

ADP College, Nagaon
Library Audit Report
(2018-19 & 2019-20)

0

Part – I
Summary

Library Stock: *

<i>Description</i>	<i>2018-2019</i>	<i>2019-2020</i>
Total Number of Books	48920	49453
No. of Journals	04	09
No. of Periodicals subscribed	14	14
No. of Newspaper subscribed	10	10
<i>Annual Growth Rate of Books</i>	3.89 %	1.10%

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

Acquisition and Growth

<i>Library Holding</i>	<i>2018-2019</i>	<i>2019-2020</i>
Total no of books at the beginning of the Year	47082	48920
No of titles added during the Year	998	185
Total no of books added during the Year	932	1838
Total no of books at the closing of the Year	48920	49453

Acquisition Cost:

<i>Library Holding</i>	<i>2018-2019</i>		<i>2019-2020</i>	
	<i>Number</i>	<i>Total Cost</i>	<i>Number</i>	<i>Total Cost</i>
Text books	1048	401891	470	241688
Reference books	780	40634	63	37841
Journals/Periodicals	20	20365	23	25123
E-resources	N-LIST	-	N-LIST	-
News Paper	10	24776.00	10	-

Membership:

<i>Members</i>	<i>2018-2019</i>	<i>2019-2020</i>
Students	1916	2233
Teachers	64	67

Average Attendance:

<i>Month</i>	<i>2018-2019</i>		<i>2019-2020</i>	
	<i>Student</i>	<i>Teacher</i>	<i>Student</i>	<i>Teacher</i>
January	289	20	385	24
February	398	31	489	32
March	698	32	701	25
April	358	19	332	15
May	196	18	167	19
June	196	32	236	41
July	69	09	78	07
August	2558	78	2925	78
September	3189	59	3152	65
October	1489	69	1231	81
November	1158	71	1025	69
December	985	60	1085	55

Other Information:

<i>Year</i>	<i>2018-2019</i>	<i>2019-2020</i>
<i>Book student ratio</i>	1:26	1:22
<i>Book utilization (Issue return of books)</i>	12150	12423

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.

8-90b) Space Provision:	<u>2018-19</u>	<u>2019-20</u>
Reading Room	: 220 Sq. meters.	220 Sq. meters
Stack Area	: 180 Sq. meters.	180 Sq. meters
Reference Section	: 70 Sq. meters.	70 Sq. meters
Digital Library	: 30 Sq. meters.	30 Sq. meters
c) Seating capacity:		
Reading room	: 100 Sq. meters.	100 Sq. meters
Reference section	: 40 Sq. meters.	40 Sq. meters
Stack area	: 20 Sq. meters.	20 Sq. meters

IT Infrastructure and Services:

<i>Particulars</i>	<i>2018-19</i>	<i>2019-20</i>
No. of Computers	8 nos.	8 nos.
N computing	12 nos.	12 nos.
Printers	2 nos.	2 nos.
Barcode Printers	2 nos.	2 nos.
Scanners	3 nos.	3 nos.
CC Camera	8 nos.	16 nos.
Bandwidth of Internet	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. Total of 820 books and other documents during 2018-19 and 1230 books and documents during 2019-20 have been digitalized.

Other facilities

- a) Internet : It is provided by Dept. of computer science by LAN connection.
- b) Reprography : Yes.
- c) Book Bank facility: 85 nos. of students during 2018-19 and 110 students during 2019-20 availed book bank facility.
- d) Library website : www.libraryadp.weebly.com

Maintenance of Library Book Stock:

	<i>2018-2019</i>	<i>2019-2020</i>
Number of library defaulter students	03	16
Number of books unreturned by students	05	16
Number of books unreturned by Teachers	Nil	33
Number of books lost from the library	Nil	33
Number of books withdrawn from library stock	1008	-

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

No of Books:

It is observed that during the sessions 2018-19 and 2019-20 though the book stock in the library has increased significantly, the book student ratio has decreased since there was also significant increase in the number of student admitted in the college. Hence, to increase the book student ratio, significant increase in the number of books is of utmost importance.

Reading Room:

The library has an appreciable number of books with adequate infrastructure. During the summer months the reading room of the library becomes very hot and as such, for better comfort and convenience of the readers, air conditioning system may be introduced.

Journal and E Resources:

Since the newly introduced CBCS course at undergraduate level as well as post graduate courses stresses more on project based study, the library may consider subscribing printed research journals published by various academic institutions or subject based associations.

Moreover, the library may consider institutional membership of the online e-resources like- Springer, Elsevier, Science Direct, Taylor & Francis

Stack Area:

Dearth of space in the stack area is noticed. Necessary steps should be taken to enlarge the stack area.

Internet Speed:

Necessary arrangement should be done to enhance the internet speed of 1mbps which is slow by the contemporary standards.

Library Staff:

The number of present library staff does not seem adequate against its infrastructural set-up. Hence, the authority should take step to increase manpower

Book Borrowing from Other Library:

The college library already has Inter library Loan facility with Nowgong Girls' College since 2015 via MOU. The same may be extended to other institutions in the region.

Submitted by,

(Library Audit Committee)

Dr. Kakali Boruah (Convener)

Mr. Bapan Banik

Dr. Milan Neog

Mr. Parag Dutta

Action taken on the Recommendations of Library Audit Committee

1. Books worth two lakh rupees were procured in January, 2021 to augment the stock of book and improve the book-student ratio.
2. Two routers were ordered for raising the internet speed in the library premises.
3. Proposals were submitted before governing body to install air-conditioners in the reading room and the manuscript section of the library.
4. Scientific journals like Springer were subscribed in 2021.
5. Augmenting the man-power of library could not be done as the post of staff has to be sanctioned by the government of Assam.
6. The college administration will take up with other local colleges to set up Inter library Loan facility.