

# Best Library Practices Used in Dadapatil Rajale College Library, Adinathnagar

Rajkumar P. Ghule

Librarian, Dadapatil Rajale College, Adinathnagar, Tal. Pathardi, Dist. Ahmednagar.(MS).India

[rajabhaughule@gmail.com](mailto:rajabhaughule@gmail.com)

## ABSTRACT

*This paper covers various library practices, services given to users by Dadapatil Rajale College Library, Adinathnagar. Library services are vital forces to achieve academic standards. Libraries are backbone system to every academic institution and they are support to teaching, research and learning systems. The role of academic libraries in current scenario are important because most of the academic libraries have adopted ICT based services. The best practices will help for improving quality of library services. This will create best image of the library in the society. Aim of the research is to know the services of DPR College providing to users, and their satisfaction by library services. On one side technological changes have occurred and on other side various challenges are faced by the academic libraries. This situation can be faced by using the best practices and user satisfaction is the central point of DPR College library service. For this purpose researcher has used survey method, discussed on various practices, which were very useful for library users.*

**Keywords:** Best library practices, Library services, Users, ICT, Librarian, DPR College library.

## 1. INTRODUCTION

The Dadapatil Rajale College, Adinathnagar is one of the leading colleges in rural area, which is affiliated to Savitribai Phule Pune University, in Maharashtra. This college is accredited by B grade by NAAC. The library has adopted so many best practices, by considering user as centre point. These practices will help to inculcate good environment among the user community. The aim of

discussing best practice is to market the library activity amongst the reader community. The use of ICT has changed the process; library is no exception for the same. Library has to adopt new changes, educate the reader community and lead for the building the nation. According to changing environment library has to adopt the changes and try to give maximum services that are possible. 'A library's existence does not depend on the physical form of documents. Its mission is to link the past and the present, and help shape the future by preserving the records of human culture, as well as integrating emerging information technologies. This mission is unlikely to change in the near future.'<sup>1</sup> The library provides the right information at right time to the right user concerning their day to day information need related to text and reference, question papers, projects, CDs etc.

## 2 ABOUT DADAPATIL RAJALE COLLEGE -

Let. Dadapatil Rajale was great leaders, who strive for the betterment of the society. With the great vision of creating "Education for all"<sup>2</sup> in the rural area he established a trust Dadapatil Rajale Education Society, which is sponsored by Shri Vrudheshwar co-operative sugar factory Ltd. Adinathnagar, Tal. Pathardi, Dist. Ahmednagar, M.S. Due to his great efforts, Dadapatil Rajale Arts and Science College is at present rendering valuable service in the

<sup>1</sup> Khardikar Archana, International Research Journal, Sirur, V.2, 2015, pp.28.

<sup>2</sup> Hand book of Dadapatil Rajale College, Adinathnagar, 2016, pp.1

field of education. This college was established in 1991, and imparting quality education in the field of Arts, Science and Computer sci. up to Post Graduate level. The primary philosophy of the foundation is to inculcate into the students, a set of qualities like assertiveness leadership and ability to communicate required achieving success in the society. In the age of Information Technology hard information or subject knowledge alone cannot make one a god teacher. On the contrary, teachers should develop their teaching skills and serve as facilitators to their students. The college gives emphasis on co-curricular activities for the holistic development of the students to face the undaunted task of future.

### **3 LIBRARY OF DADAPATIL RAJALE COLLEGE -**

DPR college library is established in the year 1991. It pays an important role in the development of the institution. The library aims to support current and anticipated needs of users in pursuance of its mission to further teaching and learning activities of the university community. The library intends to continue to provide an inviting physical environment, where students, faculty and staff can obtain needed information quickly. Library assists library users through orientation to fully utilize the resources and services of the library in view of developing information literacy skills. The library has developed an excellent collection of books, journals, magazines and newspapers. The library has also developed non book collection which includes e-journals, e-books; CDs. Besides this it also maintains separate collection of reference books, bound volumes o journals and project reports. The entire collection has been classified using Dewey Decimal Classification Scheme. Library is automated with the help of VRUDHI software. Library patron can search resources through OPAC. Earlier our library was a resource centre with the efforts of library personals and their efforts to provide new services it is in a stage of converting in to an effective learning centre.

### **4 WHAT IS BEST PRACTICE? -**

Oxford advanced Learners Dictionary describes best practices as quality of high standard excellence, highly improved, outstanding, par excellence service. It means way of doing something that is usual or expected way in a particular organization or situation, guidelines for good practices. In this process of developing best practices we take action rather than good ideas, and we improve our skills.

A best practice may be pioneering and be a philosophy, policy, strategy, program, process or practice that solves a problem, or create new opportunities and positively

impacts on the organization.<sup>3</sup>. In general, the use of technology and innovative ideas lead to evolve best practices evolving in the library and information environment. Thus a best practice in library in simple terms is known as that practice which makes the way for enhancing an existing function or an activity and helps in effective implementation or use of the process thereby leading to a continuous improvement and overall performance of the library (NAAC 2006).

**5 .BEST LIBRARY PRACTICES USED IN DPR COLLEGE LIBRARY-**Library plays an essential role in the development of academic institutions. Though library is a soul of academic institutions it is generally observed that students get de-motivated and do not want to visit the library due to the availability of class notes and internet. In order to attract number of students towards library DPR College library started few innovative techniques which resulted into transformation of a library into an effective learning centre.

#### **5.1 DEVELOPING CLOSE/PERSONAL RELATIONS WITH ITS USERS –**

In today's scenario librarians need to change their traditional factor which results into creating the library. Public relations are an important factor which results into creating the feeling of togetherness in the society. DPR College library started personal interactions with the students. Library staffs were trained to understand the real aim of library profession. The staff gets motivated and started loving their profession which resulted into positive personal interaction with the library users. Library professionals thought to create a learning environment in the library and following practices were started in the library.

**5.2 ORIENTATION PROGRAM –** It is one of the best practices to create awareness among the students about the library resources, the library services, good reading habits, creative programs and activities for maximum utilization of the DPR College library. Through orientation program fresh students enlighten by introducing library collection, staff and various sections of the library. It is the best activity for education the user. The academic libraries have a great role and responsibility in creating awareness among its users which will help to make use of the library resources, facilities and services more effectively and efficiently.

<sup>3</sup> NAAC – Best practices in library and information services, case presentations, best practices series-NAAC, Bengluru,2006.

### 5.3 LIBRARY SOFTWARE AND ITS USE –

Library automation involves change in the ways an organization conducts itself and represents itself to those to whom it provides services.<sup>4</sup> Library is fully automated by using VRUDDHI software. Member ID for each and every reader is provided. Circulation is through computer system. OPAC facility for browsing books and other library resources is available in the library. Two terminals are use for library administration. Four separate computers are used for internet browsing in the library. Infrastructure facility for library computerization such as furniture, power supply, and backup are made available/scanner, barcode reader, printer etc. are also available in the library.

### 5.4 SUBSCRIPTION OF N-LIST

**DATABASE** – The basic aim of subscribing this database is to avail more number of e resources for the benefit of our reader. College subscribes the UGC INFLIBNET, NLIST Database by paying Rs-5000/- every year since 2011. Through the N-List we will get 97,000+ E Books & 6000+ E Journals, separate four computers were available for this purpose. This facility is available to staff and student of the college free of cost.

### 5.5 KEEPING THE LIBRARY PREMISES NEAT AND CLEAN –

This is regular activity of library staff, student from earn and learn scheme will also help for the cleaning library premises neat and clean. Proper dusting, use of air blower for cleaning library racks and furniture at a definite interval is routine activity of the library. Every day cleaning of library one by the library attendant, this will help for improvement of quality o the library services. Proper learning and motivation to library staff by the librarian will lead the activity in a definite way.

**5.6BOOK EXHIBITION** - To create awareness about the collection we organizes book exhibition. This activity was arranged by library from last ten years. Library staff and library committee members organize book exhibition for different disciplines. This activity is done inside the library separately through displaying the special collection and literary works of specific authors or group of authors thereby creating awareness about the particular author or literary works among its users.

**5.7 EDUCATIONAL VIDEO SHOWS** - From last year (2014-15) library started program on educational

video shows in the library. Such program helps to increase their knowledge in the concern field. Due to such activities students were not only involved in the program but also increase their frequency of visit to library and creates love and togetherness towards library.

### 5.8 DISPLAY OF VARIOUS LIBRARY CHARTS –

The aim of this practice is to market the library in a proper way. Following charts are prepared and displayed in the library such as, library advisory committee, library staff, library glance, vision, mission and objective of library. Rules of library, sections of library bay guides for every book racks. Strong plastic flexes board with similar color are used for every chart. This will help to give open access service to reader and save the time of reader.

### 5.9 READERS CLUB –

The effectiveness<sup>1</sup> of a library and information system depends on the extent to which the system characteristics correspond with the users and how much the potential users are willing and able to make use of it. DPRC library create a group of students, who are interested in reading. Last day of every month this students gate together and discuss on new arrival books and newly readied books. Apart from regular study book, additional book such as fiction, novel, etc. can be issued to students to motivate their extra-curricular reading habits.

### 5.10 CO-OPERATIVE PROCESSING / INTER-LIBRARY LOAN SERVICES –

5.11 ‘Library service is not to be judged exclusively on the technical aspects of its work.’<sup>5</sup> To ensure the optimum utilization of time and human resources as well as potentialities, technical processing of books either in manual or in mechanical partner librarian shall have honest mental understanding to assist each other in their problems on book processing and disseminating services to the users. DPRC library is connected with three another college libraries.

## 6. GENERAL BEST PRACTICES –

Following are additional practices conducted in our library as a routine practice-

1. Regular Library Advisory Committee Meeting.
2. Newspaper clipping.
3. Binding of books and periodical volumes

<sup>4</sup> Dahifale V.U., Ghule R.P., Strategies of library services in Digital Age, Ajanta Publiation, New Delhi, 2012, Pp.108.

<sup>5</sup> Pandey R., Pillai M.N., Library Administration, Jnanada Prakashan, New Delhi,2011,Pp.11

4. Displaying new arrivals at regular interval.
5. Reading room
6. Inclusive of library information in prospect and college website.
7. Use of CCTV for library security
8. Book bank facility.
9. To take help of earn and learn students in data feeding, Pasting of barcode, spine label.
10. Question paper sets of previous examinations.
11. Use of pesticides for keeping away book worm and damage of books.
12. Drinking water for library users
13. Soft copy of college periodical 'Vrudheshwar'
14. Preservation of manuscripts
15. Separate periodical section
16. Large collection of competitive examination.
17. Conducts users feed-back by questionnaire method & Suggestion box.
18. Reprography service.
19. Best reader award every year
20. Ramp, space, and books for differently-able users

## 7. CONCLUSION –

User is the most important component of library. User gives us an opportunity to provide the service. In libraries we have to take care of user's expectations and try to provide maximum best service. ICT is helping us in providing right information to right user in right time. Best library services are result in smooth functioning of library. For providing best practices to our clientele, first we should understand their needs and then we can chalk out the activities. It is our duty to motivate users and create awareness among the availability of various resources. Libraries are sources of knowledge and librarians are mediator who disseminates valuable information from the source to its beneficiaries or users. Dadapatil Rajale College Library is giving very good library services to their users by using ICT.

## 8 REFERENCES

- [1]. Dahifale V.U., Ghule R.P., Strategies of library services in Digital Age, Ajanta Publiation, New Delhi, 2012, Pp.108.
- [2]. Hand book of Dadapatil Rajale College, Adinathnagar, 2016, pp.1
- [3]. Khardikar Archana, International Research Journal, Sirur, V.2, 2015.pp.28.
- [4]. NAAC – Best practices in library and information services, case presentations, best practices series- NAAC, Bengluru, 2006.
- [5]. Pandey R., Pillai M.N., Library Administration, Jnanada Prakashan, New Delhi, 2011, Pp