

ADP College, Nagaon
Library Audit Report
(2018-19, 2019-20, 2020-21)

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Part – I
Summary

Library Stock:*

Description	2018-2019	2019-2020	2020-21
Total Number of Books	48920	49453	49868
No. of Journals	04	09	09
No. of Periodicals subscribed	14	14	14
No. of Newspaper subscribed	10	10	10
Annual Growth Rate of Books	3.89 %	1.10%	0.99%

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

Acquisition and Growth :

Library Holding	2018-2019	2019-2020	2020-21
Total no of books at the beginning of the Year	47082	48920	49453
No of titles added during the Year	998	185	158
Total no of books added during the Year	932	1838	415
Total no of books at the closing of the Year	48920	49453	49868

Acquisition Cost:

Library Holding	2018-2019		2019-2020		2020-21	
	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	1048	401891	470	241688	355	122466.00
Reference books	780	40634	63	37841	60	26380.00
Journals/Periodicals	20	20365	23	25123	23	38052.00
E-resources	N-LIST	-	N-LIST	-	N-LIST	5900.00
News Paper	10	24776.00	10	-	10	25137.00

Membership:

Members	2018-2019	2019-2020	2020-21
Students	1916	2233	2348
Teachers	64	67	71

Average attendance:

Month	2018-2019		2019-2020		2020-21	
	Student	Teacher	Student	Teacher	Student	Teacher
January,2021	289	20	385	24	1789	116
February,2021	398	31	489	32	1245	203
March,2021	698	32	701	25	775	164
April, 2021	358	19	332	15	224	76
May, 2020	196	18	167	19	-	-
June, 2020	196	32	236	41	-	-
July,2020	69	09	78	07	--	-
August,2020	2558	78	2925	78	-	-
September,2020	3189	59	3152	65	142	47
October,2020	1489	69	1231	81	996	135
November,2020	1158	71	1025	69	1800	196
December,2020	985	60	1085	55	1249	229

Other Information:

	2020-21
Book student ratio	1:21
Book utilization (Issue return of books)	9884

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: **2020- 21**
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|-------------------|------------------|
| Reading Room | : 220 Sq meters. |
| Stack Area | : 180 Sq meters. |
| Reference Section | : 70 Sq meters. |
| Digital Library | : 30 Sq meters. |
- c) Seating capacity:
- | | |
|-------------------|------------------|
| Reading room | : 100 Sq meters. |
| Reference section | : 40 Sq meters. |
- Stack area : 20 Sq meters.

IT Infrastructure and services:

<i>Particulars</i>	<i>2020-21</i>
No. of Computers	7 nos.
N computing	12 nos.
Printers	2 nos.
Barcode Printers	1 nos.
Scanners	1 nos.
CC Camera	8 nos.
Bandwidth of Internet	1mbps

Digital Library:

Process of creating a Digital Library was initiated in 2015 by using Greenstone software. In August 2018 Library 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 : Yes. It is provided by Dept. of computer science by LAN connection.
- b) Reprography : Yes.
Book Bank facility : Yes. 143 nos. of students during 2020-21 availed book bank facility.
- c) Library website : www.libraryadp.weebly.com

Maintenance of Library book stock:

	<i>2018-2019</i>	<i>2019-2020</i>	<i>2020-21</i>
Number of library defaulter students	03	16	Nil
Number of books unreturned by students	05	16	Nil
Number of books unreturned by Teachers (Rtd)	Nil	33	Nil
Number of books lost from the library	Nil	33	05
Number of books withdrawn from library stock	1008	-	Nil

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 session 2020-21, the book stock in the library have increased but, the book student ratio has decreased. Hence, to increase the book student ratio, significant increase in the number of books is of utmost important.

Digital Library Access:

The institutional repository of the college is at present accessible over LAN and library WIFI. The library should make necessary steps to access the digital library over remote access.

Reading Room:

Provision should be made on adequate ventilation and cooling of the reading room especially the manuscript section since it becomes very hot and humid during the summer months.

No of Computers with OPAC:

Library should increase numbers of computers with OPAC facility for easy searching of books for students.

Internet Speed:

Necessary arrangement should be done to enhance the internet speed of 1mbps

Separate Career Oriented Noticeboard:

A separate notice board with career options for the students can be arranged in the library along with the general notice board so that students constantly remain in touch with new and latest career options and possibilities for them.

Due to Covid-19 pandemic the regular function of college has remained closed and the library has not been opened.

Submitted by

Library Audit Committee

Dr. Kakali Boruah (Convener)

Mr. Parag Dutta

Dr. Milan Neog

Mr. Bapan Banik

Action taken on the Recommendations of Library Audit Committee

1. The number of orientation program for the students has been increased to inculcate the reading habit among them.
 2. Renewal of the issued books by teachers was made compulsory at the end of the session.
 3. Unreturned books by the Retired Teachers was brought to the notice of the college authority by the librarian over time and a mechanism was devised gradually to get them back to library.
 4. The old and valuable books are preserved in a separate section instead of withdrawing them from the library stock.
 5. The library has been equipped with more CC Camera.
 6. Additional furniture were procured for better functioning of the library.
 7. As per recommendation, College Governing Body authorized principal to install high-speed internet infrastructure in the next session.
 8. Anti-Plagiarism Software has been installed to cater the demand and need of research activities in the college in near future.
 9. The library has signed formal MOU with the nearby college libraries like Nagaon Girls College library.
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