Anandaram Dhekial Phookan College, Nagaon

Annual Library Audit Report

(2022-23)

Part – I

Summary

Library Stock*:

Description	2022-2023
Total Number of Books	50765 (as on 31/03/2023)
No. of Journals	26
No. of Periodicals subscribed	26
No. of bound periodical volumes	634 (as on 31/03/2023)
No. of Newspaper subscribed	10
No. of Dissertations	5
Annual Growth Rate of Books	1.52%

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

Acquisition and Growth:

Library Holding	2022-2023
Total no of books at the beginning of the Year	50005
No of titles added during the Year	284
Total no of books added during the Year	760
Total no of books at the closing of the Year	50765

Acquisition Cost:

Library Holding	2022-2023	
	Number	**Total Cost**
Text books	671	304063/-
Reference books	89	49873/-
Journals/Periodicals	26	30771/-
E-resources	NLIST	5900/-
News Paper	10	27271/-

Membership:

Members	2022-2023
Students	2228
Teachers (Including Retired Teachers)	81

Average attendance:

Month	2022-2023	
	Students	**Teachers**
April	1196	276
May	1963	271
June	1229	291
July	671	52
August	2827	286
September	2285	291
October	1470	153
November	962	264
December	763	294
January	750	214
February	1912	232
March	1287	269
Total	17315	2893

Other Information:

	2022-2023
Book student ratio	1:23
Book utilization (Issue /return of books)	8870/8543

Processing and Automation:

a)Cataloguing process: Cataloguing of existing as well as newly purchased books is beingdone by using catalogue module of SOUL software installed in 2010.

b)Issuing process: Circulation of books is being done by using circulation module of SOULsoftware.

c)Serial Control: Record keeping of Periodicals/Journals are being done by using serial controlmodule of SOUL 2.0 software.

Library Infrastructure:

Library building construction: Library has its own building.

Category		in sq. meters
Space Provision	Reading Room	220
	Stack Area	180
	Reference Section	70
	Digital Library	30
Seating capacity	Reading room	100
	Reference section	40
	Stack area	20

IT Infrastructure and services:

Particulars	2022-2023
No. of Computers	07
N computing	12
Printers	2 (1 LP, 1 DM)*
Barcode Printers	2
Scanners	1
CC Camera	16
Bandwidth of Internet	10 MBPS

*LP = Laser Printer, DM = Dot Matrix

Institutional Repository:

The process of creating an Institutional Repository was initiated in 2015 by using Greenstone software. In 2018 Library has installed D-Space digital library software for creating institutional repository as well as digital library.

Digital library	2022-23
No. of E-books	59
No. of Thesis	9
No. of MRP	13
No. of question papers	1865
No. of Dissertations	Nil
No. of rare books	9
No. of Digitized Manuscript	7

Other facilities:

a) Internet: Broadband connection from Jio Fiber Network.
b) Repographic services: Yes.
c) Book bank facility: 287 no. of students availed this facility during 2022-23.
d) Blog: adplibrary.blogspot.in
e) Career oriented library service for students to prepare for various jobs.
f) Online digital library: Facility for remote access of resources.
g) Library website: www.libraryadp.weebly.com

Maintenance of Library book stock:

	2022-23
Number of library defaulter students	Nil
Number of books unreturned by students	Nil
Number of books unreturned by Teachers (Rtd)	Nil
Number of books lost from the library	13
Number of books withdrawn from library stock	493 (withdrawal register page 123-156)

Library Staff and working hour:

Staff: Permanent: 03
                          Contractual: 01
Working hour: 9.00 Am – 04:30 PM

Part – II

Observations and Suggestions

Observations:

1) Newspapers, journals and periodicals are properly maintained.

2) Hospitality of the library staff are really appreciable.

3) Reference section is well maintained.

4) As per previous suggestion manuscript section of the library has been shifted to first floor under proper room temperature.

5) Digital attendance of the library users is really appreciable.

6) It is observed that all the records of the library are properly updated by the staff.

7) An entire lists of library resources has been displayed at the entrance of the library.

8) Feedback from the visitors (students, teachers and other users) are taken regularly to improve the library facility.

9) A separate reading room is arranged for specially abled students.

The following are the various suggestions for the Central library:

1) Vision and mission for the library are to be displayed at the entrance of the library.

2) There should be display of concise library floor plan including all ambience.

3) There should be proper provision for the facilities for the especially abled students as a library user.

4) Maintenance of aesthetic look inside the library.

5) There should be some rules and regulations for the library users.

6) Workshops should be organized for the students to know about the available resources in the library and how to use those properly.

7) Educational resources in Open Access should be increased.

8) Property counter should be provided near the entrance of the library where the students can keep their personal belongings.

9) Books lost or damaged have to be replaced or their price should be charged from the borrower.

10) Integrated Library Management Software (ILMS) needs to be updated.

11) Digital repository should be accessible by the students and teachers in their own gadget remotely.

12) Manpower to the library staff should be increased.

13) Career counselling cell should orient the students to use the available Competitive Examination guides.
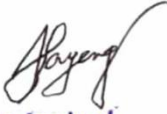
Submitted by

Library Audit Committee

Dr. Anjana Devi (Convenor):

Dr. Sabita Devi:

Dr. Dharitree Dutta: