Best Practices in Library at Yadaorao Poshattiwar Arts College, Talodhi Balapur

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ABSTRACT

Best practices help improve the quality of library services. The best practices used in educational institutions for optimal use of resources connect the library collections and the user community. Anything that is used to achieve desired results in the list resistible manner and that becomes permanent feature of realizing the desired results can be defined as the best practice. Best practices of this library promote a proper ambience for students by smooth facilitating of reading material and e-resources available in the library.

This paper is based on the various best practices being implemented in arural college library functioning in the backward region of Vidarbha. The library has used best practices to improve its activities and resources.

KEYWORDS: Best Practices, College Libraries, Library Services, ICT, Information Literacy

INTRODUCTION

Yadaorao Poshattiwar Arts College was established in 1999 as a result of the vision of Late Yadaorao Poshattiwar the founder President of Adarsha Shikshan Prasarak Mandal, Talodhi (Balapur). Since then the college has been catering to the rural students of the surrounding area of Talodhi (Balapur) and contributing to making positive changes in the lives of the students. The college has completed twenty years of its establishment and against all odds continued its forward march on the path of progress. The library of the college has been functioning as the fulcrum of the institution in the academic endeavours of the teachers and students.

The library has web enabled LIBMAN software for providing the services to the users. It has 3100 books, N-LIST e-resources with 23 periodicals including newspapers. Library has been providing essential services to the all users.

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Meaning of Best Practices:

The Online Dictionary of Library and Information Science defines best practice as "In the application of theory to real-life situations, procedures that, when properly applied, consistently yield superior results and are therefore used as reference points in evaluating the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success." (Prabhakar & Manjula Rani, 2017)

In the current era of information explosion, libraries and information resource centers not only serve as an important learning-support function but also provide proper services to the every user.

Information and Communication Technology (ICT) has greatly influenced the work of educational libraries and knowledge resource centers. Developments and changes in ICT have changed user expectations from the educational library in different ways.

NAAC has also given the guidelines about the best practices being conducted in the college. The library and information centre of the college has been striving to implement various best practices for the benefit users.

According to Prabhakar & Manjula Rani (2017) the Best Practices is mainly classified as four broad ares such as-
1. Traditional Best Practices.
2. ICT Based Best Practices
3. Library Extension Services
4. General Best Practices

Best practices of the library of the Yadaorao Poshattiwar Arts College are mainly classified into the following four broad areas:

1. Traditional Best Practices

(i) **Orientation Progamme to New Users/Students:** It has been found that the new users/students of the college have no idea about library services and resources at the beginning of academic session. For such students orientation programme is conducted to give overall idea about the library and its resources. All the users have OPEN ACCESS to all library services.

(ii) **YPAC Library Brochure:** With the intent to facilitate the new students, information brochure containing information about library facilities such as library rules and regulations, books, periodicals, latest publications, LIBMAN library software used, computerisation of the library, OPAC/MOPAC services, electronic resources and online information services, internet etc is published.

(iii) **New Additions/Arrivals:** A list of newly available books is displayed on the notice board and even department wise list of books is provided to the subject faculty.

(iv) **Exhibition of Books:** Books exhibition is held on the birthday of Dr. S. R. Ranganathan, known as the father of Library and Information Science, and the birthday Dr. A.P.J. Abdul Kalam celebrated as "VACHAN PRERANA DIN". Reference books, career guidance books, competitive exam books, novels/fictions, newly added books, etc are displayed in the book exhibition. This helps in generating awareness about the library resources among the library users.

(v) **Review of Book:** Library motivates the users to write book reviews of the books read by them. The users also show enthusiasm in writing of the review. This has helped in cultivating minutes study skills among the users. The reviews so collected are displayed on the notice board with names and class of the reviewers.

(vi) Facility to Outside Students: The library also provides facilities to outside readers. The outside students are also provided the available resources such as competitive exam books from the library as a gesture towards its commitment to providing knowledge to whosoever approaches the library.

(vii) Best Library User Award: The library motivates every user to use maximum library resources. The students who have used library resources at mostare felicitated as the best library users in a special program.

(viii) Research / Carrier Guidance Cell: The library has purchased special resources for the users. Users come to the library to find information related to their research/ carrier / educational development. The library should have a very rich collection of competitive examinations. Users use this rich collection for their research and preparation of their examinations.

(ix) Users Training to use of E-Resources: Library has organised training programme every year for students and teachers. The program provides training on how to find library books through OPAC / MOPAC,N-LIST e-resources, free online journals (DOAJ), links to various useful websites, etc. so that library resources, services are used more effectively and efficiently..

2. ICT Based Best Practices

(i) Computerized Library with LIBMAN Library Software: The library has been partially computerized through which most of the services provided to the users.

(ii) Online Public Access Catalogue (OPAC): It is a computerized library catalog made available to the users for searching the resources of the library.

(iii) Mobile-Online Public Access Catalogue (MOPAC): It is a computerized MOBILE library catalog made available to the users for searching the resources of the library from whenever they are.

(iv) E-mail Services: E-mail plays an important role in information dissemination services. Through this various e-resources and previous question papers are provided to the users.

3. Library Extension Services

(i) Newspaper Clipping Services: All the news items relating to the institution published in the local news papers are clipped together in a file in chronological order. This is one of the permanent features of the services.

(ii) Inter Library Loan (ILL) with other Academic Libraries: ILL is a service under which a library user can refer books or obtain photocopies of documents belonging to another library. Our library has signed an agreement with the Dnyanesh Mahavidyalaya, Nawargaon and R.M.G. College, Saoli. Every year one or two users use this type of services for their subject / research/ academic purpose.

(iii) Suggestion Box: Library users can share their thoughts / ideas about library maintenance, services, etc. by putting their important suggestions in this box. This helps in understanding the expectations and problems of the users and taking appropriate measures.

(iv) Feedback register: Along with suggestion box, feedback register is also kept for registering the users' feedback about the library resources and services. They can write their opinions in this register.

(v) Library Security: Separate property counter with CCTV camera is available in the library.

4. General Best Practices

(i) Display of various library quotes and charts.

(ii) Library Calendar of Activity & Events.

(iii) Regular Library Advisory Committee Meeting.

(iv) Library Information published in prospects & College Websites.

(v) Pasting of barcode, spine label and stamping in a definite place on the books.

(vi) Question Paper sets of previous examinations.

(vii) Keeping the library premises neat & clean

This general practices have been found to be very helpful in conferring good academic ambience in the campus of the institution.

CONCLUSION:

Best practices help improve the quality of library services. The best practices used in educational institutions for optimal use of resources connect the library collections and the user community. The library has adopted a number of best practices in its administration, management, collection and service to this end. Technology-based services are required to provide updated information to the user community. There is no gainsaying that the effective use of such services makes significant impact on the level of users' satisfaction and the functioning of library.

Each of the best practices mentioned above builds its image in the minds of students, teachers and society.

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