# BEST PRACTICES IN N.V.K.S.D.COLLEGE OF EDUCATION LIBRARY

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## Abstract:

*Libraries are a vital part of the educational institutions. Library is a store house of knowledge wherein the users can get the required information as and when they need. Books are helping to solve the doubts arising within the users while handling some subjects. Education college library is providing the specialized books which are vital for the knowledge thirst of the teacher educators. In this paper I have narrated the best practices in the library of N.V.K.S.D.College of Education, Attoor. Even before NAAC come with guidelines for the improvement of the library collection, userawareness and effective usage of resources. By the direction of NAAC through their publication "Best Practices in Academic Libraries" the standardization of the best practices got its own importance for getting the points. So NAAC had paved the way for the development of libraries.I have stated the present collection development and other practices in N.V.K.S.D.College of Education Library.*

**Keywords:** Best Practices, N.V.K.S.D.College of Education, Digital, Academic.

## Introduction

Libraries in the colleges acting as a medium between the teacher and students. Both of them are using the library for reference and other activities. Even the highly intelligent also come across doubts while they are handling their subjects'deeply. That time they have to refer the books and other periodicals to clear their doubt. Libraries are catering all the needs of the teachers and users by providing the information at optimum time. Reference books are providing a very high quality of reliable information. The arrival and expansion of digital media came and made the searching of books in the finger tip. Users are not required to waste their time by searching the books which are required for their specific topic.

## Best Practices:

**Definition:** ODCIS (Online Dictionary of Library and Information Science) describes 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". Concise Oxford English Dictionary describes "Best practices as quality of most excellent or desirable type or most appropriate, advantageous, highly improved, outstanding, par excellence services or the customary or expected procedure or way of doing some thing that is usual or expected way in a particular organization or situation, guidelines for good practices we take action rather than good ideas, and we improve our skills.

## NAAC and Best Practices in Library

For the college libraries NAAC has formulated the below mentioned best practices.

- ➤ 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

S. D. Vyas (Vyas, 2009) add some best library practices in his article these are

- ❖ Making of a Path Finder to the library
- ❖ Keeping the library premises neat and clean

- Compiling a list of Current Serials/ catalogue of journals.
- Updating and maintaining library website
- Maintaining useful statistics regarding the use of the library and displaying them on the library walls
- Compiling checklists on different subject/topics as a part of documentation service
- Library Committee formation
- Distribution of useful handouts

## Managing Library

Info Library software is using for the automated services of the library for lending and receiving. OPAC is available for searching. Content search is also available.

## User services:

Library is providing all the type of user services. Some of the best practices in the library are as mentioned below:

## External reader's services:

Our library is having a collection of 742M.Ed theses, and 55 M.Phil theses. It is a very nice collection kept in orderly manner for easy accessing. There is a separate catalogue for the theses. External reader facility is providing to the research scholars, so that they can make a review of the related literature and can avoid the repetition of same studies. Research scholars from various places are using this service. Only the students, ex-students and research scholars are availing this facility. The external user should inform the period of usage. ID proof has to be shown to the Principal and the Librarian.Only reference is allowed. Photocopying service also can be availed at nominal cost. A nominal fee is charged for this usage. Internet service can also availed by the users. Research scholars are very well benefitted by this facility. The spacious reading room can accommodate the users in a very well manner.

## Internet Facility in the Library

There is a broadband connectivity in 16 computers connected with LAN. The speed of the connection is also very good. Wi-Fi facility is also available. Printing facility is available at nominal cost. Students can make use of the N-list online journals. Readers are getting the up-to-date knowledge through internet facility. Teachers get their required information through internet facility.

## Book Bank Facility

Our library is having the book bank facility. Students who want to avail the book bank facility has to approach the Librarian and can get the use of the facility. This facility is providing the books for the economically backward students. The books are provided for the students for the academic year as per the availability of the no of books. The backward and needy students get the whole set of books for an academic year. A large no of students are benefitted by this scheme.

## Library Book Exhibition

We are conducting book exhibition regularly. Various publishers are invited to do the same. This brings awareness among the students and users regarding various topics and latest books.

## User Education

An orientation program is conducting for every academic year regarding the usage of library resources and discipline. The do's and don'ts are explained to the students very clearly. A pamlet also providing to the students for reference.

## Best User Award

Best user award is giving to the outstanding performer in the library. During the introduction itself students are given the information about this award and the students are well aware of that. This gives a motivation to students. The award includes cash and a certificate of confide with photos.

## Library Committee

There is a library committee headed by the Principal as the president and Librarian as the secretary. There are another four teaching faculties as member. Quarterly meeting is conducted and minutes are recorded. It is very useful to take decision on collection development.

## Seminars

Library is conducting seminars in the field of library science. Eminent Librarians and other subject experts are delivering their speech during the seminar.

## Conclusion:

Best practices of N.V.K.S.D.College of Education Library is very useful in providing support to the students, staff and other external users. Our library is a spacious one. Library adopted various best practices in its administration, management, collection and services that support the colleges' mission and goals.

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