

A STUDY OF LIBRARY AS A LEARNING RESOURCES AND SERVICES FOR PREPARING TO NAAC ACCREDITATION

Vandana Saraswat, Ph. D.

Associate Professor, Library, Kishori Raman Girls Degree College, Mathura.

Abstract

Libraries have supported education efforts by providing teaching resources, information and referral services. Library grows day by day, with its users, collection, space, services and in many dimensions. According to the 5th law of library science, Library is a growing organism. Where growth is there proper management is necessary. Some kind monitoring body is necessary to enhance and maintain the library services. NAAC plays the vital role in the development and quality enhancement of the library, since the process of accreditation has started. This paper interact with the a study of library as a learning resources and services for preparing to the NAAC accreditation process and get more benefit for best gradation.

Keywords: *Library, Learning Resources, Service, NAAC Accreditation*



Scholarly Research Journal's is licensed Based on a work at www.srjis.com

Introduction:

Libraries are established for the systematic collection, organization, preservation and dissemination of knowledge and information. It is very important for man to preserve and maintain the valuable knowledge and information contained in the books and documents because we want to preserve our knowledge and wisdom for the coming generations. By preserving the documents in a library this knowledge can be made available to others so that they can benefit from it. The remarkable changes particularly in the area of Information and Communication Technologies (ICT) have great changes on the functioning of academic libraries. The developments in ICT have changed the users' expectation from the academic libraries in different ways. To meet the end-users demands effectively, the academic libraries need to identify and adopt good practices and benchmarks. Thus, preparing guidelines in a standardized way based on the best practices employed by libraries is significant which will ultimately enhance the value based services of academic libraries. In the process of a institutional accreditation by NAAC or any other monitoring body, library plays a great and vital role. The services of a library are very significant in the teaching learning process. In the age of information or information explosion, libraries are shouldering its responsibilities with proper capabilities. Libraries help the academicians in their day to day activities like

Copyright © 2017, Scholarly Research Journal for Interdisciplinary Studies

classroom teaching to finding particular information on a specific topic. Previously, the education was not learner centric but now it is learner centric education. One cannot survive in the age of information without taking a help for the library or information resource center.

Library as Learning Resources:

Libraries provide people with access to the information they need to work, play, learn, and govern. People in many professions use library resources to assist them in their work. People also use library resources to gain information about personal interests or to obtain recreational materials such as films and novels. Students use libraries to supplement and enhance their classroom experiences, to learn skills in locating sources of information, and to develop good reading and study habits. Public officials use libraries to research legislation and public policy issues. One of the most valued of all cultural institutions, the library provides information and services that are essential to learning and progress.

At the elementary stage library is referred to as:

- (i) A collection of literacy documents or record kept for reference or borrowing
- (ii) A depository house built to contain books and other materials for reading and studying
- (iii) A collection of standard programmes and subroutines that are stored and available for immediate use.
- (iv) A building that houses a collection of books and other materials.

Library as Learning Resources and Role of NAAC: In the National Assessment and Accreditation Council (NAAC) accreditation process, evaluation of college libraries is an essential component where collection, management and services are monitored. NAAC has developed few quality indicators to facilitate assessment of library and information centers. NAAC collects the data from the institutions in the resemblance to library with the help of following points.

A) Library Management and Information services:

The main objective of any academic library is to support its curriculum programme and accordingly maintain its collection and services to deliver its services to the users. For this purpose, NAAC has to ask following sets of questions to the library. Library has to answer them in the affirmative or positive manner.

- a) Qualifications of Librarian.
- b) Library timings.
- c) Special timings in the examinations periods.

d) Library Advisory committee and its functioning.

e) Library buildings.

B) Collection including E-resources and Services:

The collection of the library should be varied, authoritative and up-to-date that support and fulfill the needs of its users. It may include print and non-print media. Ratio of the total collection should be to the total students enrolled. The library has a key role in supporting the activities of institutions by maintaining and promoting library and information services quantitatively as well as qualitatively. NAAC may ask about the following services to the library users.

a) Circulation services

b) Clipping services

c) Bibliographic compilation

d) Information display and notification services

e) Reference and referral service

f) Photocopy and printing service

g) User orientation and information literacy programme

h) Inter-institutional resource sharing

i) Internet, e-resources availability

C) Statistical Information: The following parameters may consider while maintaining the library usage data.

- Average no. of walks-in
- Average no. of books issued/returned
- Ratio of library books to students enrolled
- Average no. of books added during last three years
- Average no. of login to OPAC
- Average no. of login to e-resources
- Average no. of e-resources downloaded/printed
- Number of information literacy training organized

Best Practices and Services for College Libraries:

NAAC (2007) developed a set of best practices followed in academic libraries and presented under the following four broad areas: Management and Administration of Library, Collection and Services, Extent of User Services, Use of Technology.

Now listed below are the best practices adopted by the many institutions in management and administration of the library system. An effective management of library supports excellence in the students, supports varied research needs of stakeholders, continues to adopt changes, and contributes in strengthening the academic life in the campus of the institution in all aspects. Observe other library practices by institutional visits: The goal of the practice is to refresh the library staff members and educate them about the prevailing work practices in other college/institutional libraries Organize in-service practical based programmes: The Goal is to motivate professional staff to enhance their skill and expertise in conventional and e-library associated services and operations. Maintain the library area clean and attractive: To maintain cleanliness inside & and outside the library and provide suitable atmosphere for reading and searching. Provide library services for outsiders: To provide library facilities and to generate additional financial resources to the learning resources Center it is highly needed to extend the library services to outsides also. Generate resources through ICT services: To avail the use of online resources to the College and other faculty and researchers, where the facility is not available and generate funds through nominal fee to provide uninterrupted services.

Participation of students in various services: The goal of the practice is to involve students in the maintenance and functioning of the library and thereby inculcate library mind and library consciousness in them. Conducting Library science as a optional course: 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. Use of compact storage for saving space and unused books: Every Library will have its less used collection. Hence it was felt appropriate to separate the less used collection and shift to the compact shelving. Collection development in different formats: Libraries should focus on accessing the materials in digital formats together with the other collection. Develop the hybrid library with the acquisition of digital collection with the print collection. Organize book exhibitions on various occasions: The goal is to make awareness among the students on the latest books available in their subjects. Extend library timings: To provide uninterrupted reading facilities to the users in a healthy atmosphere. Organize user orientation programmes or information literacy programmes: To orient the newly enrolled library user to the facilities and services provided by the library. Displays of library use by self-explanatory graphs and statistics: o gather feedback on the use of facilities and services. To enable to assess/ increase the quality of services delivered by the

library. Award of Best user: To attract more students to visit the library and use the resources, give once in a year, the best user award for best review order. Maintain a user feedback practice through different ways: Suggestion boxes, feedback on websites, mails can be used as a media for feedback. Provide internet access facility with broadband connectivity: To provide online access to globally generated information to the students and researchers. Create own library webpage or homepage in institutions website: To disseminate current information on various subjects to all the library users. Provide access to e-resources: Get the membership of N-LIST, INFLIBNET, DELNET etc. consortia and provide access to the users. Access to Digital repository through library website: Use Dspace, like free software to create and provide repository services. Provide Non-book material (CDs/pdf's/ppts') to the users. Develop the digital library of manuscripts and rare collection Use self developed integrated library software (open source software may preferred) Provide web OPAC to access the library collection on the web. Provide campus-wide local area network with Wi-Fi connectivity. Create a database using international standard format for easy retrieval of information. Deployment of electronic surveillance systems to secure the library collection and assets. Include sufficient information in the college annuals, prospectus, library brochure, diary etc. Provide career/employment information service Organize book talk programs Give extra library facilities for meritorious and needy students Create library blogs, Whatsapp group to provide speedy services.

Conclusion:

Best practice in simple term known as the practice which is useful for enhancing the existing function and help in effective implementation or use of the process. Some of the highlighted practices here are well accepted practices experimented in different library environments in optimizing the use of library and information services. Use of ICT in designing and delivering the information products and services will always make good results. Automation of all in-house operations in academic libraries with barcoding, user identity and web- opac facilities is a best practice in totality of library services. It has to be encouraged for wider adaptation of all higher education institutions.

Developing digital repositories with subscribed subject content, open sources and institutional information and customizing as to the internal requirements with remote access is one of the globally adopted best practice in large libraries. Disseminating information through library website/ homepage in a networked environment is made possible due to the

advent of technology and this has to be adopted in our academic libraries. In- service training, extended library hours, segregation of less used collection, use of students in library services through earn while learn schemes are feasible for many libraries to adopt in enhancing the quality of the services.

References

- Alpi, K (2003) *Bioinformatiric training by librarians and librarians developing the skills needed to support molecular biology and clinical genetic information instruction. Issues in science and technology librarianship*, 37-50
- Bhatnagar, Anjana, *Search Techniques for Accessing CD-Rom, Database, Second convention PLANNER – 2004. Ahmedabad, INFLIBNET Centre, 2004*
- Pathanks, S.& Mishra, A.a (2008 November 6-7) *Future of web based library information services: An Indian scenario.6th conversation planner.406-414.*
- Nagarkar,S. (2011). *Web based reference services to bionifomaticians; Challenges for librarians. IFLA 2011, (pp.1-9) Peurto Rico.*
- NAAC. (2006) *Best Practices in Library and Information Services. [online]Available from: http://www.naac.gov.in/best_practices (Accessed on dt.28/11/2016)*
- NAAC. (2006) *Library and Information Services: A Case Presentations. [online] Available from: <http://www.naac.gov.in/casepresentations> (Accessed on dt.28/11/2016)*
- NAAC. (2006) *National Assessment and Accreditation Council: A Brochure. Bangalore, [online] Available from: http://www.naac.gov.in/manuals_ass_accrd/manual (Accessed on dt.28/11/2016)*
- NAAC. (2006) *Quality Indicators in Library and Information Services:Affiliated/ConstituenColleges.[online] Available from: <http://www.naac.gov.in/guidelines/> (Accessed on dt.29/11/2016)*
- Vyas, S. D. (2009) *Best Practices in Academic Libraries in India: A Study. In proceeding of International Conference on Academic Library. 2009, 5th-8th Oct India, New Delhi. Delhi University Library System, University of Delhi.*