

Best Practices in M. B. Patel Arts & Commerce College Library: A Critical Analysis

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Abstract:- This paper discusses the activities and practices implemented by the M. B. Patel Arts & Commerce College librarian. This paper is focus on the traditional and ICT based library & extension services such as book exhibition, automation with software, library website. This paper represents that the flexibility to change and improve by adopting well-defined, transparent, user-centered, and technology-centered processes and practices can make a library the best it can be. This article presents ways to make library services effective.

Keywords:- ICT, OPAC, Best Practices, Services, MOPAC.

I. INTRODUCTION

Make the change but slowly because direction is more important than speed in change. It is the need of time to change and assimilate it accordingly. Before 1970, library services and facilities did not have the smell of information technology, but today, everything from library access to book borrowing and other services have been computerized. A great deal of change is taking place in all sectors; the library sector is a participant in this change. The use of information technology has increased in the library. Due to the abundance of information, its new form, its presentation in various forms and its increasing demand, services and facilities are being provided using various resources. Today, the college library has started serving all the challenges to provide services and facilities, today consortia; the usage graph of e-resources is increasing. Today, the college library is facing many different problems, such as insufficient financial supply, insufficient manpower. College library is ready to overcome such problems.

➤ Definition

College Library is not only a source of information storage and distribution but also a center for developing intelligent students, researchers and excellent citizens. Best practices help to improve the quality of library services, not just the lending or borrowing of books is the sole responsibility of the library. The best practices adopted in academic institutions through Best Practices should bridge the gap between the library collection and the user community to maximize the use of available resources. Today's article

examines the best practices implemented by the Library Department of M.B.Patel Arts & Commerce College.

➤ M. B. Patel Arts & Commerce College,

Manoharbai Patel College of Arts and Commerce was established in 1994 by Gondia Educational society, Gondia . The purpose behind the establishment of the college was to provide education to the students in the rural and Naxalite area. The college is located in tribal and rural area, there for the librarian has shoulder the responsibility of providing base skill base & quality services to students.

➤ Collection Development

The college library is well equipped with text books, reference books, atlas, encyclopedia, gazette, e resources. The main aim of collection development to provide services to professors for teaching& learning as well as help to students in to increase level of knowledge. The college library has a rich collection of such books. At present, the library has 13764 books, which contain books on various subjects. The library has subscribed to N- List Consortia & through it, free e-books and e-journals are available. The computerization of the library has been completed through the Libcloud software, daily library operations are being completed through the system. By using OPAC & M- OPAC, the student is availing the information and service of the library book stock. The information of the modern A resource is being given to the student through the library's Google site.

According to the Oxford Advanced Learners Dictionary, Best Practices are "high quality, high quality, and excellence highly improved excellent equivalent service".

According to (NAAC)¹ "a best practice can be innovative and can be a philosophy, policy, strategy, program, process or practice that solves problems or creates new opportunities and positively affects organizations. Organizational excellence is the best practices adopted in various areas of organizational activity. A combination of methods is involved."

Best Practices Recommended by NAAC: The best practices are available on the NAAC website and are assured to be regularly updated in consultation with the contributing organizations. The following are some of the best practices developed by NAAC for college and university libraries that

can enhance the academic information environment and usability.

II. TRADITIONAL BEST PRACTICES

A. Book Exhibition

Book exhibition is a traditional best practice that is conducted in every type of library. Through book exhibition, a new bond is created between the reader and the book. The second and third law of library science is observed through this activity.

Every year the library department organizes book exhibition on 15th October on the occasion of Reading Inspiration Day and 27th February Marathi Language Pride Day.

➤ *Impact of the Practice*

- To create awareness about library book stocks
- Cultivating reading culture.

B. Orientation Programme-

Orientation programme is held at the beginning of the semester for newly admitted students every year. Through this activity new students are made aware about the library. Through this activity students acquire information about text books, reference books and other e- resources available in the library. Which services and facilities provided by the library. Students are given the knowledge of what are the rules of the library, what care should be taken while handling the books. What new activities will be implemented in the new session has been informed and motivates students to participate in various them.

➤ *Impact of the Practice*

- To enhance Students awareness about books & e resource available in library.
- To improve Students awareness about rule and regulation of library.

C. New Arrivals of Books with Proper Display

New textbooks, reference books, magazines, periodicals and new research journals are purchased every year as per the annual budget of the library. It will not be useful until it is in front of the reader where the reader see different kind of useful books. It is convenient for him to select correct books. After all the processes are completed, they are placed in the facade of the bookcase. Through this activity, new books are available to new readers in the library. The initiative has now acquired a modern ride. The M-OPAC mobile app has a new option to this activity where students can get information about the new books that have arrived in the home library.

➤ *Impact of the Practice*

Due to this activity, curiosity about the new collection was created in the minds of the students, and the number of new material acquisitions in the library increased.

D. Book Review

A book review competition was organized on 12th August 2021 on the occasion of Librarian Day. Reading is not only a part of education but writing about the material read is equally important. The students read new books throughout the year. A book review competition was organized to see what new knowledge he gained from the book. He wrote his opinion and review on the books read by the students through this competition. Reading is a continuous process but when we write and talk about the book we have read, the actual reading of that book begins.

➤ *Impact of the Practice*

Due to this initiative, students are turning to writing along with reading. Students are attracted towards reading literature books, biographies and autobiographical books. Critical thinking and reading skills of the students are improved by these practices.

E. Training of E Resources

Every year at the beginning of the session, basic information about information technology is given in the introduction class. How to use the e-resources available in the library. The library has subscribed to N List Consortia and National Digital Library. These two e-resources provide free e-book and e-journal services, both of which are provided free for students to use.

➤ *Impact of the Practice*

Most of students lack information technology. These practices build the confidence of students for access e resources

III. ICT BASED BEST PRACTICES

A. Automation of Library with Library Software

In the era of information technology, the working style and working methods of library staff are changing. Embracing the new change has become the need of the hour. With the creation of information due to the Internet, traditional libraries no longer provide value-based services. So automation is the solution to handle huge data in minimum time. There are many software packages available in the field of library and information science. Libcloud, Soul. The library acquired the Libman system in 2012. Lib-Man is embedded with multilingual fonts, barcode and QR code fonts. The software, developed in consultation with a wide range of senior library professionals, is currently used by around 500 libraries. Now updated LibCloud version 2.0.1 has been taken by the library. Library software helps in maintaining records update and student participation with the help of OPAC and M- OPAC.

Source: <https://libcloud.mastersofterp.in/>

➤ *Impact of the Practice*

This library reduces human power through software and maintaining accuracy in work is now possible. Library work is done today through this system. It saves precious time of the librarian and adds precision.

B. Library Webpage and Website

The library has now converted into an Information Research Centre. The library website plays an important role in the changing nature of library service. First, library websites often serve workstations, with both users and librarians serving them. The library website includes status of the library, library staff details, total collection list magazines and journal services offered by library resources, competitive exam alerts. This is a best practice provided by the library department during the pandemic season as all formal sources of information are closed at a time when site guides about all online e-resources. In session 2021 library department has created its own Google site.

Source: -
<https://sites.google.com/view/mbpclibrarysalekasa/home?pli=1>

➤ *Impact of the Practice*

A library website serves as a link between archives, information storage and communication tools for the library and its users. The library website introduces students to the library. The students have provided positive oral services regarding the library webpage & website.

C. Online Public Access Catalogue

OPAC is a module available in the software, in which students can find their related text books, reference books. There are different types of searches for ex. Author, Title, Publisher, Publisher Year, Topic, Subtopic, Main Topic, Keywords, Class no. Editor, Co-author, Accession No., Book no. This is a modern technique of finding books that students want through OPAC. OPAC provides services in many ways. In the modern era, OPAC is using voice command technology

Source: https://libcloud.mastersofterp.in/OPAC_V3/

➤ *Impact of the Practice*

These practices follows the fourth law of library science.

(Save the time of reader)

D. E-Books and E-Journals

The changing needs of students and changes in teaching and learning in higher education have necessitated linkages with e-resources. The need to create electronic resources will be fundamental to libraries in the future. Information explosion, shrinking budgets are the reasons for the development of consortia. . Today there are various consortia

available like N-List, e-ShodhSindhu, UGC-InfoNet, CSIR e-Journal Consortium, SERA Consortium, INDEST-AICTE Consortium. The college became a member of N-List consortia from session 2012-13. These resources include 6,150 e-journals and 31,64,309 e-books which is free for aces for students.

Source: <https://nlist.inflibnet.ac.in/>

➤ *Impact of the Practice*

Students have started using high quality books for free. Through the contents of this activity, the student have started to be introduced to the digital platform.

E. MOPAC

(Mobile Open Public Access Catalogue):- M-OPAC is a smart phone based book discovery app that offers a low-cost cloud-based platform for all libraries in the world to share book data. All library patrons around the world get an easy to use app for free book search. Students today expect instant, personalized, easy access to information about library materials on their mobile devices. Students are getting familiar with library facilities and services through M-OPAC. In the age of information technology, students find themselves searching for information from large information sources to meet their needs. This shows that the initiative has received a good response from the students. This app has various benefits like library admission registration, librarian blog, new arrival books, issue return information etc.

Source:

https://m.facebook.com/story.php?story_fbid=pfbid0Kow5TWg9JMsfTuCqzdFBcXcqDB2LYDpcv9j1qcE9VC9eJhrEQvEsS7aXUjD4KGMl&id=100993138383836

➤ *Impact of the Practice*

They want mobile access to library systems and more. To meet these demands, mobile enhancements designed specifically to meet the unique needs of students.

F. Library Guide as Use of QR Code

QR code of Google site is generated by librarian for library department to provide updated services and facilities to ICT- students. Department's Google Site Eyes To Improve Teaching Learning Process In College As Well As Informing Students About Future Skill Based Education In 2021 Department of Library and Information Science of M B Patel College of Arts and Commerce, Saleksa has created a dynamic Google site for the students of the college. In today's era of information explosion, Google site serves as a digital platform to find and download required study material.

➤ *Impact of the Practice*

Now the QR code of this Google site is created which is very beneficial for students to get information. Students can access library updates, journals, e-books, question papers and study materials through Google Sites.

IV. LIBRARY EXTENSION SERVICES

A. Newspaper Clipping Service

Newspaper clipping service is a service provided in every library and today this service has got a modern form. It helps to reach the users when they are there and saves users time. The library of Manoharbai Patel College of Arts and Commerce offers newspaper clipping services. An attempt has been made to provide these services with the help of the researcher Google Library site.

Source:

<https://drive.google.com/file/d/1Ayg7hzoLfQODQ7sr5HwEFJq-IOGVSyyJ/view>

B. Feedback of Students

While providing services and facilities to the students, it is the primary duty of the library and library department to know what the students still want and need. Every year, the library department uses Google form to find out the opinion of the students about the library services and facilities. After collecting student feedback, analyze that information and determine what changes need to be made in providing services and facilities.

Source:

https://docs.google.com/spreadsheets/d/1AKq29hvneL_dP_OeirDS8PeAwsdp2mBQqsV0eggUgSc/edit

C. Library Help Desk

Library help desk service is available on Google site. In this, readers can express their opinion by logging in with email id.

D. Old Question Papers

The students should get the outline of the exam paper through the library. For this old question papers are provided and the modern form of this service is to scan the question paper and provide its link on the library google site.

Source:

<https://rtmnresults.org/QuestionPaperSetDownload.aspx>

E. Binding of Magazine & Journals

Every year at the end of the year the binding of magazines and journal is done after discussion with the library committee. The purpose behind this is that it is used as research material for students who will do research in future. 125 bound volumes of magazines and journal are available in college libraries. Professors and researchers use it.

➤ Impact of the Practice

The library department is aware of the difficulties faced by the students while availing the service facilities in the library. The purpose behind this is to implement the above activities in the library extension service. The response is taken from the student through Google form and the remedial

plan is implemented after reviewing it. This practice is beneficial for collecting appropriate data from NAAC preparation.

V. CONCLUSION

In this article, an attempt has been made to critically analyze the best practices implemented by the library department of Manoharbai Patel Arts and Commerce College, Salekasa. The main objective of this article is to analyze the best practices and how to improve the service. The main core of the article is how to modernize the service while providing traditional services and facilities. Efforts are being made to provide ICT base services to students in rural areas so that they do not lag behind in the age of information technology. Every year new activities are implemented by the library department and the aim is to keep the students updated. The best practices play a pivotal role in improving the quality of education and increasing the grade of institution.

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