ADP College, Nagaon
Library Audit Report
(2015-16, 2016-17 & 2017-18)

Part – I
Summary

Library Stock:*

Description	2015-2016	2016-2017	2017-2018
Total Number of Books	44978	46150	47082
No. of Journals	10	10	10
No. of Periodicals subscribed	13	13	13
No. of Newspaper subscribed	10	10	10
Annual Growth Rate of Books	1.47%	2.61%	2.02%

* Library stock is audited for each year from 1st April to 31st March.

Acquisition and Growth :

Library Holding	2015-2016	2016-2017	2017-2018
Total no of books at the beginning of the Year	44329	44978	46150
No of titles added during the Year	363	713	594
Total no of books added during the Year	649	1172	932
Total no of books at the closing of the Year	44978	46150	47082

Acquisition Cost:

Library Holding	2015-2016		2016-2017		2017-2018	
	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	522	100010.00	849	222949.00	437	118984.00
Reference books	127	77906.00	323	68901.00	495	178761.00
Journals/Periodicals	23	25056.00	23	30189.00	23	24459.00
E-resources	N-LIST	-	N-LIST	-	N-LIST	-
News Paper	10	14780.00	10	24912.00	10	23412.00

Membership:

Members	2015-2016	2016-2017	2017-2018
Students	1568	1693	1720
Teachers	65	68	65

Average attendance:

Month	2015-2016		2016-2017		2017-2018	
	Student	Teacher	Student	Teacher	Student	Teacher
January	321	21	298	23	321	21
February	454	34	394	29	454	34
March	701	25	758	30	701	25
April	332	15	352	25	332	15
May	267	19	201	20	167	19
June	236	41	198	31	236	41
July	78	9	58	7	78	9
August	3125	80	2925	74	3125	80
September	3252	67	3123	69	3252	67
October	1236	78	1628	78	1536	78
November	1025	68	985	61	1025	68
December	895	65	1024	55	1085	65

Other Information:

	2015-2016	2016-2017	2017-2018
Book student ratio	1:28	1:27	1:27
Book utilization (Issue return of books)	9469	12333	12102

Processing and automation:

a) *Cataloguing process*: Cataloguing of existing as well as newly purchased books is being done by using catalogue module of SOUL software installed in 2010.
b) *Issuing process*: Circulation of books is being done by using circulation module of SOUL software.

Library Infrastructure:

a) Library building construction: Library has its own building.
b) Space Provision:

Reading Room	: 220 Sq meters.
Stack Area	: 180 Sq meters.
Reference Section	: 120 Sq meters.
Digital Library	: 50 Sq meters.

c) Seating capacity:

Reading room	: 100 Sq meters.
Reference section	: 40 Sq meters.
Stack area	: 20 Sq meters.

IT Infrastructure and services:

Particulars	2015-2016	2016-2017	2017-2018
No. of Computers	6 nos.	6 nos.	8 nos.
N computing	6 nos.	9 nos.	12 nos.
Printers	2 nos.	2 nos.	2 nos.
Barcode Printers	1 nos.	2 nos.	2 nos.
Scanners	1 nos.	1 nos.	2 nos.
CC Camera	8 nos.	8 nos.	8 nos.
Bandwidth of Internet	1mbps	1mbps	1mbps

Digital Library:

Process of creating a Digital Library was initiated in 2015 by using Greenstone software. In August 2018 Library has installed D-Space digital library software for creating Institutional repository as well as digital library. Till now 453 nos. of books and other documents have been digitalized.

Other facilities:

a) Internet : Yes. It is provided by Dept. of computer science by LAN connection.
b) Reprography : Yes.
c) Book Bank facility: Yes. 51 nos. of students in 2017-18 availed Book bank facility.
d) Library website : www.libraryadp.weebly.com

Maintenance of Library book stock:

	2015-2016	2016-2017	2017-2018
Number of library defaulter students	14	8	11
Number of books unreturned by students	36	19	21
Number of books unreturned by Teachers (Rtd)	38	13*	180**
Number of books lost from the library	Nil	Nil	180
Number of books withdrawn from library stock	212	212	1008

* Mr. D.K.Sarma paid Rs 576/- vide memo   no.8217 dtd 21.12.16
** Prof. O Zaman paid Rs 5572/- vide memo no. 9309 dtd 20.06.2017

Library Staff and working hour:

Staff	: Permanent: 3
	Contractual: 1
Working hour	: 10 A.M. to 4.30 P.M.

Part – II
Observations and Suggestions

Membership:

It is observed that quite a number of students have not taken Library Membership (the strength of the students in the college is above two thousand). This should be increased to inculcate a reading habit among students.

Issue and Return of Books:

1. Renewal of the issued books by <u>teachers</u> is not done in regular basis which affects the circulation process of the library stock. It should be maintained strictly.
2. No of books issued against each faculty member is not restricted. Such restriction may help regulating the issue addressed in previous point.
3. Unreturned books by the <u>Retired Teachers</u> can be brought to the notice of the college authority to make a mechanism to get them back to library stock.

Reading Room:

The library has an appreciable number of books with adequate infrastructure. However, the Reading room should be upgraded with <u>Air Conditioned</u> facility for better comfort and convenience of the readers.

Separate Sections:

1. **Periodical Section**: A separate Section for Periodicals may make the library more systematic and helpful for its readers.
2. **Old and Rare Book Section**: Some old and valuable books can be preserved in a separate section instead of withdrawing them form the library stock.

CC Camera:

Although the library is equipped with CC Camera, the number does not seem adequate.

Stack area:

Dearth of space for arrangement of books in the stack area is noticed. Additional furniture and other necessary equipments may be procured for better functioning of the library.

IT Infrastructure:

1. <u>Internet Speed</u>: The college authority may install high-speed internet infrastructure in the library.
2. An <u>Anti-Plagiarism Software</u> should be purchased/installed to cater the demand and need of research activities in the college.

Book Bank Facility:

No. of students availing book bank facility is relatively less. The facility may be expanded to maximum number of students, specially the BPL, Differently able and meritorious ones.

Library Staff:

The number of present library staff does not seem adequate against its infrastructural requirement. Especially for digitization of books, some local experts/technical staff may be hired by the college authority.

Book Borrowing from Other Library:

The library should collaborate with nearby libraries and sing MOU to facilitate its readers by borrowing books from other libraries.

Membership to local book enthusiast:

The library may introduce some mechanism to facilitate local book enthusiasts (apart from students and teachers) to borrow books or at least to use the reading room.

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Submitted by
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