

NAAC Based Best Practices in the College Library

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Abstract

The article throws light on the various best practices to be followed in college libraries. It covers its definition & meaning, book exhibition, orientation plan, Book display programme, library hours, staff-user meet, library information brochure, training to use E-resources, review of book, book talk programme, readers club, granthdan yojana, best library user award, counseling center regarding competitive examinations, Interaction with author etc. The present paper also highlights best practices of NAAC. It also mentions IT based best practices like web page, Blogs, Wikis Virtual library tour, E-alert services, etc. The paper also throw light on other best practices like book bank, reading room facility, special facility scheme etc. It also mentions general library practices & library extension services. This paper will be useful guide to other libraries to get an idea about various ways & practices can be adopted in their libraries for creating an effective library management.

KEYWORDS: College Libraries, Best Practices, E-resources, Library services, NAAC

Introduction

College 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 which is beyond the scope of class room. college libraries play an important role in the educational history of both the students as well as faculty members. It serves the users 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 to rectify the emerging needs, and for this kind of purpose. NAAC was established for maintaining quality education of the institutions.

Definition of Best Practices

According to webopedia . “Best practices are guidelines which are used to obtain the most efficient & effective way of completing a task using repeatable & proven procedures.” According to National Board of Accreditation and Assessment (NAAC) . “Best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solve a problem or create new opportunities and positively impact on organizations. Institutional excellence is the aggregate of the best practices followed in different areas of institutional activities.”

From above definition, best practice means, it is a method or technique used to improve the current workflow of an organization to obtain its objectives effectively & with predetermined standards.

Best Practices in Library

The best practices suggested by NAAC in its quality indicators in Library and Information services are as listed below.

1. Computerization of library with standard Software.
2. Inclusion of sufficient information about the library in the college prospectus.
3. Compiling user statistics.
4. Displaying newspaper clipping on the notice board periodically.
5. Career/ Employment information services.
6. Internet facilities to different user groups.
7. Information Literacy programs.
8. Suggestion box and timely response.
9. Displaying new arrivals and circulating a list of those to academic departments.
10. Conducting book exhibitions on different occasions.
11. Organizing book talks.
12. Instituting annual Best User Award for students.
13. Organizing competitions annually.
14. Conducting user surveys periodically.

Need for best practices in library

Best practices are developed in the library for following purpose.

- To execute the five laws of library science.
- To magnetize & meet the user demand.
- To maximize the utilization of library.
- To identify the needs of the users.
- To market library services and products.

General Best Practices :-

Following are additional practices to be conducted in library as a routine practice.

- 1) Regular library advisory committee Meeting.
- 2) Binding of books & periodical volumes.
- 3) Inclusive of library information in prospects & college websites.
- 4) Intercom facility for easy communication among various departments.

- 5) Pasting of barcode, spine label and stamping in a definite place on the books.
- 6) Question sets of previous examinations.
- 7) Library calendar of activity & Events.
- 8) Use of pesticides for keeping away book worm & damage of books.

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 NLIST 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.

A few examples of experience of best practices in academic and research libraries

1. Dr. S. R. Ranganathan writes that he brought to the notice of Sir C.V. Raman about Raman Effect which was published in a foreign journal. This incident happened in Madras University Library in early thirties. Sir C.V. Raman received the Nobel Prize for his work on the scattering of light which is called Raman scattering or Raman Effect.

2. Mr. T.N. Chaturvedi, former Governor of Karnataka narrated the experience about when he approached Prof. D.N. Marshall, Librarian Bombay University for a book from his Library. Prof. Marshall sent him the book immediately without waiting, whether his library rules permitted him or not. Mr. T.N. Chaturvedi wrote to many university libraries. He received negative reply from them saying that they have the book in the library but their rules do not permit them to send the book

3. Prof. P.K. Mehta, former Pro Vice-chancellor of IGNOU narrates the incident in 1970 when he wrote to Dr. B. Anderson, Librarian of Bombay University Library that he would like to make use of the library and mentioning his area of research work. Prompt reply came from Dr. B. Anderson. Prof. Mehta went to the library and met the librarian immediately. Dr. B Anderson gave him three typed papers and told, "This is the list of books available in our library which, I think are relevant to the area of your work" and told him please feel free to contact me if you have any difficulty or need of any assistance. Prof. P.K. Mehta spent few weeks in the library. Prof. P.K. Mehta comments "A library is provision and every provision is judged on the basis of three parameters: availability, accessibility and utilization.

4. In 1980s when the author was working as deputy librarian at American Studies Research Centre Library, Hyderabad Director, Prof. William Mulder used to ask him for making checklists on different authors of American literature for the outstation

scholars. When the director was told that making a bibliography of books and journal articles is the part of literary research and a job of research scholar himself, he would say, “No, this checklist will motivate him to start research on his topic. So let us send him the checklist immediately”.

Quality Indicators for the Library

The details relates to the library users, services offered, facilities, collection, rules, budget, usage of services, extension activities etc. and at every step students and teachers are the party in complying with it. In other words we can say that involvement and support of these elements play a crucial role in the self-study report writing exercise. Hence maintenance of daily record needs serious attention. Library rules and the awareness among the users combined with alertness on the part of the library staff becomes the major requirements. It is true that libraries largely support learning, teaching and research processes in institutions. The set of questions framed for the library focuses on library infrastructure, collection, management and services. Extension activities and best practices are also covered. This can be explained in more details by dividing these questions into different headings.

Utilization of the library services

To check the utilization of the available services, various details about the working hours of the library (including sundays and holidays, and after and before the class hours, during examination) are noted. Facilities like computers and internet connectivity, reprographic service, status of library automation, open access system, number of books issued daily, fine etc are the key questions. Various services are listed in the guidelines like circulation, clippings, bibliographic services etc. Inter library loan service, user orientation and information literacy programs are to be explained. Services used are evaluated through different data like average no. of books circulated, no. of reference queries received, no. of students visiting library, no. of teachers visiting library, display of new arrivals, awareness services etc.

Best Practices to Enhance Academic Activities

In the library context, the best practice may be those services through which the users are able to explore more resources and facilities from the library. This includes steps taken by the library to attract more users by creating suitable academic information environment. Here library is expected to focus on users needs while introducing new services and facilities to them. Guidelines speak about the best practices in relation to new developments in the field. Service introduced as a best practice today may turn in to an essential one. Previously internet access in the library was considered as the best practice but today it has become an essential service. Best practices questions includes computerization of library with standard digital software, inclusion of sufficient information about the library in the college prospectus, compiling student/teacher attendance statistics and locating the same on the notice board, displaying newspaper clippings on the notice board periodically, career employment information services, internet facilities, information literacy programs, suggestion box, displaying new arrivals, circulating a list of those to academic departments, conducting book exhibitions on different occasions, organizing book talks, instituting annual best user award for students, best intellectual library award, organizing competitions annually and conducting user surveys periodically.

Conclusion

NAAC policy helps in developing the college libraries to modernize and to provide good standard service to users. This is the best methodology for measuring themselves to find deficiencies to enhance the library services, to get maximum score based on certain criterias, this paper clearly explains importance of maintaining the library to full fill the quality for the NAAC policy.

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