Sadhana Education Society's

L. S. Raheja College of Arts and Commerce

Relief Road, Santacruz (West) Mumbai 400 054

LIBRARY AUDIT REPORT

Library Collection

Library Services

User Satisfaction

2016-17 TO 2018-19

Sadhana Education Society`s

L. S. Raheja College of Arts and Commerce

Malti Jayant Dalal Library

LIBRARY REPORT

2016-17 TO 2018-19

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A little knowledge that acts is worth infinitely more than much knowledge that is idle.

---- Khalil Gibran

INTRODUCTION

Library plays an important role in supporting the academic activities in the college. Rather library is the soul of any institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching and research.

The library is key partner in better teaching and learning agenda of the Sadhana Education Society's L.S.Raheja College of Arts and Commerce. The library works in collaboration with the teaching faculty for the benefit of students through holistic creation, review and actual delivery of information and knowledge rather than actual delivery of documents for meeting their academic and specific needs.

LAYOUT OF THE LIBRARY
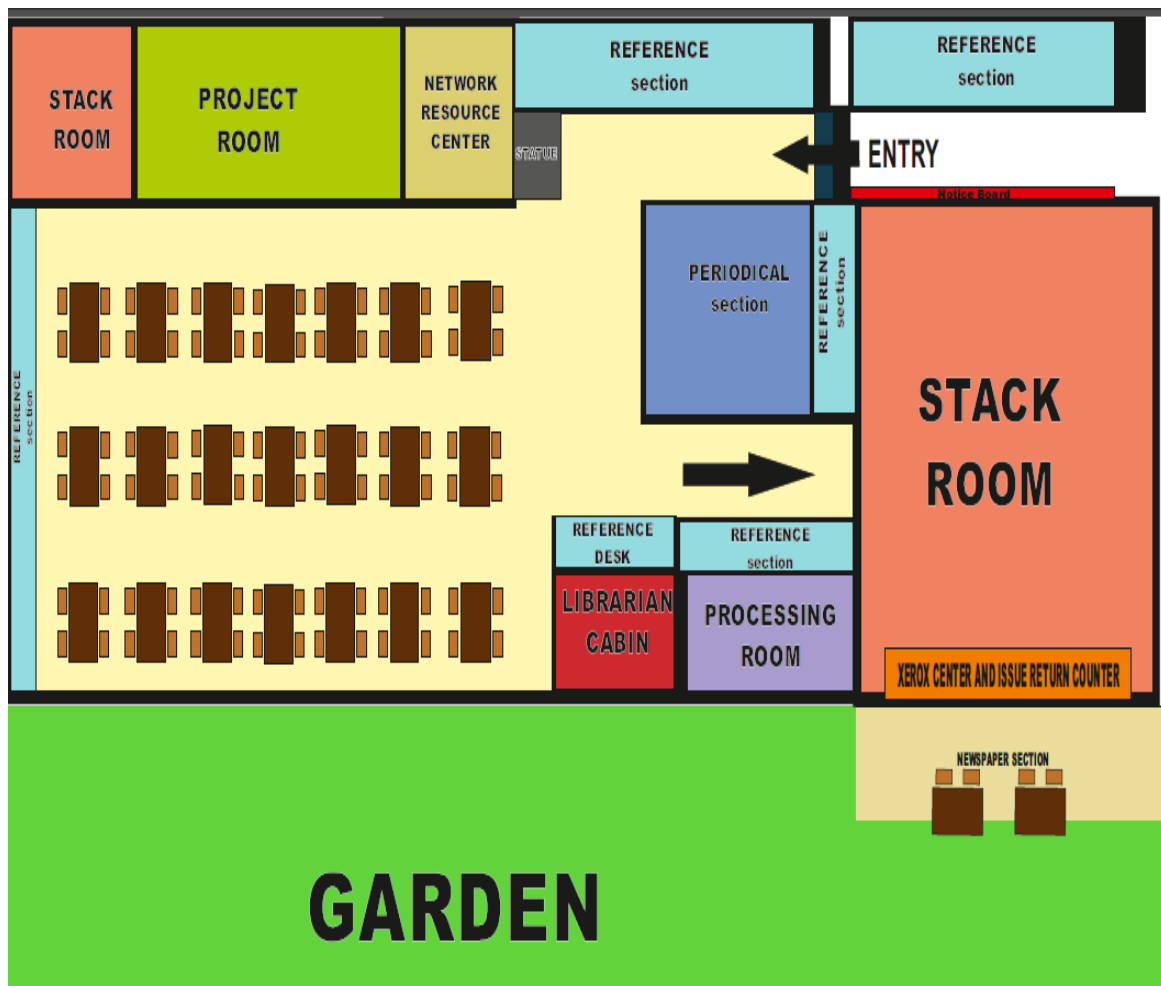
1.   LIBRARY ADVISORY COMMITTEE (LAC)

1.1   Tenure: 3 Years
The Committee meet at least twice in an academic year.

1.2   Function of the Committee (Mainly Advisory)
The duties and functions of the Committee is as under: -
  a. To consider policy matters for general functioning of the Library.
  b. To finalise policy for procurement of books and journals.
  c. To prepare and approve budget and utilization of funds for different Departments for purchase of books and journals for the Library.
  d. To maintain liaison between Library and the various Academic Departments.
  e. To consider and put forward the views of faculty members regarding books/journals selection etc.
  f. To ensure full implementation of policies decided.

1.3   Composition of Library Advisory Committee
The Principal has the discretionary powers in nominating the members for the committee. Library Advisory Committee comprises of H.O.D., Coordinators of the various courses/programs. Composition of Library Advisory Committee is as Under:

Sr. No.	Designation	Position in LAC
1	Principal	Chairperson
2	Librarian	Convener
3	H.O.D., and Coordinators of various courses/programs (Commerce, Accountancy, Economics, Mathematics, Psychology, Sociology, History, B.A.F., B.M.M., B.F.M., B.M.S., B.B.I., B.Sc(I.T.)	Member

(Library Advisory Committee for 2018-19 given in Annexure I)

2.   LIBRARY BUDGET/FINANCE

Library budget refers to financial allocation to procure documents and provide access to the information   resources. Budget is an important document for planned and successful operation of a library. The Librarian and Library Advisory Committee plays a vital role in planning and allocation of funds/grant provided to library.

The annual library budget of the   library has the following components:

a. Books
b. Journals/periodicals (Renewal and new subscriptions)
c. Online Archival and Bibliographical Series including-books (Renewal and new resources)

d. Binding and other maintenance expenses

(Budget heads and titles go on changing from time to time)

2.1 Revenue and Grants to College Library

    a. **Library Fees:** Which is generated by the college through the students library fees

    b. **UGC Grants:** The grant which is received from the UGC under College Development Fund, for college library.

    c. **College Fund:** This fund that is allocated by college authorities from college development and utility fund for the purchase of furniture, fixtures and IT Infrastructures for the users.

    d. **Library fines and Deposits:** The fines and penalties collected by the library users.

    e. **Other Miscellaneous Income:**

- Sale of old newspapers, magazines, discarded books and so on as scrap library materials.
- Charges on services provided to users such as reprographic and print services.
- Charges received from vendors for their participation in Gyanyatra – Book fair

(Details of Library Budget given in Annexure II)

3. PROCUREMENT AND PROCESSING OF LIBRARY RESOURCES

3.1 Procurement of Books (Print and Non-Print)

3.11 Library Collection Development Policy

With the consent of Library Advisory Committee, Library has prepared Collection Development Policy

3.11.a. Sources of Selection

➢ Recommendations from users (Students/Teaching & Non-teaching faculties)
➢ Book Reviews
➢ Publisher's catalogue

3.11.b Suppliers/Vendors: Selection Criteria

- **Procedure for preparing a panel of vendors:**

    Library has a panel of vendors/suppliers, criteria for selection of vendors are:

    I.   Registration number obtained under shop Act, experience of the organization.

    II.   Performance: Response to the query, promptness in supply, availability of library materials adherence to the terms and conditions.

    III.   Experience by the peers.

- **Quotations:** selected vendors are asked to submit quotations and comparative chart is prepared for the same.

- **Selection of vendors:** Comparative chart is put forth in Library Advisory Committee meeting and the vendors are selected on the basis of quality of material and services and discounts offered.

- **Other Suppliers/ Low Discount:** There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval of the Principal.

3.12. ACQUISITION PROCESS AND INVOICE PROCESSING

3.12.a Acquisition Process

a. Receiving Recommendations through Indent Form from library users, Librarian, library staff, Faculty members and H.O.D of departments

Recommendation for Indian Edition
- Each Library materials (print and non-print) costing <= Rs. 2000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase.
- Each Library material (print and non-print) costing >2000 and <= Rs. 10000/- requires permission from the respective H.O.D./Coordinators with the justification for the purchase of such Library Material (print and non-print).
- For each Library Material (print and non-print) costing more than 10000/- needs approval of the LAC.

Recommendation for Foreign Edition
- Each Library materials (print and non-print) costing <= Rs. 4000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase
- Each Library material (print and non-print) costing >4000 and <= Rs. 10000/- seek permission from the respective H.O.D. with the justification for the purchase of such Library Material (print and non-print).
- For each Library Material costing more than 10000/- needs approval from the Library committee.

b. Find out the exact details of the Title/recommended
c. Duplicate Checking
d. Indent approval from H.O.D. and Principal
e. Prepare and Issue Purchase Orders
f. Maintaining Purchase Order record

3.12.b. Accessioning:

a. Receive Books from Suppliers/Vendors
b. Cross checking with Purchase Orders/ on approval register.
c. Accessioning: Enter the detail soft he Book/ and Invoice/in Accession Register
d. Assign Accession Numbers to Titles in Library Management Software
e. Make necessary entries in Invoice/Bill and forward Invoice/bill for further processing

3.12.c. Invoice Processing:

- Checking the list of books with the Indent and Purchase Order
- Price verification

- **Foreign Currency:** For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed
- **Price Proof:** Accepted Price Proof are:(Signed & Stamped by supplier)
  - ➢ Distributor's invoice to supplier,
  - ➢ Print out from the publishers catalogue
  - ➢ Photocopy from Publisher Catalogue
  - ➢
  - ➢ For some Indian publications, price mentioned on the title
  - ➢ Alternatively, Library also cross verifies the prices from publisher's website
- The invoice raised by the supplier is processed enclosing the relevant documents.
- Stamping and processing bill.
    It contains the following information
  - ➢ Accession numbers (starting and the ending number)
  - ➢ Total Amount passed for bill pay.
  - ➢ Initials of the Librarian and Principal of the college
- The payment advice be forwarded by the Librarian/Library In-charge to the Finance & Accounts for payment
- Making necessary entries in Invoice/Bill Register.

3.13. Physical and Technical Processing

3.13.a. Classifying:
- Library resources are classified as per the Dewey Decimal Classification (DDC) schedule.
- Assign Class No/Book Marc No. on the on the back of title page.

3.13.b. Cataloguing:
- Bibliographic details of each book are entered into Cataloguing module of SLIM 2.1. according to (Anglo-American Cataloguing Rules, 2nd edition) AACR 2Standards.
- Minimum two keywords are assigned to each title.

3.13.c. Physical Processing:
- **Stamping:**
  - ➢ Library Accession Stamp on the back of the Title page, on Secret page and on the Last page.
  - ➢ Library ownership stamp on edges of the book and in case of magazine/journal first two pages or if anywhere required.
- **Pasting:**
  - ➢ Bar Codes on the Front Page and on the Title page and laminate it with cello tape.
  - ➢ Spine label, Due Date Slip, and Book Pockets.
- **Preparing Book Cards**
- **Shelving**:
  - ➢ Shelve the completely ready new book to new arrivals display rack

➢ Once display date is over, these books are shelved as per the classification number.
➢ Library also follows the broken order system for Ready reference sources: dictionaries, encyclopaedia, handbooks, case studies, competitive exam. books, biographies etc.
➢ Arrangement of Other Materials
   ✓ Newspapers corner
   ✓ Journals/Magazine corner
   ✓ CD-DVD corner
   ✓ Bound journal

3.2. Subscription of Journals

3.21. Ordering journals:
- Compile priority list with the approval of LAC and the H.O.D./Coordinators
- Adhere to the Terms and Conditions as laid down by the College Library
- Payment against the invoice/bill/renewal notice etc.

3.22 Receipt and Processing of material access to the materials:
- Ensure that the items received are as per the order/ access is enabled to the desired resource
- Manual (Kardex) or computerized record of receipts of the journal issues
- Stamping: Stamp on the back of the Title page, and on the Last page.
- Pasting: Due Date Slip, and Book Pockets.

3.23. Access to Journals
- Scanning of front page and table of content and sending the same to faculty members through e-mail.
- Shelve the completely ready new journals to periodical display rack

(Details of Library Collection given in Annexure III)

4.0 Circulation Section

4.1. Membership
- All domicile students are members of the library: Creation of library users' database through Procampus software.
- Library fees for students:

Sr. No.	Course	Library Fee
1	B.M.S	300
2	B.F.M	600
3	B.M.M	300
4	B.B.I	600
5	B.A.F	600
6	B.SC.IT	1200
7	M.COM	1000

- External Membership:
   Fees: Rs. 200/- per semester
   Deposit: Rs. 400/- per book
- Senior Citizen Book Club:
   Fees: No charges
   Deposit: Rs. 400/- per book

4.2. Issue / Return Process (Primarily Books/Journals)
Issue of Books

- Users may check out any item not limited by library policy.
- Quickly glance the book for any damage.
- Automated Circulation service: Library has SLIM21 (System for Library and Information Management) Software with barcode scanner and fine receipt printer.
- Signature and date on book card by the user.
- Arrangement of book card Accession number wise.

Return of Books:

- Quick glance the book for any change
- Check Due dates for necessary action
- Return the book from user Account (Scan the barcode to capture the details of returned books in circulation module of LMS)
- Send Books to stack for shelving.

Periodical Lending Service:

Normally the current issue of the periodicals are kept in library for access in library only. Back issues of periodical are issued to the students and faculty members.

4.3 Borrowing Entitlements

Borrowers	No. of Books	Loan Period	No. of Journals/Other Material	Loan Period
Academic Staff	25	One Year	01	7 Days
Non-Academic staff	25	One Year	01	7 Days
Junior College Students	01	7 Days	01	7 Days
Students (Degree commerce and SFC)				
F.Y. and S.Y.	01	7 Days	01	7 Days
Final Year	02	7 Days	01	7 Days
Arts Students	02	7 Days	01	7 Days
M.COM Students	02	7 Days	01	7 Days
Ph.D. Scholars	Ph.D. scholars not yet enrolled			
Visiting faculty	02	One Sem.	01	7 Days

4.4. Documents That Can and Cannot Be Borrowed

4.41 Documents that can be borrowed:
- Books
- CDROMS and DVDs
- Journals

4.42. Documents that cannot be borrowed:
- Bound Volumes,
- Latest issues of journals and magazines
- Reserve Shelf Books
- Research Project / Thesis dissertations
- Reference sources

On the special circumstances, these materials can be issued with discretion of the Librarian.

4.5 Renewals/Reservations and Overdue Charges:

Renewals and Reservation: For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book consecutively three times only. The Library has the right to recall a book if the same is required by another user.

For reservation of books which is high demand, user can reserve the book.

Over Dues: After due date, the users are charged fine as mentioned below:

Type of Material	Fine
Books/Journals/CD-ROMs	Rs. 2/- per Day
Book Bank Books	Rs. 5/- per Day

4.6. Loss/Mutilation of Documents by User

For each lost or damaged item, the borrower is billed for the replacement cost of the item.

(Details of Loss of Books is given in Annexure IV)

4.7. Theft/Misuse of Documents By User:

- The theft or misuse of Library resources like books, journal issues, CD-ROMs, other equipment are viewed very seriously by counter attendants.
- If found any such cases it is examined to ascertain its genuineness and the matter is reported to the Principal for further action.
- Library is under surveillance of CCTV camera

5. STOCK VERIFICATION AND PROCEDURE TO WRITE-OFF:

5.1. Stock Verification

Physical verification of the library stocks is carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc.

Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 years intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 years intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers.

The verification process

  ➢ List the documents not found during stock verification
  ➢ Library staff to make all possible efforts to locate the document not found
  ➢ During stock verification (the process can go up to six months but not as an Exclusive task)
  ➢ Prepare pre-final list of the documents not found and publicize
  ➢ Compile a final list of documents not found
  ➢ Put up the list of common entries to the Library Advisory Committee along With justification for the losses (open access, limited staff, inadequate Security system, large number of students visiting library, losses within Permissible limits, etc.)
  ➢ Obtain approval from the Library Advisory Committee and Principal
  ➢ Make necessary entries in the accession register, write-off register
  ➢ Stock Verification report is prepared

5.2. Weeding Process

Unserviceable/damaged/mutilated (physically damaged due to low quality of papers, bindings, eaten by the mites, torned, and out dated syllabus) books are weeded out by the recommendation of Library Advisory committee.

Details of weeded out books (Annexure V)

6. USER SERVICES

6.1. Library Timings:
- Reading Hall and Project Room Timings:
  - ➢ Monday-Saturday : 7 a.m. to 7 p.m.
  - ➢ Sundays/Holidays : 9 a.m. to 4.oo p.m.
    (During Exam. Period)
- Issue/Return Timings:
  - ➢ Monday to Saturday: 9 a.m. to 4p.m. (U.G. students)
    9 a.m. to 7 p.m. (P.G. Students)
  - ➢ Holidays   : 9 a.m. to 4 p.m.
- The timings and days of operation are subject to change.

6.2 Reference Service
- Preparatory course for students' projects: For developing awareness of library resources and their usage in relation to preparation of assignments, projects etc. library is preparing bibliographic services for the projects assigned to the students, which is available for students through Library Management software SLIM 2.1
- Library houses all important reference sources like Encyclopaedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. There are more than 1700 reference sources in the library. The collection ranges from general to subject specific sources. All the reference sources are housed at the entry gate of the library. Reference section. Users can also contact staff of Reference Counter for any assistance.
- Library also has access to online sources (past question papers, syllabus, Teachers publications. Library catalogue, college magazines etc.) which may be accessed from the library website and library blog.

6.3 Information Literacy/Library Orientation
Library conducts User Orientation program every year in the month of June to acquaint the new students in understanding the library resources and services. Onsite training is given to the students to exploit the information resources available in the library to supplement their learning process to support class room teaching.

6.4. Reprography and Printing Service

User can make photocopies and print documents for their study/assignment/project purpose.

Charges:

Sr. No.	Service	Charges
1	Photocopy	Rs. 1/- per page
2	Printing	Rs. 2/- per page

6.5. Current Awareness Service

Library display new arrivals in new arrival section at the entry of the Library. Library also sends the digitized front cover of the current journals and its table of content to the faculty members through e-mail for making them aware about the new articles in their respective subjects.

6.6. Indexing Services:

Library has initiated indexing of articles of Economic and Political review and Harvard Business Review. Through OPAC and WEB OPAC users can search the articles in their interest area from back volumes.

6.7. In service Training:

For motivating library staff to enhance their skill and expertise in conventional and e-library associated services and operations, Library conducts In- service training program in the month of November every year.

6.8 Book Bank Scheme:

The library has book bank scheme for the poor, needy and reserved category students.

- Book Bank Fees: Rs. 50/-
- Book Bank Form Fees: Rs. 10/-

  (Details of Book Bank Facility is given in Annexure VI)

6.9. Internet/Wi-Fi services:

The Library has a 24X7 Wi-Fi facility in the college campus for the student and faculty members to avail internet connection at any place in the Library.

- Internet Service Provider: JIO NET.
- Dedicated bandwidth: 20 Mbps
- Every college staff and student will get about 1 GB free per day.

6.10.External Membership:

The Library has External Membership facility for Alumina students and poor students of nearby areas pursuing further studies.

(Details of External Membership is given in Annexure VII)

6.11.E-Alert Services:

The Library's digital services have brought a new richness to our students, through implementation of new E-Alert services. Library offered E-Alert services giving the information about notification of examination dates of competitive exams and opening of jobs in public and private sectors. This facility is given by reference section through rahejalibraryreferencesection@gmail.com

6.12. Senior citizen book club:

Library have a senior citizen book club this service is provided free of cost. At present total 26 senior citizens are members of this club.

6.13.Open Access System:

From academic year 2009-10 Library has started Open Access system. Open Access system helps the library to make students aware of available resources, optimum utilization of resources and for inculcating reading habits.

6.14 WEB OPAC:
From academic year 2010-11 Library has started WEB OPAC service. Web-OPACs not only offer simplified access to library holdings for users but also enable library to add value to its catalogue data

6.15 Digital Institutional Repository:
Library has digital Institutional Repository comprising of past years question papers, syllabus, Teachers' publication and college magazine. http://lsrahejacollegelibrary.org/login.php

6.16 Library Website:
Library has its own website http://lsrahejacollegelibrary.org/ which is linked to college website. It provides information about library products, services, rules and regulations and Institutional Repository

6.17 Library Blog:

Library has its own blog http://rahejacolegelibrary.blogspot.com

It provides the information with respect to

- ✓ E-Resources
- ✓ E-Reference Sources
- ✓ Digital Library
- ✓ Open Education Resources
- ✓ Open Online courses
- ✓ Competitive Exams
- ✓ Job Alerts
- ✓ National Academic Depository (NAD)
- ✓ WEB OPAC
- ✓ Other Important Links
- ✓ Current News, Government Circulars etc.

7. Library facilities and Activities

7.1. Network Resource Centre:

Library has UGC sponsored Network Resource Centre with 2PCs with internet facility and 1 Printer. It is useful for teaching faculty to prepare for lecture notes and research activities.

7.2 Project Room

Library has a separate project room having 9 computers with internet facility. Project Room facility helps students to prepare their assignments, projects and for conducting collaborative study. Students can use e-resources CD-ROMs, E-books and E-journals subscribed through UGC INFONET N-LIST

7.3 BYOD System:

Library has (BYOD) Bring Your Own Device system. Students can use their own Laptops, Notebooks, Smartphones. Wi Fi facility is provided to the students.

7.4. UGCINFONET-NLIST:

Library has got the membership of UGC INFONET-NLIST through which the faculty and students Scan access number of e-journals and e-books. http://nlist.inflibnet.ac.in/

Students: For Login ID and Password, User has to contact library.
Faculty: Separate Login ID and Password is given to faculty

7.5. Digitization of Question Papers and Library circulars:

Digitization makes it easier to preserve, access and share. Library has digitized past years Question Papers for speedy and easy access through intranet services, which user can access through library website.

7.6. Membership of National Digital Library:

The library enlightened the students about the resources and services of National Digital Library. The library made nearly 208 students and teaching and non-teaching staff a member of National Digital Library.

7.7. Best User Award

Best library user Award is given to student, Teaching and Non-Teaching faculty to inculcate the reading habits and to encourage for research activities

(Details is given in Annexure VIII)

7.8. Gyanyatra-Book fair:

Library organizes Gyanyatra – Book Exhibition every year. All the publishers and vendors exhibit the latest in various subject areas. Library accepts the recommendations of Faculty members and students for the purchase of the library materials.

(Details is given in Annexure IX)

7.9 User feedback

User feedback is collected on all aspects of library services formally through suggestion Register and feedback forms. Necessary action is then initiated and users are kept informed.

7.10. COCURRICULAR ACTIVITIES ORGANISED BY THE LIBRARY

Book Exhibitions: Library organizes book exhibitions on various occasions mentioned below. Books are exhibited for creating awareness and encouraging the maximum utilization of resources.

> - Librarian's Day (Celebration of Birthday of Dr. S. R. Ranganathan)
> - Gandhi Jayanti
> - VachanPrernadin
> - Marathi Bhasa Divas
> - National Sports Day
> - Vallabhbhai Patel Jayanti

- **Digital Literacy Workshop:**
  One Day Workshop on "Digital Literacy for Academicians (Teachers & Library Professionals)" was organized by the Library, on 10th February, 2018. The main objective of this workshop was to upgrade the digital skills of Academicians and Library Professionals who are committed to develop student learning abilities and the transferable skills relevant to employment ensuring that graduates have the learning abilities to be successful not only in their academic endeavours but are also able to apply these in the world of work. The workshops also assisted academicians in sharpening the high level library research skills and knowledge they needed to contribute to increased research output and improved teaching process. The workshop was well attended by 66 academicians. Resource Person: The workshop provided

comprehensive hands on practical experience by eminent speakers : (1) Mr. Maneesh Jha, Director, Squad InfoTech Pvt. Ltd.(2) Dr. Santosh Hulagabali, Librarian, Nagindas Khandwala College, Malad and (3) Dr. S M Pujar, Deputy Librarian, IGIDR, Mumbai.

The Topics covered were: (1) How to create blog for organizing and sharing the information and Use of Google forms for online survey (2) Use of online resources for teaching and research purpose an (3) Use of online reference manager: Zotero and Use of Citations Metrics and Plagiarism detection software to promote academic honesty and integrity

8.   Physical Ambience

Library has good ambience with a sizeable reading room, stack area, comfortable furniture for readers, storage equipment/ systems, good lighting facility and I.T. infrastructure.

Cleanliness: Library is the heart of the institution and it plays a major role in academic excellence of college.   Students and faculty mainly depend on the library for their studies and research. Hence library has a separate staff for regular sweeping, cleaning and mopping of reading hall and dusting of its furniture and I.T infrastructure.

Electricity and Ventilation: Library ensures that these essential things are working at all times and users are not put to any inconvenience.

ICT Infrastructure

➢ 17 Computers
➢ 02 Printers
➢ 01 Scanner
➢ 01 Note Book
➢ 02 Barcode Scanners
➢ 01 Reprographic Machine

Stack Room /Display Area Management

➢ General Stack Room: General books and text book
➢ Thesis/Dissertations Section
➢ Research Section (Books of Research Methodology)
➢ Reference Book Section (Dictionaries, Encyclopaedia, Handbooks, Case Studies)
➢ Other Reference Section (Costly books and volumes)
➢ Quest Section (Competitive Examination Books)
➢ Biography Section (Biographies of all legends in respective fields)
➢ New Arrival Section
➢ Periodical Section
➢ Bound Volume section
➢ Newspaper Racks

9.   Organisation Chart of Malti Jayant Dalal Library and Job Description of Library Personal:

9.1. Organogram Chart of Malti Jayant Dalal Library
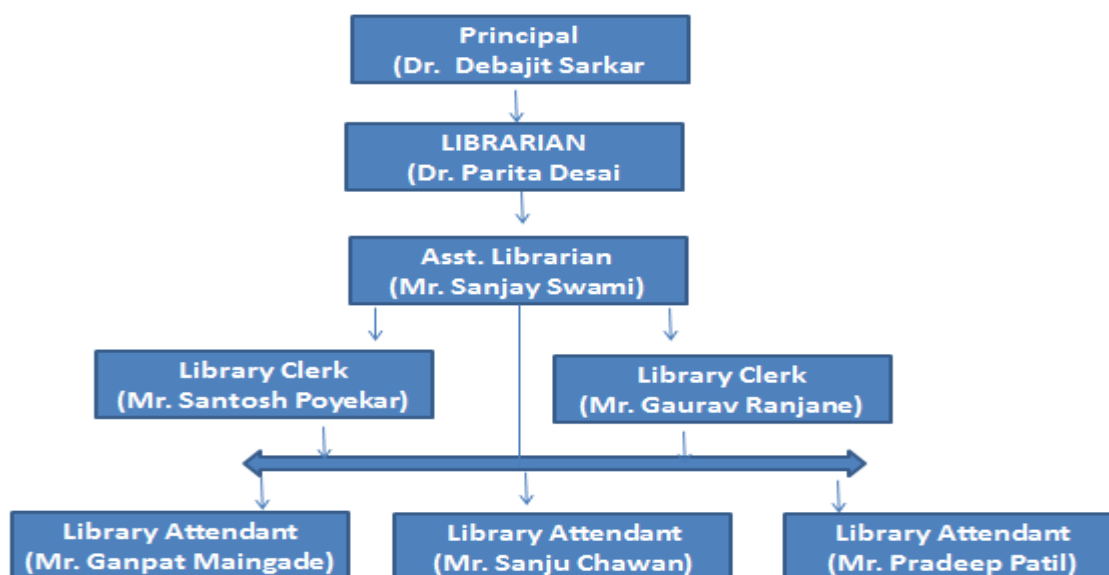
9.2. Job Description of Library Personal:

- **Librarian**

    i. Assume responsibility for the daily operation of the Library and the supervision of the staff.
    ii. Assist in the preparation of the Library budget
    iii. Implement the collection development process and planning and developing of the library.
    iv. Supervising the process of cataloguing and indexing of books and periodicals.
    v. Orienting the users towards effective utilization of Library services, teaching students on scholarly information resources and Scholarly communication.
    vi. Assume primary responsibility of managing the maintenance of print and non-print materials and equipment's in the library.
    vii. Supervising circulation (charging and discharging) of books and learning materials.
    viii. Strengthen library automation, digital services.
    ix. Maintain records and statistics and submit reports as required.
    x. Provide bibliographic instruction upon request.
    xi. Promote a Library atmosphere conducive to study, reading and research And Conduct library promotional activities to attract more readers.

xiii. Organize library tours, workshops, competitions, exhibition and displays.

xiv. Assign and supervise the duties of library staff.

xv. Any other work assigned by the Principal

- **Assistant Librarian**

i. To check-in, check-out and circulation of library materials.

iii. Process new books, maintain circulation records.

iv. Manage library data and reports utilizing library software systems.

vii. Assist staff in classification, cataloguing, preparing, and organizing library Materials according to established policies.

viii. Assist readers in finding books and help students and faculties in research Problems and reference questions.

ix. Maintain the library in the absence of the Librarian or in-charge of library.

x. Address administrative issues like colleting fines and reprographic charges.

xi. Arrange to maintain library clean, safe and organized.

xv. Perform the library work as assigned by the librarian at time to time.

- **Library Clerk**

i. To work under the overall supervision of the Librarian and/or the Assistant Librarian.

ii. Assist the Librarian and Assistant Librarian in acquisition, cataloguing and indexing.

iii. Issuing and receiving of books.

iv. Shelving of books and periodicals.

v. Completing special assignments/tasks as entrusted by the Librarian/Assistant Librarian.

vi. Manages and maintain the Library Database, Data entry and library software.

vii. Maintain library materials including registers and other library files.

viii. Any other library works assigned by the Librarian

- **Library Attendant**

i. To work under the overall supervision of the Librarian/Assistant Librarian/Library clerk.

ii. To check the step in at the entrance.

iii. To supervise the property counter.

iv. To maintain and cleaning of library equipment / furniture and shelves.

v. Stamping, labelling and pasting.

vii. Shelving the books and periodicals properly.

viii. Any other work assigned by his superiors.

10. General Rules and Regulations for Staff and Students:

- **Use of Library:**
  - ➢ I-Card and log in while entering Library
  - ➢ Maintain absolute silence and strict discipline in the reading hall
  - ➢ No eatables in the library.
  - ➢ No change of the seating arrangements.
  - ➢ Follow Instructions given by the librarian or the staff at the counter from time to time.

- **Computer Access Policies and Procedures**

  - Bonafied students can access the project room.
  - I-Card and log in while entering Library
  - Hours of Operation:

    - U.G. students 9 a.m. to 4 a.m.
    - P.G. Students: 9 a.m. to 7 a.m.

  - Time Limits on Usage: Computers are on a first-come first-served use, normally no time limit but at peak times, users can access for one hour.
  - Library is not responsible for any theft of personal laptop, other belongings and also for loss or corruption of user personal data.
  - The College authorities reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent using its resources. The college may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed with or without notice or the permission of the user.

- ➢ **Acceptable**

  - ✓ Accessing online or web-based databases that the library has either purchased or for which the library has obtained site licenses or open access resources.
  - ✓ Using CD/ROM resources purchased by the library.
  - ✓ Accessing the online catalogs of other libraries.
  - ✓ Accessing internet resources for research and the preparation of bibliographies, class papers, and presentations.
  - ✓ Checking web based email and writing such email.
  - ✓ For saving all created and/or downloaded files to a personal floppy or zip disk, not leaving any on the hard drive.

- ➢ **Unacceptable**
  - - Attempts to fix or repair hardware and software problems.
  - - Using unclean or unsafe CD-ROMs and Pen drives
  - - Deliberately altering any files or modifying the configuration of any library PC or peripheral.

- Violations of the Project Room Security or network integrity, including attempts to bypass network security, obtain passwords, share passwords with others, or the unauthorized use of passwords.
- Destruction or damage of equipment.
- Removal of any part of the Computer.
- Food and beverages

11. General/Professional conduct

Library has sincere and dedicated staff, the main motto of the Library is:

- To provide dedicated service;
- To build up the knowledge base of the students and staff.
- To maintain neutrality to caste, creed, and religions.
- To uphold the six freedoms – study, thought, speech, press, dissemination of knowledge and instruction

12. Common Standards and Specifications for Library Records Maintenance

- ✓ Accession Register
- ✓ Stock Register
- ✓ Loss of Books/Untraceable Book registers
- ✓ Visitors Register
- ✓ External Membership Register
- ✓ Senior Citizen Book Club Register
- ✓ Feedback register for library events
- ✓ Project Room Register
- ✓ Book Bank Register
- ✓ Reprography Register
- ✓ Fine Register

- Requisition forms used in Library
    - ✓ External Membership form
    - ✓ Senior Citizen Book Club form
    - ✓ Book Bank form
    - ✓ Loss of book form
    - ✓ Book Recommendation form

13. Future Plans

Digital Library

Security System (Tattle Tape)

14. Library Audit Committee

Audit Committee: Library Audit Committee consists of:

1. One senior Principal:

2. Two Associate Professor Level Librarians from affiliated Colleges: Members

3. Librarian of the host College will act as Member Secretary

LIST OF MEMBERS OF AUDIT COMMITTEE

1. **Dr. Anita Kanwar**   **- Chairman**
    Principal,
    Vivekanand Education Society's College
    Of Arts, Science & Commerce

2. **Dr. Satish Kannamadi**   **- Member Coordinator**
    Librarian,
    Tata Institute of Social Sciences

3. **Dr. Shivanand Sadlapur**   **- Member**
    Librarian
    SVKM'S NMIMS (Deemed to be University)

ANNEXURE

ANNEXURE-I: LIST OF THE MEMBERS OF LIBRARY ADVISORY COMMITTEE 2016-17

SR. NO.	NAME	
1	DR. DEBAJIT SARKAR	CHAIRPERSON
2	DR. K.VENKETESHWARLU	
3	MRS. P. M. DESAI	LIBRARIAN
4	DR. A.N. NERURKAR	
5	MR. M.S.SATHE	
6	Dr. NANDITA SALDAHANA	
7	Dr. CHITRA MUNSHI	
8	MRS. SEEMA UKIDVE	
9	MRS. POOJA YADAV	

2017-18

SR. NO.	NAME	
1	DR. DEBAJIT SARKAR	CHAIRPERSON
2	DR. K.VENKETESHWARLU	
3	MRS. P. M. DESAI	CONVENER
4	Dr. CHITRA MUNSHI	
5	DR. A.N. NERURKAR	
6	Dr. NANDITA SALDAHANA	
7	MR. M.S.SATHE	
8	MRS. POOJA YADAV	
9	MS. VAISHALI PANDYA	
10	MS. KAVITA MAKHIJA	
11	MS. DIVYA KANCHAN	
12	MS. SUVARNA RAIKAR	
13	MS. DHARA VORA	
14	MS. NIDHI SAWANT	

2018-19

Sr. No.	Name	Designation
1	DR. DEBAJIT SARKAR	CHAIRPERSON
2	DR. K.VENKETESHWARLU	
3	MRS. P. M. DESAI	**CONVENER**
4	Dr. CHITRA MUNSHI	
5	DR. A.N. NERURKAR	
6	Dr. NANDITA SALDAHANA	
7	MR. M.S.SATHE	
8	MRS. POOJA YADAV	
9	MS. VAISHALI PANDYA	
10	MS. KAVITA MAKHIJA	
11	MS. DIVYA KANCHAN	
12	MS. SUVARNA RAIKAR	
13	MS DHARA VORA	
14	MS. PRAJAKTA JOSHI	

ANNEXURE II: LIBRARY BUDGET FOR THE ACADEMIC YEAR 2016-17

2016-17					
Sr.No	**Course Name**	**No. of Students**	**Fee**	**Income**	**Amount Spent in RS.**
1	**Degree College**	**1389**	**200**	**277800**	**189717**
2	**Jr.College**	**975**	**0**	**0**	**0**
3	**M.Com**	**292**	**1000**	**292000**	**151484**
4	**B.M.S**	**362**	**300**	**108600**	**27251**
5	**B.F.M**	**152**	**600**	**91200**	**22987**
6	**B.M.M**	**180**	**300**	**54000**	**22901**
7	**B.B.I**	**180**	**600**	**108000**	**0**
8	**B.A.F**	**194**	**600**	**116400**	**52910**
9	**B.SC.IT**	**164**	**1200**	**196800**	**110645**
10	**B.L.I.SC**	**7**	**1000**	**7000**	**126939**
11	**Book Bank(Aided & Un-Aided Courses)**	**1065**	**250**	**266250**	**234500**
				1518050	**939334**

LIBRARY BUDGET FOR THE ACADEMIC YEAR 2017-18

Sr. No.	Course	No. of Students	Library Fee	Total Income for 2017-18	Amount Spent in Rs.
1	B.M.S	347	300	104100	78175
2	B.F.M	158	600	94800	74438
3	B.M.M	180	300	54000	45418
4	B.B.I	192	600	115200	80947
5	B.A.F	187	600	112200	81237
6	B.SC.IT	159	1200	190800	75479
7	M.COM	224	1000	224000	87764
8	B.L.I.Sc	5	1000	5000	0
9	Aided Courses	1165	200	233000	182127
				1133100	705585
10	Aided Book Bank				18901
11	Un Aided Book Bank				55199
					779685

Library Budget for Academic Year 2018-19

Sr. No.	Course	No. of Students	Library Fee	Total Income for 2018-19	Amount Spent in Rs.
1	B.M.S	344	300	103200	19872
2	B.F.M	157	600	94200	85641
3	B.M.M	178	300	53400	29925
4	B.B.I	193	600	115800	63554
5	B.A.F	192	600	115200	72957
6	B.SC.IT	147	1200	176400	120515
7	M.COM	195	1000	195000	145520
8	Aided Courses	1139	200	227800	160693
		Total		1081000	698677
9	Aided Book Bank				68940
10	Un Aided Book Bank				96040
		Grand Total			863657

ANNEXURE III: DETAILS OF LIBRARY COLLECTION
2016-17

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value in Rs.
Text Books	15065	1736117	2198	234500	17263	1970617
Reference Books	37307	11958537	978	704834	38285	12663371
Journals			62	86389		
e-Books/E-Journals (Subscribed) (INFLIBNET N-LIST)	31,35,000+ e-books 6,000+ e-journals	5000	Nil		31,35,000+ e-books 6,000+ e-journals	5000
Digital Database	Nil		Nil		Nil	
CD & Video	1187	58911	0	0	1187	58911
Thesis	49				49	

2017-18

2017-18						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value in Rs.
Text Books	17263	1970617	1188	144076	18451	2114693
Reference Books	38285	12663371	684	635609	38969	13298980
Journals			61	89411		
e-Books/E-Journals (Subscribed) (INFLIBNET N-LIST)	31,35,000+ e-books 6,000+ e-journals	5000	Nil		31,35,000+ e-books 6,000+ e-journals	5000
Digital Database	Nil		Nil		Nil	
CD & Video	1187	58911		0	1187	58911
thesis	49				49	

2018-19

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value in Rs.
Text Books	18451	2114693	1872	253100	20323	2367793
Reference Books	38969	13298980	882	610557	39851	13909537
Journals			59	75278		
E-Books (Subscribed) (INFLIBNET N-LIST)	31,35,000 + e-books 6,000+ e-journals	5000	Nil		31,35,000+ e-books 6,000+ e-journals	5000
CD & Video	1187	58911	19+22	4666	1228	63577
Thesis	49				49	
E-BOOKS	0		15	10485	15	10485

ANNEXURE IV: DETAILS OF LOSS OF BOOKS

2016-17	No. of Books	Amount in Rs.
I.T	4	1175
M.COM	1	200
B.A.F.	1	150
B.M.S.	3	500
B.B.I	2	433
SBK	22	2980
BBK	35	4289
DEGREE	11	4183
JR. COLLEGE	5	425
U.G.C.	7	940
TOTAL	91	15275

2017-18	No. of Books	Amount in Rs.
I.T	1	595
M.COM	3	525
SFC BOOK BANK	22	2820
BBK	27	3116
DEGREE	3	1199
JR. COLLEGE	2	148
TOTAL	58	8403

2018-19	No. of Books	Amount in Rs.
SFC BOOK BANK	17	2175
M.COM	1	100
B.F.M.	1	100
DEGREE BOOK BANK	20	2313
JR. COLLEGE	3	195
TOTAL	42	4883

ANNEXURE V: DETAILS OF WEEDED OUT BOOKS

2017-18			
SR.NO	COURSE	BOOKS	AMOUNT in Rs.
1	BBI	100	11906
2	BMM	02	250
3	BAF	55	5569
4	JR.COLLEGE	1354	52971
5	BOOK BANK SFC	2241	229006
6	BOOK BANK DEGREE	3140	369462
7	M.COM	270	44627
8	DEGREE	1841	211245
9	UGC	464	60455
10	BMS	184	36369
11	BFM	29	2951
	TOTAL	9680	1024811

2018-19			
SR.NO	COURSE	BOOKS	AMOUNT in Rs.
1	BBI	14	2659
2	BMM	25	4643
3	BAF	196	21909
4	I.T.	113	37374
5	BOOK BANK SFC	1425	147343
6	BOOK BANK DEGREE	1307	147222
7	M.COM	712	113754
8	DEGREE	761	20784
9	UGC	164	14888
10	BMS	114	18255
11	BFM	27	3021
	TOTAL	4858	531852

ANNEXURE VI: DETAILS OF BOOK BANK SCHEME

YEAR	2016-17	2017-18	2018-19
I Term	639	255	339
II Term	436	395	302

ANNEXURE VII: DETAILS OF EXTERNAL MEMBERSHIP

Year	No. of Students
2016-17	29
2017-18	18
2018-19	11

ANNEXURE VIII: DETAILS OF BEST USER AWARD

Year	Best Users
2016-17	**Mr.Yash Dyma - T.Y.B.M.S** **Mrs.Patankar Vandana - Senior Citizen**
2017-18	**Ms.Mumtaz Shaikh - T.Y.B.A** **Mr.Vijay Ranade - Senior Citizen** **Dr.Anupama Nerurkar – Teaching Staff** **Mr.Vivek Tawde - Non Teaching Staff**
2018-19	**Mr. Rishabh Jaiswal - F.Y.B.sc (I.T)** **Mr.Vijay Ranade - Senior Citizen** **Dr.Anupama Nerurkar – Teaching Staff**

ANNEXURE IX: DETAILS OF GYANYATRA BOOK FAIR

Year	Dates
2016-17	**18th and 19th January, 2017**
2017-18	**5th and 6th February, 2018**
2018-19	**8th and 9th October, 2018** **12th and 13th March, 2019**

Library is the heart of educational institutions. Well-functioning heart keeps the body healthy and lively. Efficient library creates healthy educational atmosphere

- Dr. S. R. Ranganathan

Library Audit Committee Report

REPORT

Of

The Library Audit

Of

SES'S L. S. Raheja College of Arts and Commerce

Conducted by

LIBRARY AUDIT COMMITTEE

On

28th September 2019

The Library Audit Committee (LAC) visited the College on 28th September 2019 to conduct **Library Audit** of SES'S L. S. Raheja College of Arts & Commerce for the period of 2016-17 to 2018-19.

Following members of the LAC were present

1. **Dr. Anita Kanwar**   -   **Chairman**
   Principal,
   Vivekanand Education Society's College
   Of Arts, Science & Commerce

2. **Dr. Satish Kannamadi**   -   **Member Coordinator**
   Librarian,
   Tata Institute of Social Sciences

3. **Dr. Shivanand Sadlapurkar**   -   **Member**
   Librarian
   SVKM'S NMIMS (Deemed to be University)

The Committee has gone through the Library Audit Report prepared by the College librarian. On the day of visit to the College the LAC verified various files, registers, documents etc. presented by the College Librarian as and when asked by the LAC. The LAC visited the library and interacted with staff and students separately to get firsthand information.

The LAC records their observations and suggestions as follows.

1.   **PROFILE OF THE COLLEGE**

	Name of the Office :		**SES'S L. S. Raheja College of Arts & Commerce**
	Address	:	**Relief Road, Santacruz (West), Mumbai 400 054.**

1)   Management   :   **Sadhana Education Society**

2)   Head of the Office :   **The Principal, is empowered to work as head of the Office and of the institution**

3)   Affiliation   :   **The University of Mumbai.**

4)   Government Dept.   :   **The Higher and Technical Education Department, Government of Maharashtra**

5)   Administrative Dept.:   **The Joint Director of Higher Education, Mumbai Region and Government of Maharashtra.**

6)   Location/Dist.   :   **Mumbai Suburb**

7)   Functions   :   **Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.**

3

8) Programmes offered:
   i. B.Com.
   ii. B.A.,
   iii. B.A.F.
   iv. B.M.S.
   v. B.B.I.
   vi. B.F.M.
   vii. B.M.M.
   viii. B.Sc.I.T.
   ix. M.Com.(Advance Accountancy)
   x. M.Com.(Business Management)
   xi. M.Com.(Banking and Finance)
   xii. PH.D

   Self Financing

9) Number of students: **2018-19**

Programme	Students	Female	Total
BA	75	211	286
BCOM	384	468	852
BAF	96	96	192
BFM	110	51	161
BBI	82	111	193
BMM	82	96	178
BMS	215	128	343
BSC .IT	126	21	147
M.COM	78	118	196
Junior College	433	466	899
			3447

2. **PURCHASE OF BOOKS**

   OBSERVATIONS:

   Ratio of textbooks to reference books is 1:2 is appropriate

   SUGGESTIONS:

   More E-Resources (E-Books and E-Journals) to be added

4

3. PROCUREMENT PROCESS

   OBSERVATIONS:

   Well defined Procurement process

   SUGGESTIONS:

   To continue the existing procurement process

4. CIRCULATION SECTION AND BORROWING PRIVILEGES
   OBSERVATIONS:

   Proper circulation process is followed

   SUGGESTIONS:

   To provide enhanced borrowing privileges for toppers

5. ISSUE/ RETURN PROCEDURE
   OBSERVATIONS:

   Well defined procedure is adopted using Slim software

   SUGGESTIONS:
   No suggestions at present

6. Loan Criteria / Borrowing Entitlements for Faculty, Students and MANAGEMENT

   OBSERVATIONS:

   Borrowing entitlements for under graduate students is appropriate

   SUGGESTIONS:

   Borrowing period and number of books may be increased for post graduate students

5

7. **DOCUMENTS THAT CAN AND CAN NOT BE BORROWED**

   OBSERVATIONS:

   Existing policy is appropriate

   SUGGESTIONS:

   No suggestions at present

8. **LOSS / MUTILATION / DAMAGE TO DOCUMENTS BY STUDENTS**

   OBSERVATIONS:

   Process being followed is appropriate

   SUGGESTIONS:

   Wherever possible seek the replacement of same or latter edition

9. **USER SERVICES**

   OBSERVATIONS:

   Best practice: community service by extending library facilities to senior citizens

   SUGGESTIONS:

   Extend the E-Alert service to students also and new editions to the library should be circulated to staff and students

10. **PHYSICAL AMBIENCES**

    OBSERVATIONS:

    Well maintained Library and well utilized library

    SUGGESTIONS:

    Renaming the Project Room as Learning Commons / Collaborative learning space

6

11. **IT INFRASTRUCTURE**

   OBSERVATIONS:

   No. of computer are inadequate looking at the students usage of library

   SUGGESTIONS:

   No. of Computers to be increased and upgraded

12. **DEFINED JOB RESPONSIBILITIES AT ALL LEVELS**

   OBSERVATIONS:

   Appropriately defined

   SUGGESTIONS:

   Library should conduct training programs on research skills for faculty members, scholars and students.

13. **CO-CURRICULAR ACTIVITIES ORGANISED BY THE LIBRARY**

   OBSERVATION:

   Co-curricular activities are being done in sufficient numbers

   SUGGESTIONS:

   Book Review competition can be organized.
   Author talks can be organized

14. **GENERAL RULES AND REGULATIONS FOR STAFF AND STUDENTS**

   OBSERVATIONS:

   Necessary rules and regulations are in place

   SUGGESTIONS:

   No further suggestion at present

7

15.   Any Discrepancy Found

No discrepancy found

16.   Overall Observations

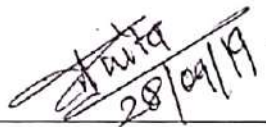Well maintained library, good documentation and heavily utilized library

17.   Overall Suggestions
Subscription to databases like EBSCO, EBRARY etc.
Security system with RFID

Signature

1.   Dr. Anita Kanwar   -   Chairperson

2.   Dr. Satish Kannmadi   - Member Coordinator

3.   Dr. Shivanand Sadlapurkar -   Member

Mumbai.

Dated: September 28, 2019,

8

Sadhana Education Society's

L. S. Raheja College of Arts and Commerce

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Website: https://www.lsraheja.org/