Audit Report 2019

Maulana Azad Central Library

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Unveiling Excellence

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Chapter No 1

Maulana Azad Central Library, USTM: A Brief Profile

Maulana Azad Central Library, USTM was established in 2011. It caters the need of more than 4000 library users by providing various library services.

The objectives of the library are to:

- ❖ Be the knowledge hub of the school and disseminate knowledge as widely as possible.

- ❖ Facilitate creation of new knowledge.

- ❖ Facilitate optimal use of knowledge by all staff and students.

- ❖ Ensure easy access to the facilities available to all faculty, students and staff.

- ❖ Encourage and foster reading habits among staff and students.

- ❖ Effective participation in the teaching-learning programmes of the school.

- ❖ In order to achieve these objectives the library will undertake to:-

- ❖ Offer an inviting and attractive physical space with proper seating arrangements and other amenities.

- ❖ Ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.

- ❖ Offer proactive services to all users.

- ❖ Optimize its potential to provide access to information and knowledge to all by proper display, categorization, and classification of resource materials.

- ❖ Help all the users to develop the skills to make optimum use of all the facilities.

- ❖ Undertake activities to foster an interest in books and increase involvement in the library.

- ❖ Improve the collection and services on a continuing basis in consultation with users/ stakeholders.

- ❖ Workout a programme in consultation with teachers for the effective use of all types of library materials.

- ❖ To work effectively and efficiently by undertaking every activity in a professional manner.

Present Library Staff:

Librarian in charge:	Dr. Md. Mukutor Rahman MLISc, PhD
Assistant Librarian:	Mr. Bikramaditya Barman MLISc, PGDCA
	Mr. Richborn Kharkongor MLISc
	Mr. L. Somojit Singha MLISc
	Ms. Pallabi Saikia MLISc
Library Assistant:	Mrs. Sapna Manar
	Mrs. Sandhya Basumatary

At present the total library collection stands 62,000 plus with a floor capacity of 6000 square feet and the seating capacity stands at 200.

Library Hours: 8 am-12 am (Weekdays)
Sunday: Closed
The library remains open on Sundays & Holidays during examination times.
Library Web Link: https://www.ustm.ac.in/library

Library Attendant:	Mr. Oliur Rahman Laskar
	Mr. Masud Akhtar Zaman
	Mr. Abdul Hannan
	Mrs. Monija Begum

Chapter No 2

Library Policy

Library Policy and General Guidelines

General guidelines for the Library: The library must maintain a well-rounded core collection including reference materials to satisfy the regular needs of the staff and students. The core collection would consist of several copies of textbooks, reference materials related to each subject, costly essential books which would include encyclopedias, maps, atlas, rare books on particular topics/subjects or exclusive editions of general books.

2. Besides the core collection other general (fiction and nonfiction) books for regular issue should be available in the library.

3. The core collection may be supplemented through networks, e-resources etc to provide better qualitative and quantitative services.

4. Library collections are dynamic resources and therefore, there should be constant review and renewal of material to ensure that the collections are relevant to the users/stakeholders.

5. Weeding out of books should be a regular feature and should be carried out with the approval of the competent authority, at least once in a year

6. Categorizing/classifying and indexing of books should be invariably done keeping in mind the objective of the library.

7. The library should follow an open access system.

New Book Acquisition Policy

Presently USTM Central Library has a fairly comprehensive book procurement procedure. However, It is being felt that the framework needs little bit modifications to make it more efficient and transparent. Therefore, some changes in the present procedure and also some new methods of procurement of books – both print and online have been introduced w.e.f. 10 January 2012. This has been approved by the Library Advisory Committee in its meeting held on 04.01.2012.

Book selection

It has been customary for the faculty and students to take part in book selection in the University. The Library staff usually recommends general reference books and those materials not covered by departmental subject categories like books on library and information science etc. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the Schools and Centres from time to time. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. The library also circulates reviews of books to the Schools to keep them informed about new publications.

A. Book Purchasing Procedure

1. The Faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by the Faculty for purchase for each School/Centre be always routed through the respective *Deans/Chairpersons*. The requisitions of students can be got approved by the concerned faculty and Dean/Chairperson. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.

2. The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. Some very urgent requirements of books forwarded by the Deans/Chairpersons of respective Schools/Centres may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.

3. Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc..

4. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Rector/Vice-Chancellor as per the financial powers delegated to each authority.

5. On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand.

6. The library will change the earlier practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognized Vendors registered with Federation of Publishers and Booksellers Association in India (FPBSA) and Delhi State Booksellers & Publishers Association. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications and nil discount items. Also in some exceptional cases the vendors charge the library for handling on publishers' demand. In case of multi volume books and encyclopedia, efforts may be made to obtain higher discounts. On the basis of service and past records the review of the suppliers will be done on an annual basis.

7. A system of online ordering of books and purchase of books by Faculty during their visits abroad has been introduced. Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorized to purchase books on official foreign trips in similar way. Such requests may be processed by circulation to LAC. In such procurements discounts may or may not be available. Sometimes courier/postage charges are also included. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.

Books purchased on Standing Order:

Faculty Publications:

The Library may now purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library. The financial sanction for procuring the same may be obtained from the Librarian/Rector/VC depending upon their financial powers.

Government Documents:
Though MAC library is designated as a depository library of Indian government publications, many Government documents do not reach the Library due to various reasons.
Bill Processing:

Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its author, title, price, publisher, vendor, year of publication etc. Then the bills are processed for payment according to the item received. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Accounts. The bills are put up to the Librarian by In-charge, Library Administration for expenditure sanction on the basis of approval by the competent authority. As per the present practice the Library follows the bank rates prevailing on 1st of every month for the bills from 1st to 15th of every month and the bank rate which prevails on the 16th, for the bills from 16th to 30th/31st of the month.

Gifts:

Books gifted from major institutions and individuals may be accepted depending on their utility and physical condition.

B. Subscription to Print/e-Journals and online Databases:

1. The School wise/Special Centre wise lists of Print/e-Journals are compiled and forwarded to the respective Deans of Schools/Chairpersons of Special Centres before placing them in the Library Advisory Committee meeting.
2. Recommendations are received from the various Schools/ Centres to subscribe/renew the Print/e-Journals.

3. A Negotiations Committee was formed by the Library Advisory Committee to negotiate with the online journals/database dealers about the subscription cost of each database. The tenure of the Committee may be one year with following composition:
    1. Chairperson, Library Advisory Committee
    2. University Librarian (Ex-officio)
    3. Finance Officer (Ex-officio)
    4. Five-six members from different Schools/Centres
4. After obtaining necessary approval and sanction from the competent authority, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.
5. In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.
6. The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.
7. The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
8. The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.

9. The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.
10. Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment. The payment is made from the budget head "Journals" for any other head such as Plan Grant/Project Fund etc.

Chapter 3

Library Committee

Library committee is the essential part of a library to lay down policy regarding maintenance and proper use of the library. The committee usually consists of the *Chairman*; at least one representative from faculty as *Member* and the *Convener*. Maulana Azad Central Library's library committee is advisory in nature is called library advisory committee (LAC). Library committee constitutes for one year, every year existing committee constitutes a new committee before it's dismissal. It looks after and advised for the proper use by the user, smooth running, sustainable growth and betterment of the library. The library committee meeting is held at least twice a year, in the month of February and August. The committee constitute with at list six members i.e.

1. Deputy Registrar
2. Chairman, Library Committee
3. Member, Library Committee
4. Convener, Library Committee
5. Librarian
6. Assistant Librarian

No. 2020/LMC/13   Date: 01/02/2020

Minute of the meeting on 01/02/2020 at Maulana Azad Central Library

The following members discussed various issues relating to the library and the action plan taken against the proposed work in reference to the meeting held on 01st February, 2020.

1.	Dr. Nurujjaman Laskar	Deputy Registrar, USTM
3.	Dr. Papiya Dutta	Chairman, Library Committee
2.	Dr. Sankar Thapa	Member, Library Committee
4.	Dr. Md. Mukutor Rahman	Assistant Librarian
5.	Mr. Bikramaditya Barman	Assistant Librarian
6.	Dr. Lalit Saikia	Member, Library Committee
7.	Mr. Gautam Gogoi	Convener, Library Committee

The following agendas are discussed and identified as a proposed plan for up gradation of existing facilities:

1.   The order for new books will be placed as per the requisition of the Department. Those departments who did not submit a reminder will be given to submit latest by 25 th February 2020.

2.   Student's feedback from each department is to be taken for new addition of books as required and necessary.

Duties and Responsibilities of Library Staff

Librarian:

1.   To supervise and coordinate the work of the University Library system consisting of four Library personnel: Assistant Librarian, Semi Prof. Assistant, Library Attendant and Multi Task Staff.

2.   To provide instructions to new members in the use of the Library.

3.   To plan a book acquisition programme of the library and select books for order and procurement of library materials having academic and scholarly value.

4.   To contribute to the educational function of the   University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.

5.   To develop a programme of library management for improving the efficiency of the library.

6.   General correspondence relating to financial matters.

7.   To supervise and coordinate the work of the University Library system.

Assistant Librarian:

1.   To interact with the academic community of the University in order to determine their requirements of reading materials, and acquire the same for the library.

2.   To classify the documents, bringing out their contents in class numbers provides reference services and documentation services to the faculty members, research scholars and students.

3.   Prepare bibliographies and indexes.
4.   Act as the liaison between the Librarian/Deputy Librarian and staff for communication purposes and supervise the activities of section.
5.   To attend correspondence relating to the section.

6. Any other duties assigned from time to time.

Semi Prof. Assistant:

1.   To render Semi Professional Assistance to Assistant Librarian in various library activities.

2.   Issue & return of books at the circulation counter.

3.   To help at the membership desk.

4.   Checking of shelving & tracing of books.

5.   Any other duties assigned from time to time.

Library Attendant:

1. Shelving of books.

2. Preparation & pasting jobs.

3. Shifting of books.

4. Display of journals etc.

5. As assigned by the Librarian/ Dy. Librarian/ Assistant Librarian from time to time.

Chapter No 4

Library Stock

Total library collection of the library is laid out as below:

MACL Year Wise Collection of Books 2015-2020				
Sl No	**Year**	**From Accession No.**	**To Accession No.**	**Growth/Increase**
1	2014	1	17241	17241
2	2015	17242	23174	5933
3	2016	23175	33512	10338
4	2017	33513	43087	9575
5	2018	43088	55182	12095
6	2019	55183	61081	5899
7	2020	61082	61196	115

Total Collection Books	61196

MACL Year Wise Collection of Print Regular Journal 2015-2019			
Sl No	Year	Regular JNL	Growth/Increase
1	2014	7	NA
2	2015	8	1
3	2016	9	1
4	2017	10	1
5	2018	11	1
6	2019	13	2
Total Collection Print Regular JOURNAL			13

Thesis & Dissertation Collection

Sl. No.	Item	Total Collection
1	Thesis	37
2	Dissertation	1971

Library Timeline			
Sl NO	Year	Month	Progress
1	2020	February	RFID
2	2020	February	J-Gate Database
3	2019	October	i-Scholar Database
4	2018	February	Manupatra Database
5	2017	April	NDL registration started
6	2017	January	Implementation URKUND with Anti Plagiarism License
7	2016	December	Signed MoU with INFLIBNET Centre for Shodhganga.
8	2016	August	IP based Webcam installed in the library for surveillance
9	2016	August	Daily E- News Clippings started
10	2016	July	Library started Institutional Repository
11	2016	July	Library computerization with Koha LMS
12	2016	May	DELNET – Institutional membership
13	2016	April	NCTE Inspection committee visited
14	2015	July	National Seminar On Convergence of Technologies in LIS (NSCTLIS -2015)
15	2015	March	BCI Inspection committee visited

16	2014	February	UGC / AICTE inspection committee visited
17	2014	February	Library computerization started with LMS software (Local made)
18	2013	October	NCTE Inspection committee visited
19	2012	March	AICTE Inspection committee visited
20	2011	June	Library established along with the University

MACL Year Wise Collection of Subscribed E- resources 2015-2020			
Sl No	**Year**	**Online Database**	**Growth/Increase**
3	**2016**	DELNET Database	1
5	**2018**	Manupatra Database	1
6	**2019**	i-Scholar Database	1
7	**2020**	J-Gate Database	1
Total Collection Subscribed E- resources			3

Chapter No 5

Departmental Library Collection

In addition to the collection of the central library a good number of department of the university have opened up departmental libraries with a certain number of books and periodicals.

Sl. No.	Department Library	Code	Vol.
1	NewGen Innovation and Entrepreneurship Development Centre	NGIEDC	272
2	Department of Social Work	DSOW	70
3	Department of Sociology	DSOC	479
4	Department of Chemistry	DCHE	100
5	Department of Earth Science	DEAS	197
6	Department of Zoology	DZOO	287

7	Department of Law	DLAW	717
8	Department of English	DENG	126
9	Department of Rural Development	DRLD	65
10	Department of Commerce	DCOM	54
11	Department of Physiotherapy	DPHT	45
12	Library and Information Science	DLIS	65
Total		**12**	**2477**

Chapter No 6

Membership

Library Membership Details Updated as on 11-03-2020		
Sl No	**Designation**	**Number of Members**
1	Student	3220
2	Research Scholar	387
3	Teaching Staff	248
4	Non- Teaching Staff	110
Total	-	3965

Chapter No 7

Technical Processing & Library Automation

The university library, known as Maulana Azad Central Library, is automated in the year 2016 with ILMS Automation software powered by "KOHA".

The library has integrated information source and services by building a sound and comprehensive collection of both print and electronic resources on all branches of knowledge. Library is located on the ground floor of the Academic Block-C and the library has been arranged according to section wise from section 1 to 25.

All the books procured in the Library are being classified in DDC (Dewey Decimal Classification) 23rd edition a scheme for classification of subjects used by the LIS professional to arrange the books in proper order on the book shelf for easy access or retrieval. Besides classified books are also catalogued according to MARC-21 and ISBD format using KOHA Software. The library has its online catalogue. The aim of the project is to develop a database of resources in the library. The identity of all books and the library users are fully bar-coded and the library housekeeping operation like, acquisition, and circulation of service have been automated with the help of KOHA. Further, RFID based library automation management system has been implemented for smooth operation of the same.

Screenshot Koha
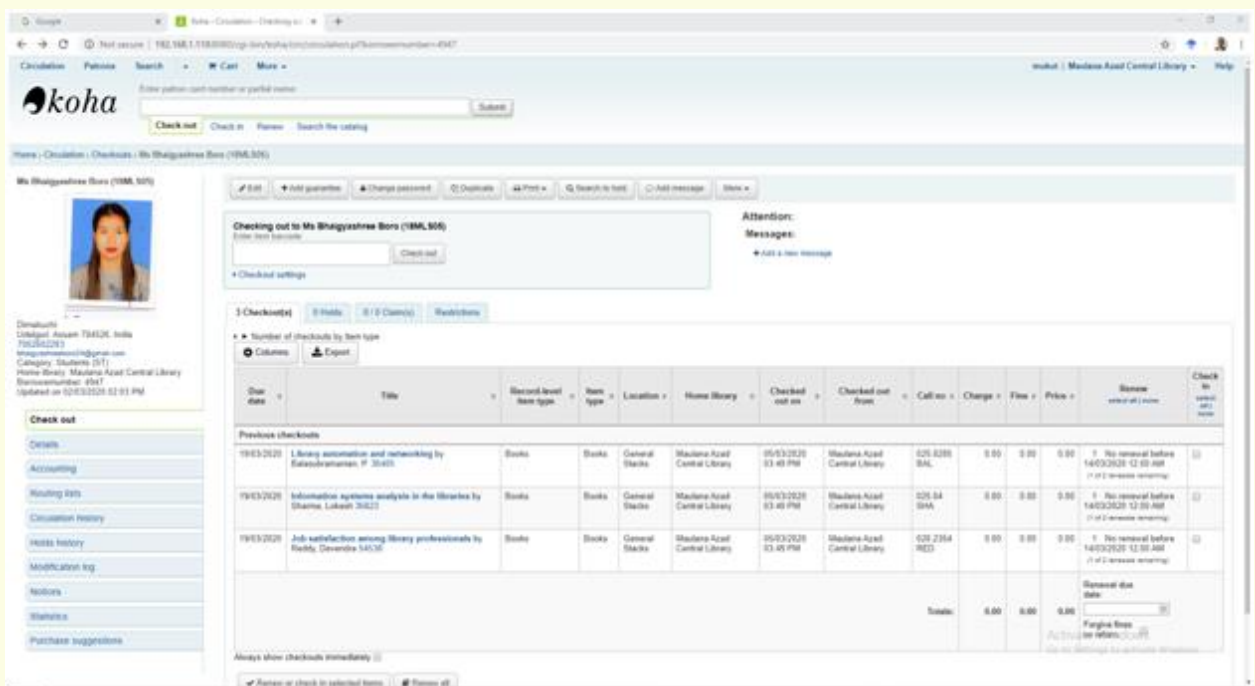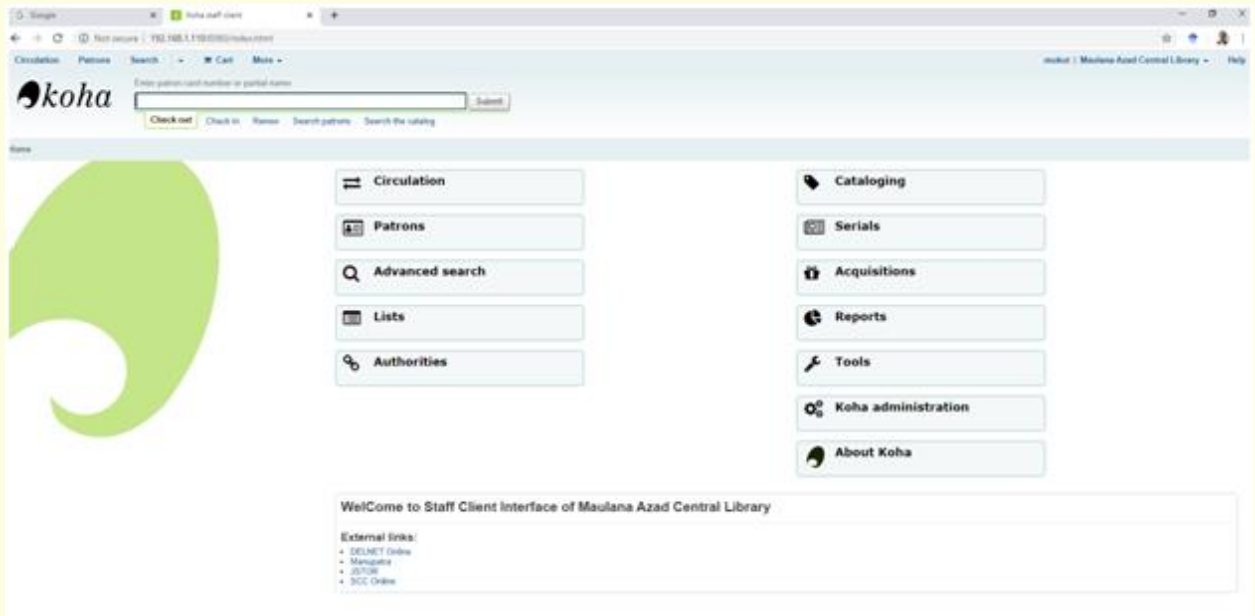
Screenshot RFID

RFID Entrance and Exit

Chapter No 8

IT Infrastructure

	IT Infrastructures MACL	
Sl. No.	Items	Quantity
1	Koha Server PC set	1
	RFID Server PC set	1
2	Client PC	8
3	CCTV Camera	8
4	OPAC System	2
5	Reprographic Machine	1
6	WIFI	1
7	Internet Bandwidth Speed	1 GB/MBPS

OPAC Service
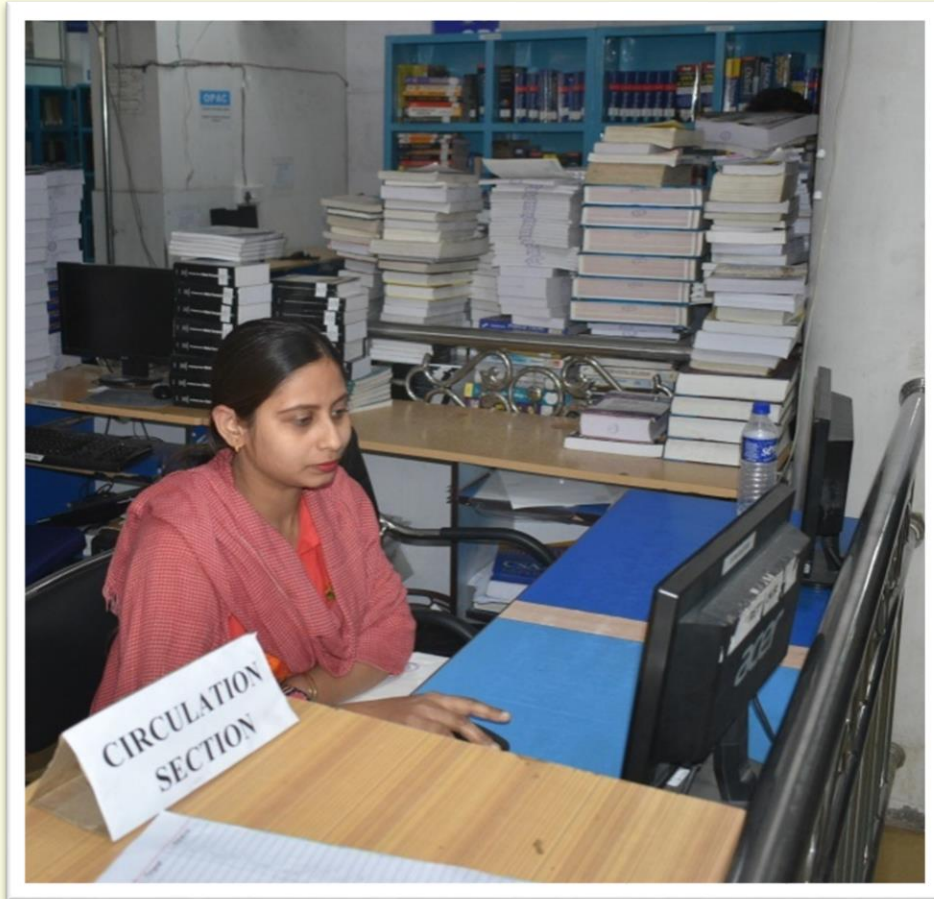
Circulation Desk (using Koha ILMS)

Book Shelf

Reading Hall

Library Notice Board

New Arrival Service

Chapter No 9

Future Library Expansion Plan

Future Library Extension Plan

Maulana Azad Central Library, USTM is planning to develop it with some ways in next two years which are mentioned bellow:

1. Physical space extension in context of reading room and stack areas.
2. Increase the number of computer terminals for OPAC section.
3. Separate Internet section for library users (which is now combined with OPAC section).
4. Inter library loan and resource sharing with other libraries.
5. Increase the number of CC TV cameras.
6. Increase the library collection.
7. Introducing periodical and reference section.
8. Opening of back volume and preservation & conservation section.
9. Recruiting professional and skilled manpower.
10. Appointment of security personnel.
11. Add special section for users like-
    - Gandhian studies
    - Women Studies
    - North-East studies etc.

Chapter No 10

Feedback and Suggestions

- ➤ Space is a major constrain at the Central Library, USM and there should be fitting spaces in as many multi-purpose facilities as possible.

- ➤ The Library does not have the enough space to accommodate bookable areas, and operate on a first come, first served basis. We also do not have sound proofed rooms or social space for group studies.

- ➤ A constant monitoring is required to improve the library housekeeping operations and collection development policies must be maintained in a sound manner.

- ➤ Regular training programmes/workshops for the library staff is suggested for the continuing the professional growth for better services to the users.

- ➤ Property counter should be more secure and man power for vigilance should be deployed.

- ➤ IT facilities for accessing online databases by the university community must be strengthened.

- ➤ Reference Services and Collection needs to be improved with wider range and formats.

Annexure

Library User Feed Back Form

MAULANA AZAD CENTRAL LIBRARY

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Name: …………………………………….   Roll no:…………………….

Department: …………………………….   Ph. No:……………………...

Please tick your answer required space bellow:

1. Satisfaction regarding

A.	Printed Book	Satisfied …..	Dissatisfied ……
B.	E-Book	Satisfied …..	Dissatisfied ……
C.	Print Journal	Satisfied …..	Dissatisfied ……
D.	E- Journal	Satisfied …..	Dissatisfied ……
E.	Magazine	Satisfied …..	Dissatisfied ……
F.	Thesis and Dissertations	Satisfied …..	Dissatisfied ……
G.	Reading Room facility	Satisfied …..	Dissatisfied ……
H.	Library Building	Satisfied …..	Dissatisfied ……
I.	Computer & Internet access	Satisfied …..	Dissatisfied ……
J.	Library Staff's Assistance	Satisfied …..	Dissatisfied ……

2. Please give your valuable suggestion regarding development of the library collection and services.

…………………………………………………………………………..

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Thank You

Maulana Azad Central Library Staff

Library contact number: 7002190775

E-mail centrallibraryustm2011@gmail.com

Library User Suggestion Form

MAULANA AZAD CENTRAL LIBRARY
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Name: ……………………………….   Roll no:…………………….

Department: ………………………….   Ph No:……………………...

Please give your valuable suggestion regarding development of the library collection and services.

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Please use the suggestion box.

Thank You
Maulana Azad Central Library Staff
Library contact number: 7002190775

E-mail centrallibraryustm2011@gmail.com