

The Program, Practices and Activities Observed by the Libraries of Eminent Institutions of India: A Study

Krishna Gopal

*Librarian, Kendriya Vidyalaya, NTPC Dadri, Uttar Pradesh, India
E-mail: eeshukrishna@gmail.com*

Abstract

The library and information science always have been the topic of research and development. The management, services, collection development some are the examples of further research and to be developed as they are still have the space to expansion at the part of the administration and in the terms of the users, this field is still developing itself in multidimensional way. Therefore some of the eminent institutes of India are observing number of services which are for the betterment of the library and their users as well. It also concerns with strategic planning of LIS in present and future operations. Identifying and internalization of best practices in the management and administrative functions at regular interval would enhance the collection development process, services dissemination and use of the library as a whole. Appropriate planning and fore thinking is required in attaining the above mentioned with a detailed analysis of user base, objectives of the affiliating institution and its future strategies. Active participation and periodic meetings of library advisory committee, involvement of librarian in academic activities of the college/university, support from the management, participation of the users, standard facilities with innovative library buildings, regular flow of resource generation, skilled and qualified staff deployment with further training, capacity building in terms of information and communication technology, information dissemination facilities etc. are a few areas where best practices can be accommodated As the management and administration of the library is

pivotal in collection development and delivery of information products and services to the end users, adoption of best practices in this area lead to continuous improvement in overall performance.

Keywords: Library Activities, Best Practices, Programs by Libraries, Information Activities

INTRODUCTION

The below study shows the actual scenario of the programs, activities and the practices which are, in really, enhancing the performances of the library and information administration and the services. The information about the services and programs observed by the institutes is as below:

The Job During education

The Objectives: To employ research students to work in the Library 20 hours a week.

The Procedure:

Library has several part-time jobs for the students to work in the Library under earn while learn program. The research scholars, who do not have any financial assistance, are selected to work in various sections of the library. Eight Student Assistantship Programs are available in the library to work for 20 hours a week without affecting their regular research work. They are paid Rs.3000 per month. They are trained to assist the library staff members in different types of regular non-technical works.

The Outcome:

Several students get financial support to meet their expenditure during their studies in the University. The students expressed that the jobs in the library are interesting and useful to know the reading materials in their area of interest. They are able to understand the behind the scene works in the library, which is not visible to the users. This has improved the relationship between the library staff and the users in understanding the intricacies of services the library staff provide them.

Requirement:

Budget allocation under Earn-While Learn Program. Selection of students and train them on the jobs to perform routine non-technical works.

The Source:

The University Librarian
University of Hyderabad
P.O. Central University
Hyderabad-500 046
Telefax: 040-23010318
e-mail: igmlnet@uohyd.ernet.in and Web: www.uohyd.ernet.in

Student Internship Programme

The Objectives:

The main objective was to provide practical training in the different sections of the library to library and information science students and thereby get a clear understanding of library mechanics.

The Procedure:

The students were divided into groups (two students per group) and a work and time schedule for posting the student groups in the different sections was prepared; a brief orientation of the work in different sections was given before the starting of the schedule. After the completion of every posting, an oral feedback was ensured. At the end of the schedule, a written report was prepared and presented by the student groups.

The Outcome:

The practice provided hands on experience to students and thereby they could get a clear understanding of the functions/activities in each section of the library. In addition, there was confidence building in students, and there was an enhancement in the judgment and communication ability of students.

Requirements:

Committed library and information professional staff who can conduct practical training programs for students.

The Source:

The Principal/Librarian and Head,
Dept. of Library & Information Science,
Sarojini Naidu Govt Girls P. G. (Autonomous) College
Shivajinagar, Bhopal – 462 016
Tel: 0755 – 2763311, Fax: 0755 – 2552560
Email: snggpget_bpl@sancharnet.in
Bkhanuja04@yahoo.com

Web: www.mp.nic.in/highereducation/snggpgcb

Student Participative Programme

The Objective:

The main objective was to involve students in the maintenance of the library and thereby inculcate service mindedness in them on the one hand and library consciousness on the other.

The Procedure:

The students are imparted knowledge about the library and its functioning by trained staff before involving them in the activities of maintenance and up keep of the library.

The Outcome:

Development of a positive outlook and attitude in students and awareness about the value of a library and its services. In addition, the maintenance staff is benefited by the assistance of students.

Requirements:

Dedicated professional staff to train students. A Minimum fund and the consent of the management is required.

Notes:

A large number of students have opted for this programme and now the number is restricted to make the programme effective.

The Source:

The Principal/ The Librarian

Lady Doak College

Madurai – 2, Tamil Nadu

Tel: 0452-2530527/2524575

Email: ladydoak@md3.vsnl.net.in and Website: www.ladydoak.org

Development of Resources By External Membership:

The Objectives:

The objective was to facilitate access of library services to students of affiliated colleges of the university for their studies, research as well as for exploiting their professional knowledge. As a consequence, to be able to generate financial resources and thereby supplement the monies received by the library so as to provide additional user services.

The Procedure:

Library facilities are made available to the faculty members, administrators, students of the 108 affiliated colleges of Mangalore University on all working days. While individual members are charged Rs. 500/- per year, institutions are charged at Rs.1,000/- per year. For institutional membership, five cards are issued.

The Outcome:

While a couple of lakhs are earned annually through external membership, more importantly, access is being provided to the users from affiliated colleges who do not have adequate library facilities.

Requirements:

Committed library and information professional staff who can conduct practical training programmes for students. One professional to monitor the activities.

The Source:

The University Librarian
Mangalore University, New Administrative Bldg.
Mangalagangothri
Mangalore, Karnataka - 574 199
Tel: 0824-2287361(O), 2287289(D), 2287366(R)
Fax:0824-2287289
E-mail: mkb@mangaloreuniversity.ac.in
Web: www.mangaloreuniversity.ac.in

Development of Resource (through services using ICT)

The Objective:

To avail the use of web/ online resources to the College and other University faculty and researchers, where the facility is not available and to generate funds through nominal fee to provide uninterrupted services.

The Procedure:

Computers with printers made available to the external users from various colleges teachers of self-finance institutes, academic staff training colleges and other Universities. The following services are provided free and with nominal charges:-

Free services:

Creating email id	Free
Infonet services (Online)	Free
Inter Library loan	Free
Document Location Service	
(Stack room & Periodical)	Free

Paid Services:

Downloading of review of literature from CD ROM Databases	Rs.10/- per CD
Internet Browsing Charges	Rs.10/- per hr
Photocopying charges	Re.1/- per copy
Email information Transfer	Rs.10/-
Use of Computer for personal work	Rs.10/- per hr
Password free eJournals per subject download charges	Rs.25/-
Identification and downloading websites clusters	Rs.10/-
CD Databases search per topic	Rs.10/-
Co-authors Finding	Rs.25/-

The Outcome:

The practice made effective marketing of information and information products. The faculty and research students from other Universities and Colleges, institutions get benefit of accessing the information resources at right time. The library has earned a sum of Rs. 6.5 lakhs during the past 3 years and the fund has been used in providing better services.

Requirements:

Deployment of committed library and information professional staff and trainee students who can help and monitor the users in using the facilities.

The Source:

The University Librarian
 Madurai Kamaraj University, Madurai – 6250021
 Tel. 0452-2458465, Fax: 0452 – 2459181/2458449
 E – mail: sriwinsall@yahoo.com, Web: www.mkuniversity.org

Library science as optional course/paper**The Objective:**

The goal of the practice is to create awareness about the library and its functioning and to encourage students to opt for formal library science courses.

The Procedure:

Library science optional course is offered as a semester course for both arts and science students at the graduate level. The curriculum includes basic knowledge of library management that helps the students in getting a general understanding of the importance and use of libraries in different contexts.

The Outcome:

There is recognition / appreciation among the students of the library and its use in an academic environment. A positive impact is seen, in that these students have opted for full-time formal course in library & information science after their graduation.

Requirements :

Course material and staff for conducting these optional courses.

The Source:

The Principal/ Librarian
Lady Dock College,
Maduari - 2, Tamil Nadu
Tel: 0452-2530527/2524575
e-mail:ladydock@md3.vsnl.net.in
Web: www.ladydock.org

Maintaining Hierarchy and Promotion of Staff:

The Objective:

To develop a clear promotional policy to the library staff and thus enhance the performance level in University Library System

The Procedure:

Designing and implementing a transparent promotion policy with requirements in terms of qualifications, length of service, expertise, regularity etc, with a time frame for promotion. A clear job description and responsibility has to be ensured.

The Outcome:

The practice made the library staff in acquiring necessary qualifications and experience required to get a promotion to the next higher grade. As the transparent promotional policy informs the staff on their roles and responsibilities, it motivates and brings excellence in the information products and services of the library.

Requirements:

The practice made the library staff in acquiring necessary qualifications and experience required to get a promotion to the next higher grade. As the transparent promotional policy informs the staff on their roles and responsibilities, it motivates and brings excellence in the information products and services of the library.

The Source:

The University Librarian,
University of Hyderabad
P.O. Central University
Hyderabad – 500 046
Te: 040-23010121, Fax: 040 – 23011090
e-mail: vcad@uohyd.ernet.in
Web: www.uohyd.ernet.in

. Observation of Other Library Practices by Institutional Visits**The Objective:**

The main objective of the activity was to refresh the library staff members and educate them about the prevailing work practices in other college/institutional libraries.

The Procedure:

The library staff member are taken for a one-day visit to other College/ Institutional libraries to study their functioning, the purpose being to refresh them and also make them aware about the best practices followed elsewhere.

The outcome:

There is qualitative improvement in the services offered to the students by the staff who have become enthusiastic and resourceful

Requirements:

Library staff members who are open-minded and eager to know and learn the best practices followed in other libraries. Financial support from the management to organize such visits.

The Source:

The Principal/ Librarian
St. Joseph's (Autonomous) College,
Tiruchirapalli – 620 002

Tel: 0431-2721417/2721418

Fax: 0431-2701501

Web: www.sjctni.edu

Staff Training Program

The Objective:

The objective of study was to motivate professional staff to enhance their skill and expertise in conventional and e-library associated services and operations.

The Procedure:

Staff members are given the opportunity to familiarize and expertise with library automation, e-library services by arranging in-house and external training programmes. By rotation of staff at various sections, on - job training is also given. Staff Development programmes organized on the areas such as Gardening, Yoga, Health and Team building.

The Outcome:

The morale of the staff has been increased due to the training and expertise in recent areas of library operations. E-skills such as web hosting, automation have been acquired by the professional staff. As the out come, the quality of library services and usage has been enhanced.

Requirements:

Training of the staff in use of new systems and techniques has to be arranged. Funds are required with the support of management.

The Sources:

The Principal/ Convener Library Committee

St. Agnes College, Mangalore -575002

Tel: Phone 0824-2218414, Email. stagnes@vasnet.co.in

Maintenance of Service Areas

The objective:

To maintain cleanliness inside & and outside the library and provide suitable atmosphere for reading and searching.

The Procedure:

Library is a place where many people visit to read, consult and borrow reading materials. It is necessary the atmosphere in the Library is inviting with cleanliness of areas in and outside of the library. Maintenance of calm and neat

atmosphere in the reading and stack areas is a must for concentrated reading and searching of materials. IGM Library concentrated to achieve this to provide the users clean and green environment including dust free environment in the stack and reading areas.

The Outcome:

Library Users are appreciative of the library efforts in keeping the entrance, reading and stack areas neat and clean. Green lawns in front and also in the courtyard within the library are a place of attraction for many users for reading in the evening and night. The lawn in front of the library is also used for academic group discussions on various topics by the faculty and students.

Requirements:

Outsourcing the cleaning and mopping activities including maintenance of toilets. Dusting and Shelving of reading materials promptly on regular basis and maintenance of reading tables and chairs etc.

The Source:

The University Librarian
University of Hyderabad
P.O. Central University
Hyderabad-500 046
Telefax: 040-23010318
E-mail: igmlnet@uohyd.ernet.in and Web: www.uohyd.ernet.in

REFERENCES:

1. Begum, S. (2005). Total quality management in the academic library. *Library Philosophy and Practice (e-journal)*, 3.
2. Cadoo, S., & Cadoo, A. (2004). RFID use within libraries: An Australian perspective. In *New librarians' symposium* (Vol. 2).
3. Cowen, J.L. & Edson, J. (2002). Best practice in library/information technology. *Journal of Hospital Librarianship*, 2(4), 1-15.
4. Fisher, K. E., Durrance, J. C., & Hinton, M. B. (2004). Information grounds and the use of need based services by immigrants in Queens, New York: A context based outcome evaluation approach. *Journal of the Association for Information Science and Technology*, 55(8), 754-766.

6. Henderson, M. E. (2017). Collaborating to Increase the Evidence Base in Library and Information Practice. *Evidence Based Library and Information Practice*, 12(2), 6-14.
7. Huwe, T. (2006). Some best practices for personalizing outreach. *Computers in Libraries*, 26(2), 36-38.
8. Laura Saunders. (2002). Teaching the Library: Best Practices. *Library Philosophy and Practice*, 4(2), 1-8.
9. Lindquist, M. (2003, August, 1-9). RFID in libraries: Introduction to the issues. *World Library and Information Congress: 69th IFLA General Conference and Council*.
10. Nath, M. (2001). *Handbook of library services*. Jaipur: Pointer Publishers.
11. Swart, S. (2000). Marketing my corporate library on the web. *Marketing Library Services*, 14(7).
12. Vyas, S. D. (2009, October). Best Practices in Academic Libraries in India: A Study. In *proceeding of: International Conference on Academic Library*.

WEBSITES

1. http://www.libsuccess.org/Library_Success:_A_Best_Practices_Wiki.
2. http://works.bepress.com/abraham_etebu/4/
3. <https://rowman.com/ISBN/.../Mobile-Library-Services-Best-Practices>.
4. www.bmsce.ac.in/naac-best-practices.
5. https://www.incommon.org/library/docs/Best_Practices.pdf.
6. <https://www.eprints.qut.edu.au/28942/1/c28942>.