

STANDARD OPERATING PROCEDURE



The Central Library

Narasinha Dutt College
129, Belilious Road, Howrah, West Bengal

1 Introduction

The library provides access to an extensive range of informative resources like books, e-books, e-journals, newspapers and magazines to improve the knowledge and thought process of the academic faculty and students. This library also provides various services like reference service, documentation service, scanning & printing service, reading room service etc. It maintains a teachers' reading cum conference room for the teaching faculties.

2 Objectives

The prime objectives of the library are:

- a) To provide materials to support the curriculum.
- b) To foster a learning environment that encourages effective study habits among the students.
- c) To provides the teachers with latest updates in their respective subject area.
- d) To help in all educational and instructional programs of the college.

3 Activities

A range of activities are followed to run this library like administrative activities, operational activities, maintenance activities etc.

3.1 Operational activities

3.1.1 Procurement/Collection Developments

The library procures books and journals in two times during the year. Moreover, the library arranges to purchase books when there are special demands found in the demand register from the users. Submit lists are verified and checked by the librarian for duplicate availability of the books etc. Finally the list of books is brought before the Library Sub-Committee for purchase. And the Purchase Committee arranges for tender, purchase order etc. for this purpose. The

librarians contact with vendors and the Heads of the Departments for verifying books, bill, prices, discounts etc. after purchasing books. This activity includes renewal of journals and newspapers subscribed by the library. The subject books are in Anthropology, Bengali, Botany, Chemistry, Commerce, Computer Science, Economics, Education, English History, Library, Mathematics, Philosophy, Physics, Political Science, Sanskrit, Urdu and Zoology. The library also collects books and magazines on value education, career guidance, sports & games, entertainment and documents for the persons with special needs. All the publications published by the college are collected and organised in a separate place. The library has taken initiatives to develop a "Birthday Collection". This collection comprises books gifted by the library users on the occasion of their birthdays. The methodology of procurement of books has been described in the following diagram:

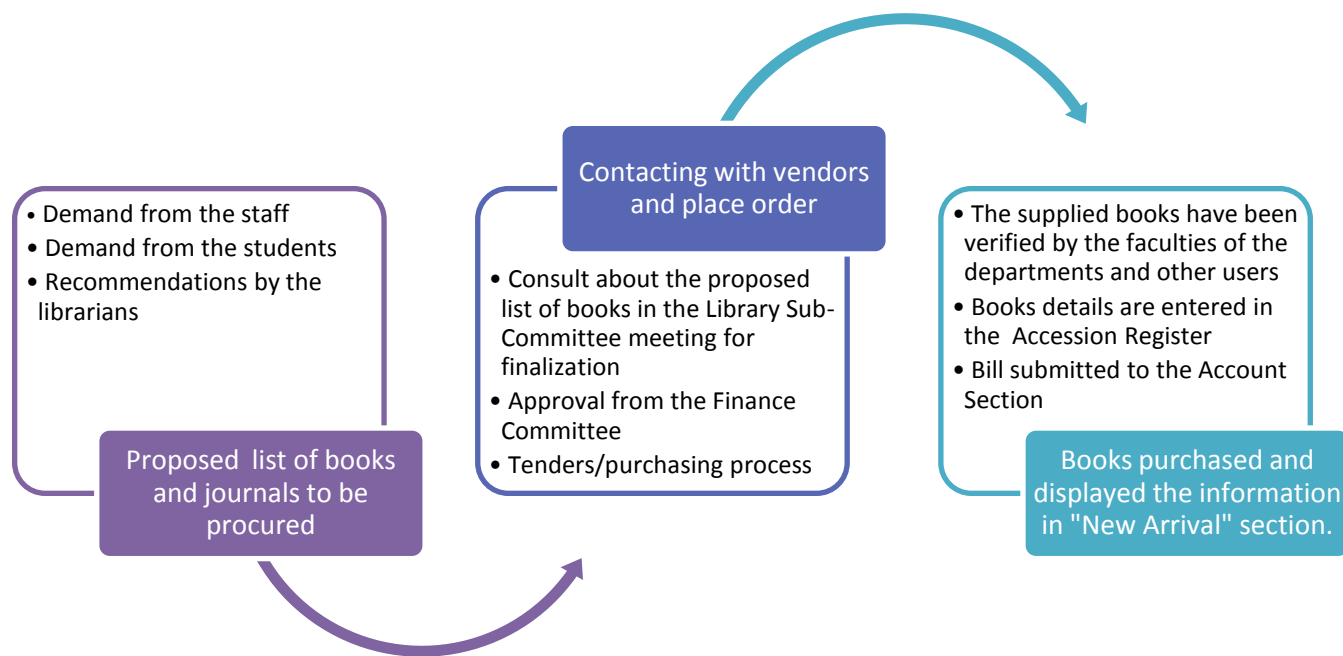


Chart no.1: Books procurement process

3.1.2 Books & Journals Processing

Each of the collected books is accessioned and the accession number is written in the verso of the title page and in page number 51 as 'hidden page' for accidental lost of verso of the title page. For classification of books, Dewey Decimal Classification 22nd edition is followed by the library. The call number of each book is formed with classification number, book number and collection number. Book number is generated by following the "Rules for a Printed Dictionary Catalogue". The call number is also written in the verso of the title page and in the hidden page. Distinguishing stamp of the library is given in the title page, verso of the title page and in the last page of the book. A separate register is maintained for accessioning journals. The following diagram is described this processing.

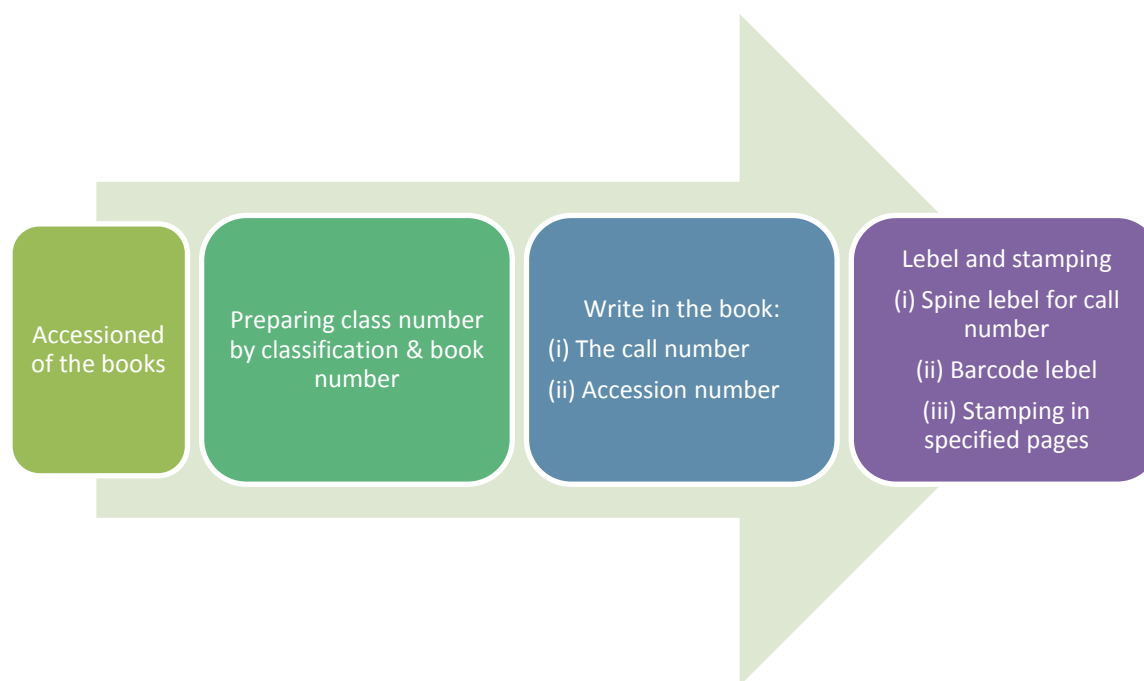


Chart no.2: Books processing in the library

3.1.3 Cataloguing

Each newly procured book is catalogued by following 'Anglo-American Cataloguing Rules' (AACR-2). The library maintains level-II for bibliographic data of each book. Since 2010, the library does not prepare and maintain card catalogue

as all the bibliographic data are directly entered in the Integrated Library System (ILS) software Koha. The bibliographic data are standardized by the MARC-21. After completing data entry, a stamp is given in the title page of the book that mentioned "Bibliographic data entry done". The Koha Online Public Access Catalogue (OPAC) is available in terminals available in the e-Corner in the library premise. The web-OPAC is also available in the library website. The cataloguing process is described in the following chat.

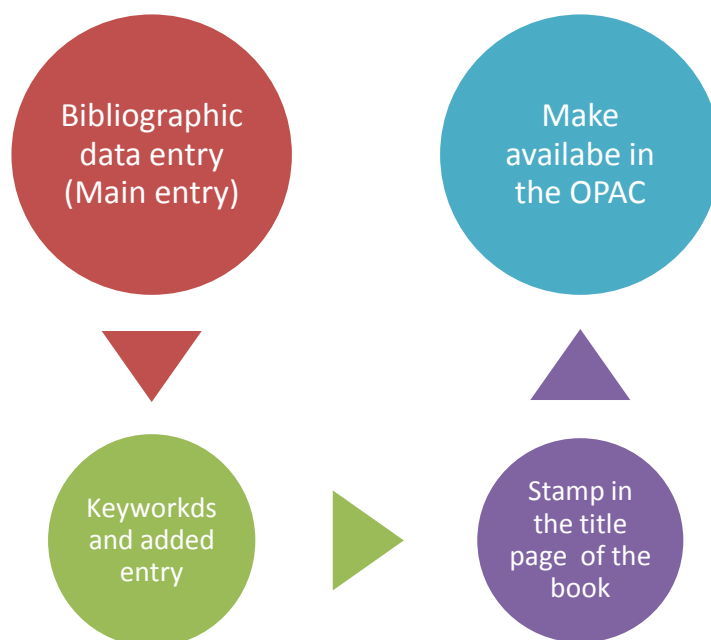


Chart no.3: Cataloguing and OPAC of the library

3.1.4 Registration

Registration of the library users are maintained in Koha ILS. Three types of users are there – students, staff and others. The staff category includes teaching and non-teaching staff of this institution and the others category include ex-students and ex-staff of this institution. The detailed information of the users are collected through online form available in the library website. The users are given barcode enable two cards – one for books using in reading room and another is for lending purpose. Both the cards are issued for one time only but the users (students) have

to renew at the beginning of new semester. It is mandatory to return the library card at the end of the final semester. The following diagram describes the whole procedure.

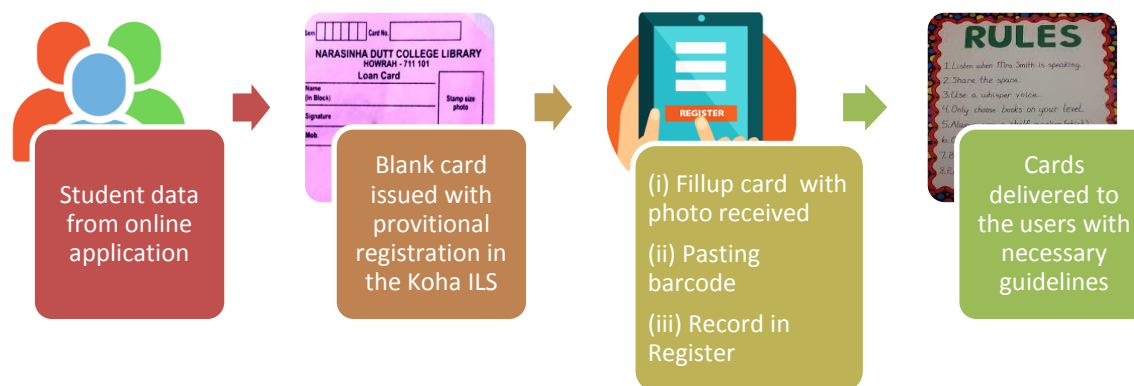


Chart no.4: Users' Registration and Library Card Issue

3.1.5 Circulation

The circulation of the library documents is maintained by the Koha ILS. The users inform their required documents by requisition slip or by e-Requisition system after consulting library OPAC, their class teachers and/or librarians. The library staffs find and fetch the required documents from the stack immediately or after a specified time and check-out the book by scanning barcode tag through Koha ILS. The library provides open access facility, therefore, the users can choose their required documents directly from the library stacks. E-documents are delivered to the registered email address of the users if printed books are not available and the users request documents through e-Requisition system. After specified time (for students 15 days and for staff a period of 30 days) the users have to return the books to the library. A separate register is maintained for charging and discharging of library documents for the staff of the library. The following diagram shows the functions of the Circulation Section regarding issue of library books.

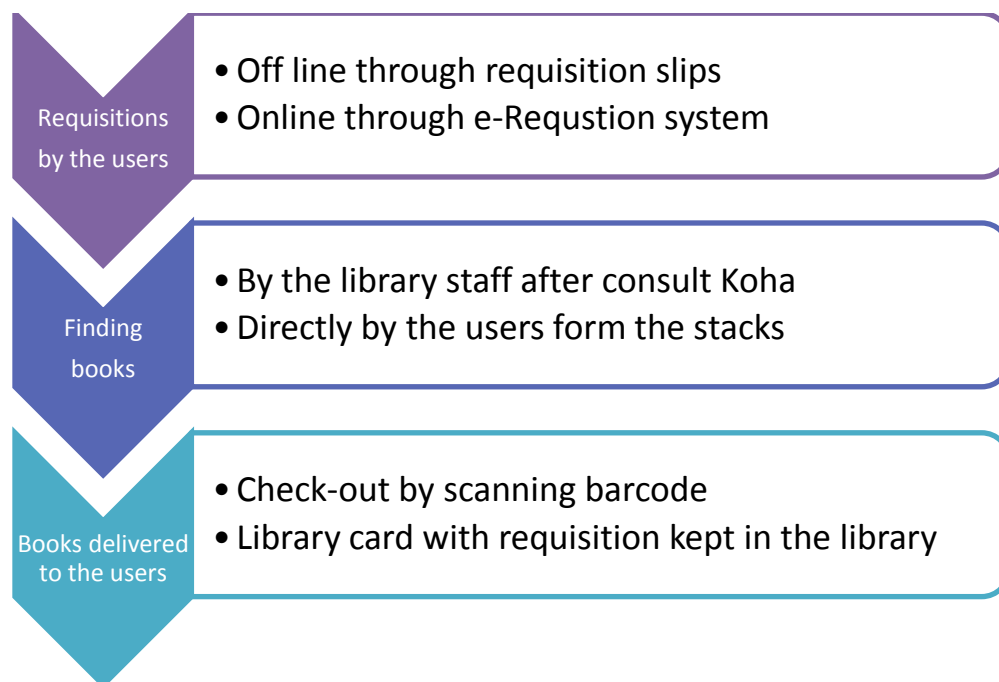


Chart no.5: Functions of the Circulation Counter (Issue of books)

3.1.6 Data & Reports

A large number of library data with various records are kept in the library in organised way so that any requirement by the institution can be fulfilled instantly. Many registers of library records are maintained in the library regularly. Circulation and cataloguing records are directly kept in the server installed in the library premises. Online records are also remained in the web server. Various reports are prepared as per requirements of the Head of the Institution, Coordinator of the Internal Quality Assurance Cell (IQAC) and others at regular basis. The diagram given below shows the process of data handling.

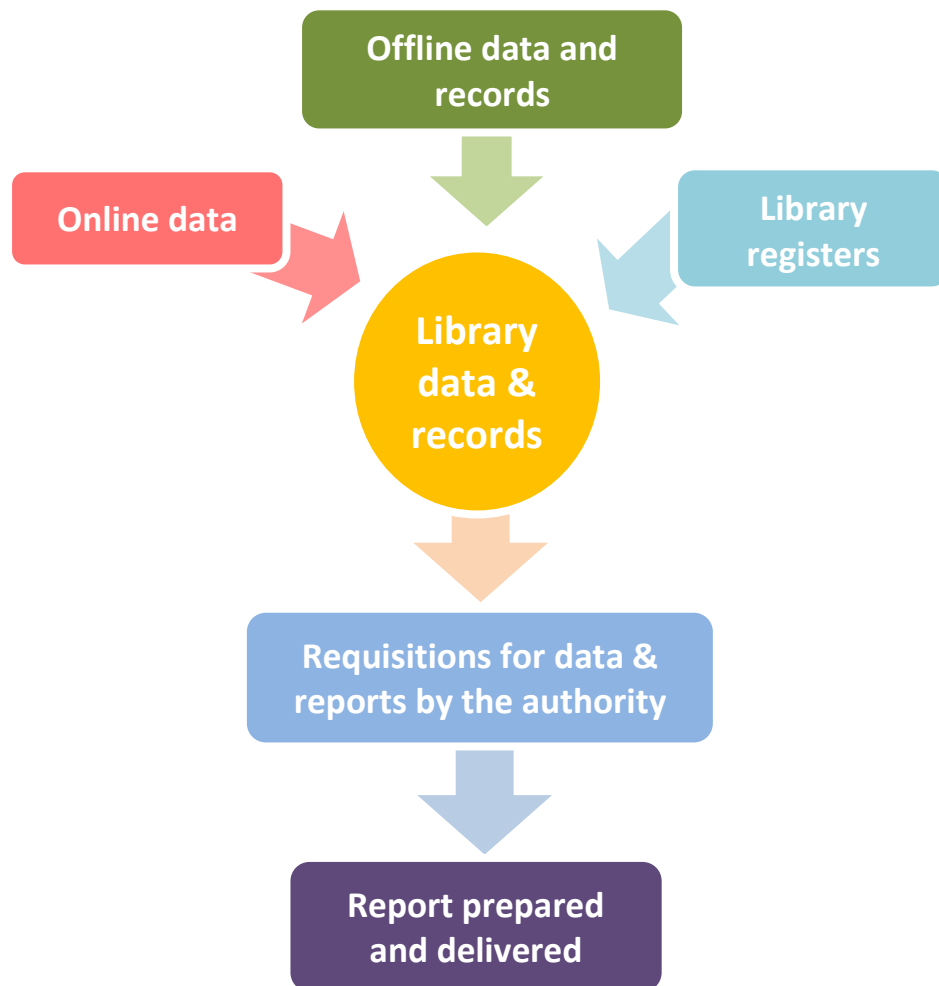


Chart no.6: Data handling and reports reparations

3.2 Administrative activities

3.2.1 Library Sub-Committee

A Library Sub-Committee under Teachers' Council has been formed in each year to maintain the library which is comprised by the Librarians, all the Heads of the Departments (HODs) and Students' representative. The main objectives of the committee are as follows:

Objective

- To develop general library policies and regulations of the library.
- To work towards the modernization and improvement of library services.
- To adopt the measures to enhance the maximum utilizations of the resources.
- To overcome various barriers faced by the library staff at their daily activities.
- To resolve significant issue regarding the users of the library.

The following diagram shows the structure of the Library Sub-Committee.

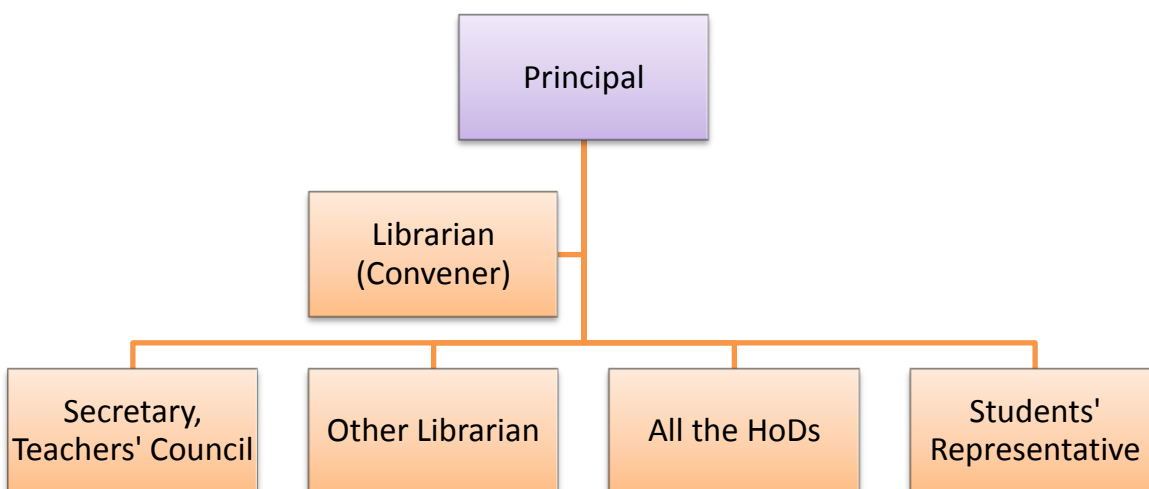


Chart no.7: Structure of the Library Sub-Committee

3.2.2 Library Resources

Optimum utilization of library resources is always maintained by the library. The librarians develop operational guidelines and instructions for this purpose. All the library staffs are trained at the beginning of the academic session so that they can give their best to the users. Users' Orientation Programme is also organised at regular basis. All the library documents are properly kept in the stacks for this purpose.

3.3 Maintenance Activities

3.3.1 In-House Maintenance

The library maintains various aspects of the library at regular basis as follows:

- Stacks arrangement and shelf order maintenance;
- Dusting, cleaning and disinfection of library documents;
- Library furniture & fixture repairing & renovation;
- Electrical & electronic devices including server;
- Reading room for the users in student category;
- Teachers' reading space cum conference room;
- Maintain asset register and conference booking register;
- Library budget, accounts & records;
- Software upgradation in terminals & servers
- Security & safety maintenances;
- Archive of old and rare books;
- Online and printed journals and magazines and so on.

3.3.2 Website maintenance

3.3.2.2 Library website

The library website is maintained by the librarians exclusively. Therefore, each and every online activity like online services, update information, teachers' requirements, demand for new books, uploading TLMS etc. are done at regular basis.

3.3.2.2 Web-OPAC

The Web-OPAC is available in the library website. All the maintenance works are done by the library in this regard.

3.3.2.3 Digital Library

The Digital Library of this institution has been developed in the local server installed in the library premise. But a prototype Digital Library is available in the web which is also maintained in regular basis.

3.4 Extension Activities

The library organises various extension programmes in library and college premises. The main objectives of these programmes are to enrich and update users groups and promote reading habit among them. The following diagram shows few of those programmes.



Chart no.8: A snap of the library programmes

4 Conclusion

The Central Library of Narasinha Dutt College is one of the oldest educational libraries in the district of Howrah, West Bengal. There are 17 subjects in UG level (Honours and General) and two PG courses (English and Mathematics) in the college. Therefore, a large number of library users' services as well as library documents are maintained regularly by the experienced and well trained library staff under supervision of Librarians and the Principal of the college. This Standard Operating Procedure (SOP) helps them "to serve with a smile" everyday.



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