



## BEST PRACTICES FOR THE COLLEGE LIBRARIES: WITH SPECIAL REFERENCE TO GOVT. FIRST GRADE COLLEGE LIBRARY, SHIRALAKOPPA: A STUDY

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### Abstract

*This article is focus on the Best practices for the college libraries: with special reference to Govt.First Grade college library, Shiralakoppa. Now a day's libraries are repositories of the knowledge and form and integral part of educational system. Library and information services play very important role in every academic aspect. In order to bridge gap between library and users for effective and maximum utilization of the library resources, best practices have to be adapted an attempt has been made to highlight the best practices adapted in the library and information centre.*

**Keywords:** *Best Practices, college library, Information source & services*



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### 1. Introduction :

Library and information services play an essential role as gateway to knowledge and culture. They offer resources and services which create learning opportunities, enhance library and help create a healthy society. The libraries are the only means to preserve the traditional knowledge stored in books and manuscripts. Libraries are necessary for the progress of the society. They contribute substantially for the promotion of research and other developmental activities in the society. Libraries for mothers may be a place where toddlers are introduced to their first story books. For students, it is a place for study. It is a service centre for book borrowers and a source of information for researchers. In simple words, libraries provide access to knowledge. Library is regarded as the backbone of education. One cannot imagine the success of educational programme without proper support of the library. The developed and developing countries have realized this fact and providing almost importance to the library and information centers. LIS professionals have to play very essential role to provide information to the users.

## 2. Best practices meaning and Definitions :

Oxford Advanced Learners Dictionary Best practices as a quality of high standard, excellence, highly improved outstanding par excellence service. It means way of doing something that is usual or expected way in particular organization or situation, guidelines for good practices. In this process of developing best practices we taken action rather than good ideas & we improve our skills.”

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. In simple works the practice that is giving best results in terms of its usefulness and appreciation feedback from its user group.

## 3. About Govt. First Grade college Library

GFGCS Library is started in 2007-2008; Library is the spirit of any organization. It is a focal point of getting, handling, saving and dispersing information to the user group with the aphorism of engaging learning, college library if fully computerized library system to improve the users group with an extensive variety of academic recourses, for example, books, periodicals, online periodicals, back volumes, CDs/DVDs, project reports, old question bank and providing wifi facilities for the benefit users the Library is outfitted with more than 10,602 volumes and more than 6204 Titles covering all subjects of Arts, Commerce and , Encyclopedias, Dictionaries, Hand Books, etc.

## 4. Best Practices, Facilities and Services :

The following facilities and Services provided for the users in GFGCS Library.

**Collection Development:** Collection management is an important library function and involves three major aspects: Budgeting for the collection, developing policies for the collection, developing strategies for building, and maintaining the collection. GFGCS Library has rich collection to improve the quality of education.

**Circulation Service:** Stock section where the books for issue are stocked in a classified order (Dewey Decimal classification DDC) Document delivery service is being provided for the

user community to disseminate right information at right time to right user for right purpose. The users of the library can borrow books for a period of 15 days. Users are informed to return / renew the borrowed books on or before due date to prevent the penalty of overdue charges. Special library services will be provided to the meritorious students of the college.

**SC/ST Book Bank Facility:** The student who belongs to SC / ST and Other Economically Weaker can avail SC / ST book bank facility. Fair number of text books will be issued to each student for a period of one academic year in the cognitive subject.

**Reference Service :** The Library is extending reference and referral services to the users of the library. Most of the reference oriented Text books and General books have been kept in reference and active stock area for reference only by the users of the library.

**Orientation Programme :** In order to create an awareness among the fresh students of the B. A., B.Com and about the proper utilization of the library and its resources and services; to give first hand information about the library and to provide them a closer acquaintance and more familiarity about various aspects of the library system, the Library is being organized the Library Orientation Programme. This programme is an educative and informative and also bridges the gap between the library users community. This Programme educates users about the physical arrangement and organization of the collection, its functions and services both traditional and modern services like CD-ROM, INTERNET & E-Journals Consortium of INFLIBNET - N List. This programme helps the user community to utilize the available resources, services and facility to the maximum extent.

**Reprographic Service:** A Photocopier has been added to Library for the benefit of users.

**Bibliography/ Reading List :** In the Library notice displaying Reading list/ we arranged separate space for keeping this type of records to attract the library users. This programme helps the user community to utilize the available resources, services and facility to the maximum extent.

**New Arrivals:** New arrivals putting the list of newly available books on notice board will make the reader aware about the new reading material so that accordingly he could demand for those new books & get it.

**Best Library user Award :** This practice should encourage users to make maximum use of library resources & services for every academic year

**Inter-Library Loan** : The library used to get some resources on Inter Library Loan basis from other sister concern libraries as requested by our users. The books of our library will be sent to various other libraries on Inter Library Loan as per the request from other institutions.

**Bulletin board/ Wall Magazine (C A S)** :For the benefit of the users, information brochures of institutional for further studies, employment opportunities, personality development skills, News Papers clipping etc., are put on the bulletin board. The library has a 'Wall Magazine' where the student can exhibit their talents by writing some articles, national and International issues etc.

**OPAC**: Online Public Access Catalogue facility is being offered to the user community of the college in order to provide first hand information about the availability and location of the reading materials. Users can reserve the required reading material and the same will be issued on queue basis system.

**CD-ROM Service**: This service helps users to collect the entire information about their related topic within short span of time. User community of the Library especially the Final year students can avail this facility. Users can browse CDs related to their subjects which gives the bibliographical information along with abstracts of journal articles, seminar papers, conference proceedings, book reviews, etc.

**Carrier Guidance Cell**: Users come to library for searching information regarding their carrier or educational development. Today competition is going on top level, students must aware of this situation. In this context Library and Librarian should play an important role to solve their problems. Library should have very rich collection of competitive examination. Library should invites to resource person's for guiding to users for bright carrier.

## 5. Conclusion

The best practices are help for improving quality of library Source and services. The best practices adopted in academic institutes should bridge the gap between library collection & user community for maximum utilization of the resources. Library adopted various best practices in its administration, management, collection & services, extent of the use of services and use of technology. The technology based services are essential for providing up-to-date information to user community. In its effective implementation that make significant change in enhancing the use of information sources and services and users satisfaction level. The above best practices by every academic institution library creates its own image in the mind of students, faculty & society. The nature of the students to look library professional is a knowledge manager.

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