



# Best Practices In College Library:

*with a special reference to srikrishna college*

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**Abstract:** The connotation of “best practices”, as used by the NAAC, is broader. According to NAAC ‘best practices are quality enhancing academic/ administrative/ infrastructural strategies adopted by highly accredited institutions of higher learning in the present instance’. Best practices are those which add value to human life and support the main cause of an institution. Institutions undertake different types of best practices as per their institutional environment and try to bring about innovations and new ideas. Emphasis on the use of technology has become the driving force in today’s education system. This paper will show the best practices adopted by the college libraries.

**Keywords:** Best Practices, Library, College Library

## Introduction

Srikrishna College, with a history of seven decades of commitment of spreading higher education and all-round development, is an institution that believes in dynamic widening of its vision and translating it into real opportunity. The “B” grade reaccreditation by the NAAC (cycle-II) has been a well-deserved acknowledgement of this process and has prompted the college to intensify its original commitment besides adopting several quality enhancement measures. Presently the college has eleven departments in Humanities, six departments in science and the department of commerce.

The library has adopted so many best practices by considering user as center point. The aim of discussing best practices is to market the library activity amongst the reader community. Library and Information Services of Higher Education institutions play a central role in enhancing the quality of academic and research environment.

## About Srikrishna College

After partition of India and Pakistan at 1947 the founders of Srikrishna College, Ramdiya, Faridpur, Bangladesh, were came to Bagula. Kamala kanto Das first dreamt about the college. Then the college was established by their strenuous attempt at 1950. “Srikrishna Sebasram” had also their notable effort to establish the college. Sushil Kumar Gupta who was the Principal of Ramdiya Srikrishna College, was invited. He accepts the invitation and took the chair of Principal of Bagula Srikrishna College in India.

## What is best practices?

ODLIS (Reitz, 2004) defined the term ‘best practices’ as follows: “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 evaluation of the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success.”

## Best practices in library and NAAC

The National Accreditation and Assessment Council (NAAC) strive for quality and excellence in higher education and advocates for enhancing the role of Library and Information Services in improving academic environment. Document prepared by NAAC for “Best Practices in Academic Libraries” (NAAC, 2007) says Best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solves a problem or create new opportunities and positively impact on organizations. For college libraries NAAC has developed the following set of best practices for college libraries:

- Computerization of library with standard software
- Inclusion of sufficient information about the library in the college prospectus.
- Compiling student / teacher statistics
- Displaying newspaper clippings and a clipping file maintained periodically.
- Career/ employment information services
- Internet facility to different user groups
- Information literacy programmes
- Suggestion Box
- Displaying New Arrivals
- Conduct book exhibition on different occasions
- Organizing book talks
- Instituting Annual Best Use Award for students
- Organizing competitions annually
- Conduct user survey periodically

## Best practices used at SKC Library

Library and Information Services of Higher Education institutions play a central role in enhancing the quality of academic and research environment.

### Library Management

Library management is important thing. In this library acquisition of reading materials, cataloguing, circulation of reading materials, serial control etc. all works are done. Library automated by SOUL 2.0 software with barcode enabled system and all modules are run very well. Library is connected with internet connection.

### Collection Development of Srikrishna College Library

SrikrishnaCollege is situated at the first floor of the main academic building at Bagula in Nadia District. Library is computerized with SOUL 2.0 library management software made by INFLIBNET, Ahmadabad. The main aim of the collection development is to make available all types of important reading material, i.e. books, reference books, text books,, serials, journals, non book materials resources etc to support learning, teaching and research pursuits of the readers of the college.

SrikrishnaCollege Library has following collection:

Sr. No.	Types of Materials	No. of Materials
1.	Books	21500
2.	Bound Volume	375
3.	CDs & DVDs	205
4.	Globe	1
5.	Print Periodicals	60
6.	Newspapers	7
7.	e journals	Through N-List
8.	e books	Through N-List

## User Services

The Library is open on all weekdays.

<u>Circulation time:</u>	Monday – Friday	11:30 am – 3:00 pm
	Saturday	11:30 am - 1:00 pm
<u>Reading Hours</u>	Monday – Friday	10:30 am – 4:00 pm
	Saturday	10:30 am - 2:00 pm

## Best Library Practices used in SKC library

### Library Software and its use

Library is fully automated with library management software SOUL 2.0. Member ID for each and every reader is provided. The students are provided the barcode enabled Library Card. The circulation of document is/are running with computer based library management software SOUL 2.0 with barcode enabled system. Its Online Public Access Catalogue (OPAC) is available in 10 computers including borrower's detail. Scanner, Printer, Barcode reader is also available in the library.

### 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 user. We subscribe the UGC INFLIBNET NLIST Database every year. This facility is available for the user free of cost.

### Keeping the Library premises neat and clean

Proper dusting, use of vacuum cleaner for cleaning the books, racks, furniture etc at a definite interval is routine activity of the library. Regular cleaning of library one by the library attendant will help for improvement of quality of library services.

### Display of various library charts

This will help to give Open Access Services to the reader and save the time of the reader. We prepared charts and display to help the reader. Following charts are prepared and displayed in the library such as, library rules, how to use the library sections of the library, bay guides etc. strong flexes board are used for charts.

### Career Corner

SKC Library has a separate career corner. Where the reader can read various career related magazines and papers.

### General Best practices

- The Library is running with Closed-circuit television (CCTV) with video surveillance enable based system.
- The News papers are clipped separately on newspaper reading table. The student and teachers have separate newspaper reading area.
- SKC Library is also running with different sections / corners like Reference book section, periodical section, bound volume section, syllabus and bound questions, carrier corner, news paper reading area, Internet searching etc.

- The Library is totally high-frequency LAN and WI-FI enable based system.
- For interaction with the library clientele the Library is in social Networking Sites like facebook.
- The Library has a separate reading and internet searching corner for Teachers and Students.
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- There is suggestion box for all the library users.

### Library services to outside users

Besides the college community, ex-student, members of the Alumni association and other potential users of the locality are allowed to use the reading section, reference section, career corner section of library as well.

### Conclusion:

Best practices of Srikrishna College library are very useful in providing support to students, staff and other external readers. There is no other big library in Bagula. In this paper as per NAAC guidelines best practices are given. We are trying our best for day by day improvement. In accordance with NAAC standards, libraries should establish, promote, maintain, and evaluate a range of quality services that support the colleges, mission and goals.

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