

## **Introduction**

Library & Learning Resources of the institution play a central role in enhancing the quality of academic and research environment.

## **Management and Administration of Library**

Library & Learning Resources is the basic and core activity which helps the faculty, students and researcher's community in identifying and accessing knowledge resources at DAIMSR.

It also comprises the activities performed in relation to the development of vision, mission, goals and policies of the library, working hours, stock verification methods, copyright issues, membership, budgeting and reporting, resource mobilization, technical processing methods, manpower development, basic amenities and facilities as well as collection development management or information resources development, technical services, information services generation, technological, legal and copy right issues, to name a few.

There exists the Library Advisory Committee at DAIMSR, It concerns with strategic planning of Library & Learning Resources 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.

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.

## Policy Objectives

1. Provide current library materials and databases that support the academic curriculum
2. To ensure the availability of books for issuing it to the user as well as keeping it as a reference copy at library.
3. To ensure the availability of regular issues of Newspaper, Magazines, National-International Journals
4. To make available and be updated with books/ magazines which are useful for students preparing for various competitive examinations.
5. 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
6. To separate the less used collection and shift to the compact shelving.
7. To maintain the LIS by updating it and removing out of date material
8. To collect user inputs at regular intervals through Periodic Feedback system in different formats to identify and address gaps in facilities and services and to evaluate and enhance quality of information services and products
9. To orient the newly enrolled library user to the facilities and services provided by the library and also to provide guidance on accessing electronic databases (infonet) to faculty and scholars.
10. To encourage students to use the library by motivation and to inculcate reading habits and self-study among the students
11. To develop awareness of library resources and then usage in relation to preparation of assignments, term papers, project reports, etc
12. To provide all kind of support to the Differently abled students to access the library resources

## Practice/ Procedure/ Operations

1. The LAC is the ultimate authority to formulate and implement policies of purchasing and subscribing library resources.

2. The library organizes 'Book Fairs' of various publishers where the faculty and students are given an opportunity to recommend the purchase of selected titles of their choice.
3. Library Advisory Committee plays a 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.
4. The library staff members educate themselves about the prevailing work practices by visiting the libraries of other colleges/institution.
5. Staff members are given the opportunity to familiarize and expertise with library automation, e-library services by arranging in-house and external training programmes, which also helps in increasing the morale of the library staff.
6. To maintain cleanliness inside & and outside the library and provide suitable atmosphere for reading and searching. Maintenance of calm and neat atmosphere in the reading and stack areas is a must for concentrated reading and searching of materials. Maintenance of reading tables and chairs etc.
7. Like every Library, DAIMSR also have its less used collection. Over a period of time these collection will increase due to the syllabus changes, out dated contents etc. This will reduces the chances of the popular book to draw the attention of its users due to crowded less used books. Hence it is appropriate to separate the less used collection and shift to the compact shelving.
8. The library operates for 11 hours in a day in order to promote the usage of all library resources.
9. To keep the Library Hours to be 7 days a week and 16 hours a day to enable the users to exploit the reading materials.
10. An online catalogue search of the library helps the users to search for availability of the desired titles.

11. DAIMSR practices extended library opening hours for the utmost benefit of the users.
12. To provide uninterrupted reading facilities to the users in a conducive atmosphere. Those who can't visit the library during the day-time can make use of the Library in the evening hours. Hall remains open with 100% occupancy.
13. Students and faculties of the institute are provided with the book issue card to issue the books from the library as well they are provided with the user id and password to access the e-resources.
14. Suggestions box are installed near the library for taking feedback from the students also a library page is available on the college website for the online feedback, the same page is used for any updates, new arrivals of resources in the library

## **Policy for differently abled students**

The following special facilities are provided for visually / physically challenged students by the library:

1. Lift & Wheel Chair to and fro the Library
2. Reading Assistance for visually handicapped
3. Book returns Counter on Ground Floor for convenience
4. Priority Services for all Library facilities
5. Reserved Seating arrangements
6. Extended period of access
7. Personalized assistance for search and issue/return of Library resources

## **BEST PRACTICES at DAIMSR LIBRARY**

Listed below are the best practices adopted by the respective institutions in management and administration of the library system thereby enhancing the academic information environment and usability. An effective management of library supports excellence in the students, supports divergent research needs on and off campus, continues to adopt changes, and contributes in strengthening the academic life in the campus of the institution in all aspects.

1. Computerization of library with standard digital software
2. Internet Facilities to different user groups
3. Career/Employment Information/ Services
4. Information literacy programs
5. Suggestion box and timely response
6. Displaying new arrivals and circulating a list of those to faculty and student's notice board
7. Conducting book exhibitions on different occasions
8. Organizing book talks
9. Instituting Annual Best User award for students
10. Organizing competitions annually
11. Conducting user surveys periodically

**Approved By:**

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Document Updates	Date
Policy Date	15-Oct-2013
First Revision	11-Apr-2014
Second Revision	12-Jul-2016

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