Peon
   B.Com., P.G. Dip. in Mass Com., DFAS
   E-mail: prithwishkar@gmail.com

Library Related Observations

Padmashri Dr. S. R. Ranganathan - Librarianship is a noble profession. A librarian derives his joy in seeing the dawn of joy in the face of the readers helped by him to find the right books at the right time.

Neil Gaiman - Google can bring you back 100,000 answers, a librarian can bring you back the right one.

Ray Bradbury - Without libraries what have we? We have no past and no future.

Albert Einstein - The only thing that you absolutely have to know, is the location of the library.

Laura Bush - I have found the most valuable thing in my wallet is my library card.

Hunter Commission (1882) - The commission reported that the students have only the interest in reading the books of their study. They did not have interests in other books of general knowledge.

19

Therefore, commission suggested for establishing the libraries in schools and colleges.

Indian University Commission (1902) - Indian University commission was set up in 1902 with the efforts of the Viceroy Lord Curzon in relation with the matters of academic libraries of India. This commission also forced to organize well the academic libraries in the country for the progress and development.

Sadler Commission (1917-19) - The commission recommended that "it is right and proper that the College/university should provide great libraries and great laboratories of research with great scholars to direct them". It further recommended that "the librarian ought to be a functionary of great importance, ranking with professors and having a place in the supreme academic body of the college/university".

The Radhakrishnan University Education Commission (1948-49) - The commission observed that "the libraries are the heart of all the College/University's work; directly so as to regard his research works, and indirectly as regards its educational work, which derives its life from research. Scientific research needs a library as well as its laboratories, while for humanities research the library is both library and the laboratory in one... both for humanistic and scientific studies, a first-class library is essential in a college/university.

The Kothari Education Commission (1964-66) - "Nothing could be more damaging to a growing department than to neglect its library or give it a low priority. On the contrary, the library should be an important center of attraction in the college and university campus.

20

There is no dearth of such expert opinions on this matter even in foreign countries".

V.P. Joy, IAS Committee (Government of Kerala - 1994) - The Committee recommended that treating librarians at par with teachers, by revising qualifications of the library staff as per UGC norms, granting academic status and service conditions to librarians equivalent to teaching faculty. It had suggested for an amendment of purchase rules to enable acquisition of electronic documents, qualitative development of the collections, staff formulae based on user strength and levels, and methods to ensure participation of users in library development.

Statute of teacher described by the MHRD; UGC/AICTE (Under Section 28(r), 28(u), 53(iv) of M.U. Act 1994): "Teacher" means full time approved Professor, Associate Professor, Assistant professor, Lectures, Librarian, Director or Instructor of Physical Education in any affiliated or autonomous colleges, Engineering and Technology faculties/Departments of universities or other institutions of Technical Education including Architecture and Pharmacy at degree or equivalent level.

MHRD and UGC Regulations (2009-10): The University Grants Commission vide its communication No.F.3-1/2009 dated 30.06.2010 has notified the UGC regulations on minimum qualifications for appointment of teachers, librarians and physical education personnel and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010.

IFLA/UNESCO Manifesto for Digital Libraries (2011) - A digital

21

library forms an integral part of the services of a library, applying new technology to provide access to digital collections. Within a digital library collections are created, managed and made accessible in such a way that they are readily and economically available for use by a defined community or set of communities.

Government of West Bengal (2014): The Librarians of Government or Government-aided colleges are considered as teaching staff of the colleges and accordingly, enjoy such financial and other benefits, which are extended to the whole-time teachers of the colleges.

THE WEST BENGAL UNIVERSITIES AND COLLEGES (ADMINISTRATION AND REGULATION) ACT, 2017:

"Teacher of a college" means a Principal, an Assistant professor, Associate Professor or Professor holding a sanctioned teaching post in a college and includes Librarian and Graduate Laboratory Instructor and such other posts as may be determined by the state Government from time to time.

22

SHIMURALI SACHINANDAN COLLEGE OF EDUCATION
SHIMURALI, NADIA, WEST BENGAL

Book Recommendation Form

To
The Principal
Through: The Librarian

Date..........

Sir,
It will be appreciated, if you kindly arrange for purchasing the following books/journals, which may be required for the college library.

Sl. No.	Item Details (Title, Author, Edition, Publisher, ISBN/ISSN)	Price	No. of Copies

Full Signature.........................

Designation ....

Recommended

Notes

Principal

Librarian

"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it".-- Samuel Johnson

23

technology to provide access to those resources. Based on the library collection, the central reference desk and study area plan to make it easy that there are faculty and university students for use for a diplomat community in use of consultation.

The Library Department at Vivekananda College are comprised of undergraduate at the college graduate by arts management and post graduate which are one of the Thane where central library of the college.

THE LIBRARY CIRCULATION AND COLLEGE INFORMATION AND PROGRAM SECTION Twelve of a student gains a Personal or Annual student access or facility in off-line catalog resources and electronic collection of available Under and Graduate Libraries. Students and such employees at may be accessed by the latest library workflow observation.