ANNUAL REPORT OF THE MALTI JAYANT DALAL LIBRARY
OF
L.S.RAHEJA   COLLEGE OF ARTS AND COMMERCE
2021-22

The library of the college is named as **MALTI JAYANT DALAL LIBRARY from** May 22, 1984

HOURS OF WORK

The usual working hours of the library were from 7.00 am to 7.00 p.m. however, during examination period, lecture rooms on the 2nd floor were kept open for extended hours.

Membership

MEMBERSHIP	
B.A.F.	194
B.B.I	183
B.M.M.	188
B.Sc.(I.T.)	173
B.M.S.	379
B.F.M.	182
B.COM/ B.A.	1359
M.COM	193
JUNIOR	956
Ph.D.	5
STAFF	116
	3928

Course wise Book Collection fo 2020-21

Course	Total numbers of books at the beginning of the year	Number of books added during the year	Total number of books at the end of the year	Amount spent for 2019-20
Degree College	19573	81	19654	58342
Junior College	2791	0	2791	0
I.T	3423	0	3423	0
B.M.S.	3273	04	3277	7149
B.M.M	737	0	737	0
B.B.I.	1875	07	1882	12841
B.A.F.	2320	06	2326	2783
B.F.M.	1181	08	1189	3618
M.COM	3526	12	3538	5823
B.LIB	6	0	6	0
Aided Book Bank	9265	20	9285	2416
Un Aided Book Bank	9863	105	9968	12374
ugc	2769	0	2769	0
Gratis				
	60602	243	60845	105346

ADD ON - 41

Library House Keeping Activities:

The Library House Keeping activities are fully automated since 2005-06, using LIBSUITE Library Management Software. From 2015-16, the library has implemented Library SLIM21 Integrated Library Management Software. Barcoding technology is used for Visitor's Log in, Issue, Return and Stock Verification.

Following Modules of SLIM21 Integrated Library Management Software are Used
- Cataloguing: Online Cataloguing with Spine Labels, Book Cards, Barcode
- Circulation: Issue/Return with E-Mail Integration
- Serial Control
- Acquisition
- WEB OPAC
- Reports
- Stock Verification

Add on Module: **LibvizLog (Visitor's Login)**

Name of ILMS software:	SLIM 21
Nature of Automation	Fully
Version	3.7
Year of Automation:	2005-06

E-Book Management:

Open Source Software	Calibre E-Book Management

Library uses Calibre E-Book Management open-source software to manage its E-Books. With help of Calibre, Library users have 24 x 7 access to the e-books, rare books and books from open source.

E-Journals Management:
- **EBSCO E-Journals:** Library has subscribed EBSCO e-Journals, which is linked with library website. This can be remotely accessed by the students and the staff through their personal login id and password.
- **UGCINFONET-NLIST:** Library has got the membership of UGCINFONET-NLIST PROGRAM through which the faculty and students can access the number of e-journals and e-books. Library organized webinar on use of E-resources for Teaching, Learning and Research

Best Practices:

- **User Orientation**: Library conducts User Orientation program every year in the month of June to acquaint the new students in understanding the services the library provides them. For 2021-22 the user orientation was conducted on MS TEAM.

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

- **Book Bank Scheme**: The College library has got a UGC grant of Rs.90000/- under the xth Five Year Plan for library books. The library has started the Book Bank scheme for the poor and needy students statistics for same is as below:

YEAR	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
STUDENTS	57	67	78	120	127	174	217	375	525	539
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
	583&529	1113	1086	655	651	489	427	472		

- **Wi-Fi Facility**: Library has 51 Mbps W-Fi internet connectivity Wi-Fi facility are provided free of charge.

- **Project Room:** Library has fully air conditioned Project room with 10 computers with Wi-Fi connectivity. In project room students can use subscribed as well as e-resources and can prepare projects and also can have group study.

- **External Membership:** Malti Jayant Library has started External Membership for Alumina students and students of nearby areas for further studies. As a consequence, to be able to generate financial resources and there by supplement the money received by the library to provide additional user services.

- **User feedback practice through different formats**: User feedback is collected on all aspects of library services formally through suggestion box and feedback forms. Necessary action is then initiated and users are kept informed.

- **Senior Citizen Book Club**: Malti Jayant Dalal Library have a senior citizen book club this service is provided free of cost. Total Members are 26.

- **Digitization of Question Papers and Library circulars**: Library has digitized Question Papers from October2005 and Library Circulars for various departments from 2000 for speedy and easy access through intranet services, which is available for access on computers of library through intranet services. In 2020-21 library digitized circulars of University of Mumbai from 2013-14 till date and circulars of Maharashtra government for Higher Education form 1992 to till date.

- **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.

- **WEBOPAC:** From academic year 2010-11 Library has started WEBOPAC service. The library has linked the library catalog on the web, so the users can search the required information by connecting to uniform Resource Locator(URL) of WEBOPAC anytime during the day and from anywhere in the world. Thus WEBOPAC not only offer simplified access to library holdings for end-users but also enable librarians to add value to their catalogue data. In 2020-21 WEBOPAC was linked with library website

- **Dedicated Library Website**: WEBOPAC, e-resources, Institutional repositories, library collections, services and activities are linked with library website

1. **Remote Access to E-Resources:** Open E-resources, E-resources of N-LIST, NDLI & EBSO E-Journals are linked with library website for remote Access.

2. **Digital Institutional Repository:** Library has Institutional repository which consists of past years question papers, syllabus, teachers' publications & government circulars). Institutional repository is linked to the library website.

3. **Digital Achieves :** Library has digital archival collection under following categories, which are linked with library website.
   - University of Mumbai Syllabus from 2003-2004
   - Circulars of University of Mumbai from 2003-2004
   - Government of Maharashtra G.R. for Higher Education from 1992-93

4. **Library Blog:** Library has developed library blog to provide information about free resources, competitive exams and job alerts.

5. **E-Alert Services/Digital Services:** The Library's digital services have brought a new richness to our for 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. . At

present nearly 260 students have enrolled for this service. During COVID -19 Lockdown, virtual and Online Book Exhibition was also organized.

6. **Membership of National Digital Library:** The library enlightened the students about the resources and services of National Digital Library. The library made nearly 400 students and teaching and non-teaching staff a member of National Digital Library. Library has also registered for NDLI CLUB.

7. **Ask@Librarian:** In 2020-21 Library E-Reference service through Ask@Librarian facility which is linked with library website.

- **Department of Library and Information Science**
  Activities conducted in academic year 2021-22

Sr. No.	Date	Activity	Details
1	7th June 2021 to 13th June 2021	National Level"One Week Certification Program for Library Support Staff"	Library organized, National Level"One Week Certification Program for Library Support Staff". The main objective was The objective of the program was to create an awareness of the changes in the use of library materials and facilities, user requirements and to revise the competencies of Library Support Staff to recognize and respond to diverse needs and preferences of academic users in the wake of the current Pandemic. The Certification Program was well attended. There were 786 participants registered for this Certification Program across the India. The workshop was totally based on practical and with live applications. Resource persons for the program were, Dr. Parul Zaveri, Associate Professor S.H.P.T. School of Library Science, SNDT Women's University; Dr. Sarika Chauhan, Chief Academic Officer, Dept. of IT, Vidyalankar School of Information Technology; Ms. Nalini Raja, University Coordinator Research Administration and Promotion Cell (RAPC), University of Mumbai; Dr. Parita Desai. Librarian. L. S. Raheja College of Arts and Commerce, Santacruz; and Mr. Ramakant Navghare, Librarian, Changu Kana Thakur ACS College, New Panvel

2	6th June 2021	Online Exhibition on the occasion of शिवस्वराज्य दिन	Library organized "Online Exhibition on the occasion of शिवस्वराज्य दिन" The main purpose was To make users (students and faculty) aware about the contribution and life of Shivaji Maharashtra. To encourage them to read about the legends of India. It was displayed on College and Library Website
3	19th June 2021	Online Exhibition on the occasion of Vachan Din "Best Books to Read in 2021"	Library organized Online Exhibition on the occasion of Vachan Din "Best Books to Read in 2021. To make users (students and faculty) aware about the latest development in their subject areas. To encourage them to read the latest books in their respective subject field. To inculcate the reading habits among the students.It was displayed on College and Library Website. It helped to build good collection in the Library.
4	8th October 2021	Webinar on " Use of E-Resources of N-LIST, NDLI & EBSCO for Teaching, Learning and Research "	Library organized Webinar on " Use of E-Resources of N-LIST, NDLI & EBSCO for Teaching, Learning and Research " for standard XIIth students. The main purpose was to make aware about the E-Resources of N-LIST, NDLI & EBCSO for teaching , learning and Research.Total 274 Students and 6 Teachers attended webinar. Out of which 212 students applied for NDLI Club
5	15th September 2021	Webinar on "SWAYAM An Opportunity for Life Long Learners : SWAYAM NPTEL LOCAL CHAPTER"	Webinar on "SWAYAM An Opportunity for Life Long Learners : SWAYAM NPTEL LOCAL CHAPTER" was organized by the library for Teaching Staff of Degree college. The main objective was : To make staff aware about the SWAYAM-NPTEL Local Chapter and encourage the students to enrol for the courses of SWAYAM NPTEL.College has become the SWAYAM-NPTEL Local Chapter and from January 1, 2022
6	30th January 2022	Virtual Book Exhibition on the occasion of 74th Death anniversary of Mahatma Gandhi	Library organised Virtual Book Exhibition on the occasion of 74th Death anniversary of Mahatma Gandhi And the main objective was to o make users aware about the famous speeches, letters, family and life chronology.

7	19th February, 2022	Online Book Exhibition on the occasion of Shiv Jayant	Library organized" Online Book Exhibition on the occasion of Shiv Jayant" The main purpose was to To make users aware about the family, achievements, battles and timeline of Maharaja Shivaji. To familiarize them with Forts, that Prove Shivaji Maharaj Was The Greatest Ruler Maharashtra Ever Had. It was displayed on college as well as library website
8	26th February, 2022	17th Book Fair-Gyanyatra	Library organized " 17th Book Fair-Gyanyatra to procure new books on various subjects. It was displayed in Library Reading Hall,total 72 students and staff visited the exhibition. 144 Books were selected by staff and students and same were purchased by the library.
9	28th February, 2022	Book Exhibition on the occasion of Marathi Bhasa Divas	Library organized "Book Exhibition on the occasion of Marathi Bhasa Divas". The main objective was to inculcate reading habits among students for Marathi Book. It was displayed in Auditorium,total 63 students and staff visited the exhibition.
10	24th March 2022 to 31st March 2022	A National level Add on Course/Course work on "Research Methodology"	Library organized "A National level Add on Course/Course work on "Research Methodology".
11	28th January, 2022	webinar on "SWAYAM NPTEL Course Registration"	Library organized: webinar on "SWAYAM NPTEL Course Registration" The main objective was to make students aware about the new courses of NPTEL and guide them the registration process for the same. Total 50 Students and 1 Faculty. Students were encouraged to opt for NPTEL Courses. 2 Faculty and 14 students enrolled for total 49 courses

Information Alert Services

The library continued to provide the following current awareness services in order to alert users about the latest information of their interest:

- List of Additions
- News items display

- Display of Examination time-table, new events, Scholarship and fellowship information,
- Display of Forth coming conferences, other national and international events, employment opportunities, and prospectus of foreign universities
- Exhibitions of new arrivals twice a year.

TECHNICAL SERVICES

1. The books are classified according to Dewey Decimal classification scheme of the 20th and 21st editions respectively.
3. The Library provides Xeroxing & printing facility to its the readers as and when demanded
4. The Library provides digital document delivery service to the staff
5. The Library provides Internet facilities & Wi– Fi facility to students and Staffs.

THE LIBRARY COMMITTEE: The Library committees meet twice during the year and work in advisory capacity.

STAFF

The number of Employees.

a) Librarian	01
b) Assistant Librarian	01
c) Clerical	03
c) Library Attendants	03
Total	08

COUNCLUDING REMARKS:

My special thanks are due to our Management and our Principal, Dr. Debajit Sarkar for his constant guidance and encouragement in smooth functioning of the Library.

My thanks are also due to the members of the Library Committee for their constant support and confidence in me.

In equal measure, my thanks are due to my colleagues and Library Clientele for their full co- operation and support which made my task easier and work pleasurable.

Mrs. Parita Desai
Librarian