

## Best practices for College libraries that prioritise ICT

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### Abstract

The article discusses the many best practices at college libraries . These practices include book exhibitions, orientation plans, book display programmes, library hours, staff-user meetings, library information brochures, training sessions for using e-resources, book reviews, book talk programmes, Readers Clubs, Granthdan Yojana, Best Library User Awards, counselling centres for competitive exams, and author interactions. Additionally, excellent practices are highlighted in this document. Additionally, this paper discusses IT-based best practices such as wikis, blogs, websites, virtual library tours, e-alert services, and more. Paper also highlights more effective practices, such as book bank, a reading room, a special facilities plan, etc. The general library policies and library extension services are also mentioned in the paper. This document will serve as a helpful reference for other libraries, giving them insight into the different approaches and techniques that they might implement to establish efficient library management.

**Keywords :-** College & university Libraries, Best Practices, E-resources, Library services.

NAAC has providing the useful guidelines to improve the overall quality of Library & Information Centers and services offered by these centers. In order to effectively meet the challenges posed by the global changes of technology, and to satisfy the multidimensional information needs of the library end users, NAAC has developed the set of forty eight best practices for the library and information centers. The best practices are proudly divided into four categories viz.

1. Library management and administration.
2. Services and Collection.
3. The scope of the service user.
4. Information Technology Use in Libraries.

The best practices recommended by the NAAC in its quality indicators for information and library services to the colleges that are mentioned below as constituents or affiliates.

1. The library to be computerised using standard software.
2. The college prospectus has adequate information regarding the library.
3. Gathering data about users.
4. Periodically posting newspaper clippings on the notice board.

5. Services for Career and Employment Information.
6. Internet resources for various user demographics.
7. Programmes for information literacy.
8. The suggestion box and prompt reply.
9. Presenting a list of recent arrivals to academic divisions and displaying them.
10. Holding book shows at various times.
11. Setting up book discussions.
12. Establishing a student annual best user award.
13. Holding contests every year.
14. Regularly doing surveys with users.

The recommended practices that academic libraries should implement are listed below and are briefly explained. We can divide best practices into five categories for ease of use.

- A] Conventional Best Practices.
- B] Best Practices based on ICT.
- C] Additional best practices.
- D] Services for library extensions.
- E] Best Practices in General.

#### **(A) Conventinal Best Practices :**

1. Book Exhibition: Organise book exhibitions to showcase rare books, recently added books, or books on certain subjects that are available in the library on various occasions. Readers will become more aware of the wealth of knowledge the library possesses as a result, and they will be able to request books accordingly.
2. Orientation Schedule: One of the greatest ways to inform students about the materials available in the library, how to develop good reading habits, and what to do to make the most of their time there is through orientation. At the start of every academic year, new students get orientation, which informs them of the value of the library and introduces them to its range of services. The librarian ought to showcase his resources and offerings.
3. Book Display Programme: This is the library's best programme for helping patrons learn about the different kinds of information resources that are available at the library for a specific topic.
4. Library Halls: Students should begin library hour in the library. This should be made mandatory for all students by including it into their regular class schedule. Students should during library hour. Spend an hour reading materials at the library when you visit. Students who block out an

hour on their schedule spend that time in the library, which increases their proximity to the reading materials and, inadvertently, fosters better reading habits.

5. Posting a list of recently released books on a notice board: This will inform readers about the new publications and enable them to request and obtain them.

6. Staff User Meet: Libraries may plan events for their staff users that involve working together and exchanging ideas about the needs and new information services. This bridges the gap between staff and users by keeping them informed about the most recent advancements and trends in library concepts and practices. Activities like movie nights and guest lectures are just a few examples of how this helps.

7. Library Information Brochures: Students might receive an information brochure at the time of admission. This is one of the key resources for correct information about the faculty, services, and collection of the library. The information brochures provide details about the resources available at the library (such as computers and the internet), the most recent publications, late arrivals, a list of CDs and DVDs, book banks, rules and regulations, electronic resources, and online information services, among other things.

8. Short-term library course: The purpose of this practice is to increase knowledge about libraries, including how to utilise ICT and comprehend how they work. For the sake of the student body, this library ought to set up a two- to three-month course. This course covers building reader brotles, feeding data into books,

9. Instruction on Using Online Resources: Every year, two to three days of training should be held for teachers and students, depending on their needs. Training should be provided in this programme on how to use library resources and services more effectively and efficiently, including how to find library books using the Library OPAC, how to use the N list database, how to access free online journals (such DOAJ), and links to other helpful websites.

10. Book Review: The user is expected to read the entire book and provide a review. The librarian should gather it at the conclusion and post it on the notice board with the reviewer's name on it.

11. Book Talk programme: Students are expected to have a discussion about a chosen book or author. Script reading sessions are organised around a certain book, and readers leave comments on the texts they've read.

12. Readers Club: The library ought to make its space available to non-campus readers. The library started a reader's group as well. This club fosters positive relationships between outside users and the library.

13. Granthadan Yojana: Under this programme, a user can give as many books as he want to give on his birthday.

14. Interaction with Author: The library should invite an author to speak with students during this practical base programme, which is scheduled once a year. The author talks about how he finds inspiration to produce an excellent book.

15. Best Library User Award: This programme should motivate students to utilise the materials and services offered by the library to the fullest.

16. Guidance Centre Concerning Competitive Test: We are all well aware that the library is the heart and soul of any educational institution, and that its patrons are its primary constituency. People use libraries to look up information about careers or further their education. Students need to be aware of the intense competition that exists nowadays. In this situation, libraries and librarians ought to be crucial in helping people find solutions to their issues. A library ought to possess an extensive assortment of competitive exams. A professor should be invited by the library to help pupils prepare for competitive exams.

### **B] Best Practices based on ICT:**

- 1) A library computerised and equipped with software.
- 2) Create an Adaptive Library Website
- 3) A virtual library tour ought to be created and connected to the website of the library.
- 4) Create a Web OPAC so that users can access the library's collection status around-the-clock.
- 5) Digital Reference Service, a modern take on the classic reference service. Customers using this kind of service can find the solutions to their questions online. Online forms can be used by users to submit their questions, or they can speak with library staff members directly.
- 6) Create a virtual presence: Librarians can employ web 2.0 tools including wikis, blogs, RSS feeds, online forms, and other social media.
- 7) Electronic alerting services: Via email or text message.
- 8) Electronic Resources: Provide access to free electronic books and databases.
- 9) Institutional Repository: To make question papers, research papers, notes, and other materials available to students, libraries should create an institutional repository. Users should be given access to IT-based procedures.

\* Online help;

- \* Information download.
- \* The ability to print;
- \* Remote access to electronic resources;
- \* The provision of Wi-Fi access, enabling users to access electronic resources from any location within the institute.

### C) Additional Superlatives:

1. Book Bank Facility: This programme provides two free books to promising students from extremely low-income families for the duration of their academic careers, with the goal of improving their academic achievement.

2. Special Facility Scheme :-

In this scheme Librarian may provide special concession to students like for the students getting more than 75% marks in the previous examination he can allow to take 5 books for the whole semester to study, accordingly 3 books for students getting 60 to 75% of marks and 2 books for students with 50 to 60% marks. This will lead to the increased merit & studiosces environment .

3. Reading Room Facility :-Reading Room can be kept open for 24 x 7 or else at least late hours in night during examination time. Librarian also make an arrangement to keep the question papers of previous examination of every class in the reading hall so that it will be beneficial for the students to study properly, reflecting into increased result of the college, because of which every element of college becomes happy & satisfied.

4.The creation of a bibliography for the staff and students' reference.

5. In addition to standard study books, pupils may be given other books—fiction, novels, etc.—to encourage them to read outside of the classroom.

**D) Library Extension Services:** The services listed below are ones that the library ought to offer.

1) External Membership Facility: This facility, which allows common users to obtain membership for a small charge, is helpful in serving society.

2) Interlibrary Loan

3) Service for Document Delivery

- 4) The Earn and Learn Programme
- 5) Reprography
- 6) Set aside a separate workspace for discussions.
- 7) The suggestion Box
- 8) Services for cutting newspapers
- 9) Notification of Career
- 10) The feedback form
- 11) Departmental Library
12. Journal Alert
13. A service called Current Awareness, Exclusively for Research Students and Staff.
- 14) Library Help Desk: Educating patrons on the resources available in the library.
15. Library security measures include a separate property counter, a CCTV camera, and RFID technology at the entry gate.
- 16) Special Facility for People with Disabilities.

#### **E] General Best Practices:**

- 1) The extra procedures listed below should be carried out regularly in libraries.  
Regular Meeting of the Library Advisory Committee.
- 2) Book and periodical volume binding
- 3) Including library information on college websites and prospect profiles.
- 4) An intercom system to facilitate simple departmental communication.
- 5) Attaching the barcode, spine label, and stamp to the books in a specific location.
- 6) Previous examination question sets.
- 7) The activity and event calendar for the library.
- 8) Using pesticides to prevent book worm infestation and damage to books.
- 9) Different library charts are displayed.
- 10) Maintaining order and cleanliness throughout the library.

## Conclusion

The implementation of best practices is expected to enhance the quality of library services. This will improve public perception of libraries and the library profession. For the optimum use of the resources, the best practices should close the gap between the user and the library. All users must have access to the most recent information thanks to web-based services. Libraries must adhere to best practices since the foundation of every new research is timely and reliable information provided to users. implementing the aforementioned best practices across all colleges The library forges its own identity in the minds of society and pupils. Students' inclination to view librarians as information seekers as well as teachers has evolved.

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