

LIBRARY AUDIT REPORT

I. Introduction:

Details of the Panel Members

1. Mr. K. Anandan
District Library officer,
Vellore.
2. Mr. Shivakumar TC
Librarian,
St. Joseph's College,
Bengaluru.

Schedule of the Audit Meeting

Time	Program
09.30 AM	Meeting With Fr. Principal
10.00 AM	Meeting with Fr. Additional Principal
10.30 AM	Meeting with Librarian
11.00 AM	Meeting with Support Staff
11.30 AM	Tea
12.00 PM	Shift II Student Representative Meeting
01.00 PM	LUNCH
02.30 PM	Shift I Student Representative Meeting
03.00 PM	Writing the Report
04.00 PM	Presentation and Report at Principal's Office

II. Milestones of the Library:

- The Library was started in 1951 and it is placed in College Main Block.
- Mr. L. Ramamoorthy was appointed as a librarian in 1955 and served 23 years.
- In 1982, Mr. J. Sunderraj took charge as a librarian and he has implemented library automation with the support of eBLIS software in 2000.
- The new library building foundation stone was blessed by Rev. Fr. Francis Guezou, SDB in 1991 as a memory of Fortieth year of our College.

- In December 17, 1993 the new library block was blessed by Rev. Fr. Camillus Fernando SDB (Salesian Provincial) and opened by Justice T. Somasundram (High Court of madras).
- Swiping Machine at the library entrance was introduced in 2006.
- Barcode enabled Circulation was introduced in 2007.
- CCTV cameras were placed in various places of the library in 2009
- Cybrary (Computer with Internet facility) was started in 2012 for accessing electronic resources for research purpose.
- Mr. J. Sunderraj has retired on May 2016 after 34 years dedicated service, Mr. M. Selvam took charge from June 2016.
- eQuestion papers were introduced in 2016
- A library blog was designed for information dissemination in 2017 (<https://shclibrarytptblog.wordpress.com/>)
- Biometric (Thumb impression) systems were introduced in 2017 for users attendance.

III. Faculty Profile

Name	Designation	Qualification	Experience (in Yrs)
Mr. M. Selvam	Chief Librarian	M.Sc.,M.L.I.S., M.Phil., SET	4* +1

* 2 years as a Librarian at Don Bosco College, Yellagiri Hills, Vellore (Dt)

* 2 years as a Librarian at Loyola College, Vettavalam, Tiruvannamalai (Dt)

IV. Support Staff profile

Name	Designation	Qualification	Experience (in Yrs)
Mr.A. Swaminathan	Library Asst.	B.Com	20
Mr.S. Anandhan	Library Asst.	B.A., MLIS	9
Mrs.J.F. Arul Shanthy	Library Asst.	B.Sc., B.Ed.	7
Mr.R. Baskar	Library Asst.	B.A.	6
Mr.M. Maria Anthony	Library Asst.	ITI	3
Mr.A. Francis Xavier	Library Asst.	M.Sc.	2
Mrs. A Mary	Sweeper	-	-

V. Infrastructural Facilities

Location	Seating Capacity	Area in Sq.Ft
Reading Room	90	53.2 * 28.10 Ft
Reference	102	25.8 * 94.4 Ft
Publications/Journals	40	19 * 40 Ft
Cybrary	16	22 * 9 Ft
Circulation Counters	2	28.9 * 8.5 Ft
Periodical Section	6	40 * 18 Ft
Virtual Class Room	60	28.11 * 19 Ft
Power Backup	1	19.9 * 13.4 Ft
Any other	-	-

VI. Outcome of the student's feedback:

MAIN FINDINGS AND RECOMMENDATIONS

Frequency of Library Visit

More than half (59.2%) of the student visit library weekly and nearly one third (28.9%) of them visit daily. Frequency of visit to library is found high (88.1%) among the student.

Purpose for visiting the library

Majority (86.9%) of the students go to library because;

1. Library hour is compulsory (86.9%),
2. To complete assignments (84.4%),
3. During free period (73.3%),
4. To prepare for exams (68.8%) and
5. To update knowledge (37.1%).
6. Few go to library to complete their research work and as part of CQC activities

Section of the Library you visit regularly

- Reference section is regularly visited by more than half (58.7%) of the students
- Reading section is the second most visited section by half (54%) of the respondents.
- Periodical and circulation section is less visited by the students.
- Very few students visit Cybrary, Newspaper section and Project Cell.

Preference to Go to Library

- Nearly two third (60/9%) of the students prefer to go to library along with their friends only.

Mode of locating materials in the library

- Seeking assistance from library staff (44.3%)
- Seeking assistance from friends (40.6%)
- Browsing through the shelves (29.2%)

Orientation Department Level Orientation about Library Sources

- Almost all (96.3%) of the students have positively graded about the orientation given at department level about library resources.

Reasons for not Utilizing Library

1. Student prefer to read from their personal internet facility (52.7%),
2. Students feel that there are not enough recent books to read (21.8%)
3. They feel their friends do not prefer to go to library (13.4%)
4. Few expressed that they could not find time to go to library during the day time due to other activities.

Satisfaction towards Library Services

The following are the top in the satisfaction level of the students;

1. Cleanliness of Library
2. Lighting and ventilation
3. Old Question papers - subject related
4. Convenient Seating Arrangements
5. Opening and Closing Time of the Library
6. Reference Services
7. Staff are knowledgeable about the resources available
8. Staff are prompt in attending the students' needs
9. Easy to borrow books
10. Physical conditions of the books and other materials

The following are the least in the satisfaction level of the students;

1. Receiving Bibliographies, full texts and copies of the text from the CDs by registering through email.
2. OPAC (Online Public Access Catalog) Software used in Library
3. CD-ROMs for self-instruction and a virtual classroom
4. Availability of photocopy (Xerox) services in the library
5. Data base of Journal/Articles available
6. Water facility
7. Internet facilities in the Library
8. A cyber library - subject related
9. Availability of latest editions of Books and journals in your subjects

Students have less knowledge about the following facilities in the library;

1. Data base of Journal/Articles available
2. Availability of photocopy (Xerox) services in the library
3. CD-ROMs for self-instruction and a virtual classroom
4. OPAC (Online Public Access Catalog) Software used in Library
5. Receiving Bibliographies, full texts and copies of the text from the CDs by registering through email.

Overall Satisfaction Rating of the Students towards Library Services in the College

- Students have graded the library services as an average three fourth (70.7%). 7.77 out of 10 points. Which indicates that majority of the students are happy with the library services of the college.
- However, about 20 percent of the students rated low level of satisfaction, which need to be considered.
- The overall satisfaction of the students does not vary by their gender.

Recommendations of the Students to improve Library Services in the College

1. Providing water facilities inside the library.
2. Providing WIFI connection facilities in the library.
3. Subjected oriented new books and reference for all the department books to be increased.
4. To accessibility to take photo copy in the library (Xerox).
5. Book lending time could be increased
6. Need permission to take note book and laptop inside the library
7. To have TNPSC, CSIR books and NET, SET, UGC, JAM exam related books to be increased.
8. Library can work on Sundays and on Holidays.
9. To have digital library for easy learning.
10. Accessibility to use the OPAC by the students.
11. To have online services and information about arrival of new books

Recommendations from this Study

1. Attractive programs need to be organized to improve the library utilization
2. Periodical and circulation section need to be strengthened to attract students.
3. Proper orientation to students about Cybrary is needed.
4. Sufficient orientation is needed for the staff on library services, which will enable them to guide their students
5. Bibliometrics of the research projects will enable students to have easy access
6. Catalog of library resources for each department could be prepared to facilitate effective library utilization.

Books Needed for Each Course – Suggested by the Students

Name of the Department	Books Required
Bio-Chemistry	Immunology
	Bio-molecules
	Human Psychology
	Plant Bio-Chemistry
	Nutrition
	Diet
	Nanotechnology
	Medical bio-chemistry
	Molecular Biology
	Bio nanotechnology
	Herbal Bio-Chemistry
	Bio technology
	Cell Dynamics
	Cell biology
	Enzymes
	Microbiology
Industrial microbiology	
Instrument Bio-Chemistry	
Bachelor of Business Management	Modern Banking
	Insurance Banking
	Industrial Relation
	Labour Law
	Current affairs
	Physical Fitness
	TNPSC,VAO new books
	Chemistry

	Stereo-Chemistry
	Inorganic Chemistry by H.J.Arikar
	Organic Chemistry by Glainden Grieves
	Polymer Chemistry
	Statistical thermo Dynamics
	Coordination Chemistry
	Photo Chemistry
	Quantum Chemistry
	Physical Chemistry by Purisharma
	Family and group in inorganic family
	Allied Physics
	Easy Chemistry
	Advanced organic Chemistry
	Medical Chemistry
	Spectroscopy by Gunter
	Catalysis
Commerce	Accounts
	Corporate Accounting
	Financial Management
	Cost Accounting
	GDP
	International Business New Edition
	Security Analysis
	Consumer Behaviour
	Entrepreneur Development
	Strategic Human Resource Management
Commerce Computer Application	Business Management
	Income Tax New Edition
	Web Terminology

Computer Application	Internet Concepts
	Photoshop
	.Net OOAD
	PHP
	Problem Solving Techniques
	XML
	Advanced Enterprise Java Programming
	Research Methodology by Donald
	Fundamentals of Bio-Statistics
	Ansi C 6th Edition
	Relational Database Management System
	Computer Graphics
	Simple Basic Of the Computer
	Java Spring
	Cryptography and Network Security
	Big Data
	Semantic Web Tool
Counselling Psychology	Developmental Psychology
	Organic Psychology
	Health Psychology
	Psychotherapy
	Psychopathology
	Social Psychology
	Counselling by Sigmund Freud
Economics	Econometrics
	Health Economy
	International Economy
	Labour Economics
	Monetary Economics
	Marketing Management

English	Phonetics
	Tragedy
	Victorian Journalism
	20 the Century English Literature
	Rich Like as by Mayanthra Saghal
	The Village by the See
	The Set Earth And Pouring Water
	World Classical Translation
	Indian English Literature
	Literature Criticism
	Contemporary Critical Theory
	Green Voices Literature
	World Classic Literature
	Alan Walker Books
	Social History Of England
	American Literature
	History Of England Language
	Critical Study
Management	Total Productivity Management
	Human Resource Management
	Hospital Management
	Export Import Management
	International Business Management
	Working Capital Management
Mathematics	Dynamics
	Analytical Geometry Of 3D
	Graph Theory
	Skill Enhancement
	Linear Algebra
	Cognitive Maps

	Graceful Labelling
	Complex Analysis Statistics
	Net Exam Books
	Functional Analysis
	Cryptography
	Advanced Statistics
	Differential Equation
	Operational Research
	Integral Calculus
	Number Theory
	Topology
	Contemporary Algebra
	Stochastic Process
	Abstract Algebra
	Classical Mechanics
Micro-Biology	Micro-Biophysiology
Physics	Microprocessor 8085 by Nagoorkan
	Bio Medical Instrumentation by Arumugadas
	Astronomical Physics
	Mathematical Physics by Sathyaprakash
	Electronic Instrumentation by Osmanila
	Solid State by Puri
	Nuclear Physics in Tamil
	Electromagnetism
	Optics and Spectrograph
	Electrodynamics
	Heat and Thermodynamics
	Properties of matter by R Murugesan
Social Work	NGO Management
	Skill Matrix

	Industrial Relation
	Sustainable Development Goals
Tamil	Kappiyangal
	Uraindhai Novel
	Nadagakalai
	Needhillakiyangal
	Tholkappiyam (Pazhaya urraigal)

LIBRARY FACILITY IN THE COLLEGE

The College has a well-equipped library section which serves as a rich resource of updated, relevant material for Social Work students. The library is completely computerized and serves all interested development professionals. The entry of the student is tracked through a Biometric Entry System. The library system is automated through EBLIS (a Library Software) and Online Public Access Catalogue. The circulations of books are being facilitated through barcodes and Identity Cards. The library provides CD-ROMs for self-instruction and a virtual classroom to supplement classroom teaching/learning. The library contains a vivid collection of Books, Journals and Magazines, Periodical back volumes, CDs, Databases, Bibliographic details of Journals Videotapes and Computers.

A cyber library called the 'Cybrary' has been made available for staff and research scholars. It has 40 Computers with Internet browsing, which students can use to browse online journals and resources. The students are given a Card by which they can access 10 hours of browsing free of cost. In addition to browsing, the students have the facility to prepare Manuscripts / Download materials / CD Writing / Printing as per their requirements. There are twenty workstations working with Linux 9.0. Rs.100/- is charged for the use of computer for 15 hours in one semester.

Library working hours:

Monday-Friday	8.00 a.m to 8.00 p.m
Saturday	8.30 a.m to 5.30 p.m
Sunday	9.00 a.m to 12.30 p.m
During Vacation	8.00 a.m to 4.30 p.m

Library Services

1. Orientation to fresher
2. Open access to books and journals

3. Current periodicals and newspapers in the Periodical section
4. Periodical back issues in the cabinets
5. University and Autonomous Question papers
6. OPAC
7. Printed Library catalogue
8. A database for Journal articles listing
9. A separate wing for CDs, Video tapes, Internet and E-journals
10. Reading materials from USIS library

Students have to enroll to be members. They can borrow 20 books and 5 videotapes per month. They can get Book Alert, Article and Web Alert, Span magazine, AIRC Newsletter, bibliography and videos.

More information from: (<http://shcpt.edu/index.php/facilities/index/76>)

Field of Study

The area which the Research is carried out is at Sacred Heart College which is located in the Vellore District Tamil Nadu.

Research Design

This study is about Students Feedback on Library Services. This study is been carried out to find the satisfaction level of active usage of the library service by the students in the college, this study has been carried out in Sacred Heart College department of library. The study was conducted during the month of November 2017, and Descriptive Design is the technique in which the research is executed.

Selection of Sample

The universe in which the study is carried out is Sacred Heart College, and the population where the study is carried out is from the department of library. The college has used simple random sampling technique in which the randomization of population is generated by the computer. The data are collected from 5% of the total number of 4665 students studying in the college the data collected are related to Students Feedback on Library Services in Sacred Heart College. **Total Sample size for this study is 404 students.**

Tools of Data Collection

The college has chosen the online questionnaire method for the collection of the data the college has framed some questions which are relevant to the Students Feedback on Library Services this helps to analyse the need, satisfaction, feedback and improvement of library services of Sacred Heart College. The reason for choosing the online questionnaire method is that many numbers of sample size are covered and easily able to assess and it is more time and cost saving factor for the college, most importantly the students are not been distracted during their class hours and this research is executed during their leisure hours and it becomes easy mode of collection.

Mode of data collection

Data were collected from the samples through online questionnaire.

Limitations

1. The samples are not representative adequately from second and third year students.
2. Samples are not equally representative for all departments.

The research is analysed using the SPSS 20 software and from this software the researcher will analyse the data through various tests and tables like Simple Frequency test and summary table etc. The analysed data will be presented in the form of Tables.

Gender of the Respondents

		Frequency	Percent
Valid	Male	198	49.0
	Female	206	51.0
	Total	404	100.0

Degree - Batch

		Frequency	Percent
Valid	First Year	255	63.1
	Second Year	131	32.4
	Third Year	18	4.2
	Total	404	100.0

Name of the Departments

		Frequency	Percent
Valid	Bio Chemistry	25	6.2
	BBA	9	2.2
	Chemistry	39	9.7
	Commerce	47	11.6
	Commerce CA	16	4.0
	Computer Application	19	4.7
	Computer Science	39	9.7
	Counselling Psychology	11	2.7
	Economics	21	5.2
	English	39	9.7
	Management	7	1.7
	Mathematics	52	12.9
	Microbiology	6	1.5

Physics	39	9.7
Social Work	10	2.5
Software Technology	5	1.2
Tamil	20	5.0
Total	404	100.0

Frequency of Library Visit

	Frequency	Percent
Daily	116	28.7
Weekly	239	59.2
Valid Monthly	38	9.4
Very Rarely	11	2.7
Total	404	100.0

What is the purpose for visiting the library?

	Frequency and Percentage
During Free Period	Count 296 % 73.3%
Compulsory Library Hour	Count 351 % 86.9%
To Complete Assignments	Count 341 % 84.4%
To Update Knowledge	Count 150 % 37.1%
To prepare for exams	Count 278 % 68.8%

Others:

To study for subjects

As part of CQC activity

To prepare for competitive exams

To complete research work

Which Section of the Library you visit regularly?(

		No	Yes
Circulation	Count	360	44
	%	89.1%	10.9%
Reference	Count	167	237
	%	41.3%	58.7%
Periodicals	Count	375	29
	%	92.8%	7.2%
Reading section	Count	186	218
	%	46.0%	54.0%

Others:

Cybrary

Newspaper section

Project Cell

Preference to Go to Library

	Frequency	Percent
Alone	142	35.1
With Friends	246	60.9
Valid With CQC Groups	16	4.0
Total	404	100.0

How do you locate materials in the library?

		No	Yes
Browsing through the shelves	Count	286	118
	%	70.8%	29.2%
Using software in the computer	Count	380	24
	%	94.1%	5.9%
Seeking assistance from library staff	Count	225	179
	%	55.7%	44.3%
Seeking assistance from friends	Count	240	164
	%	59.4%	40.6%

Orientation Department Level Orientation about Library Sources

	Frequency	Percent
Very Good	145	35.9
Good	244	60.4
Valid Poor	9	2.2
Very Poor	6	1.5
Total	404	100.0

What are your Reasons for not utilizing college library to the maximum?

		No	Yes
I do not know how to use library	Count	372	32
	%	92.1%	7.9%
I prefer to read in my internet	Count	191	213
	%	47.3%	52.7%
I don't get library related assignments from my staff	Count	372	32
	%	92.1%	7.9%
There are not enough recent books to read	Count	316	88
	%	78.2%	21.8%
Poor e-library facilities	Count	383	21
	%	94.8%	5.2%
Because my friends do not prefer to go to library	Count	350	54
	%	86.6%	13.4%

Not having time for library

Difficult to find books

Books are not adequate for some subjects

GRADE YOUR SATISFACTION TOWARDS COLLEGE LIBRARY

		Not Aware of the Facility	Totally Dissatisfied	Dissatisfied	Satisfied	Highly Satisfied
Cleanliness of Library	Count		9	4	156	235
	%		2.2%	1.0%	38.6%	58.2%
Lighting and ventilation	Count		5	14	245	140
	%		1.2%	3.5%	60.6%	34.7%
Convenient Seating Arrangements	Count		6	19	240	139
	%		1.5%	4.7%	59.4%	34.4%
Water facility	Count		36	122	189	57
	%		8.9%	30.2%	46.8%	14.1%
Opening and Closing Time of the Library	Count		7	32	230	135
	%		1.7%	7.9%	56.9%	33.4%
They are polite in relating with students	Count		16	35	268	85
	%		4.0%	8.7%	66.3%	21.0%
Staff are knowledgeable about the resources available	Count		6	27	266	105
	%		1.5%	6.7%	65.8%	26.0%
Staff are prompt in attending the students' needs	Count		8	29	267	100
	%		2.0%	7.2%	66.1%	24.8%
Easy to identify text books	Count		10	50	252	92
	%		2.5%	12.4%	62.4%	22.8%
Easy to borrow books	Count		4	40	267	93
	%		1.0%	9.9%	66.1%	23.0%
Data base of Journal/Articles available	Count	127	11	40	180	46
	%	31.4%	2.7%	9.9%	44.6%	11.4%
Circulation Services	Count		8	31	307	58
	%		2.0%	7.7%	76.0%	14.4%
Reference Services	Count		4	26	273	101
	%		1.0%	6.4%	67.6%	25.0%
Functioning of Biometrics in the library	Count		6	38	273	87
	%		1.5%	9.4%	67.6%	21.5%
Internet facilities in	Count		29	89	216	70

the Library	%		7.2%	22.0%	53.5%	17.3%
Availability of photocopied (Xerox) services in the library	Count	121	40	65	144	34
CD-ROMs for self-instruction and a virtual classroom	%	30.0%	9.9%	16.1%	35.6%	8.4%
OPAC (Online Public Access Catalog)	Count	159	18	41	155	31
Software used in Library	%	39.4%	4.5%	10.1%	38.4%	7.7%
Receiving Bibliographies, full texts and copies of the text from the CDs by registering through email.	Count	168	21	32	154	29
Sufficient number of books are available in references and circulation sections	%	41.6%	5.2%	7.9%	38.1%	7.2%
Availability of Subject Books in the Library	Count	173	12	54	139	26
Periodical Back Volumes - subject related	%	42.8%	3.0%	13.4%	34.4%	6.4%
A cyber library - subject related	Count		12	50	264	78
Old Question papers - subject related	%		3.0%	12.4%	65.3%	19.3%
Physical conditions of the books and other materials	Count		10	58	225	111
Availability of latest editions of Books and journals in your subjects	%		2.5%	14.4%	55.7%	27.5%
	Count		3	37	314	50
	%		0.7%	9.2%	77.7%	12.4%
	Count		10	51	292	51
	%		2.5%	12.6%	72.3%	12.6%
	Count		9	24	217	154
	%		2.2%	5.9%	53.7%	38.1%
	Count		5	46	256	97
	%		1.2%	11.4%	63.4%	24.0%
	Count		12	71	241	80
	%		3.0%	17.6%	59.7%	19.8%

Overall Rating for the Quality of the Library Services in the College
77% mean satisfaction

	Frequency	Percent	Valid Percent	Cumulative Percent
2	2	.5	.5	.5
3	11	2.7	2.7	3.2
4	3	.7	.7	4.0
5	30	7.4	7.4	11.4
6	35	8.7	8.7	20.0
Valid 7	65	16.1	16.1	36.1
8	97	24.0	24.0	60.1
9	109	27.0	27.0	87.1
10	52	12.9	12.9	100.0
Total	404	100.0	100.0	

LIBRARY FEEDBACK FORM

1. Gender 1. Male 2. Female
2. Dept. 1. Arts(UG / PG Year- I / II / III or MPhil/PhD Scholar)
2. Science (UG / PG Year- I / II / III or MPhil/PhD Scholar)
3. How frequently do you visit the Library?
1. Daily 2. Weekly 3. Monthly 4. Very Rarely
4. What is the purpose for visiting the library? (Choose more than one)
 1. During Free Period
 2. Compulsory Library Hour
 3. To Complete Assignments
 4. To Update Knowledge
 5. To prepare for exams
 6. Any other _____
5. Which Section of the Library you visit regularly?(Choose more than one)
 1. Circulation
 2. Reference
 3. Periodicals
 4. Reading section
 5. Any other _____
6. How do you prefer to go to library?
 1. Alone 2. With friends 3. With CQC Group
7. How do you locate materials in the library? (Choose more than one)
 1. Browsing through the shelves
 2. Using software in the computer
 3. Seeking assistance from library staff
 4. Seeking assistance from friends
 5. Any other _____
8. To what extent your department gave orientation about library sources?
 1. Very Good 2. Good 3. Poor 4. Very Poor

9. What are your Reasons for not utilizing college library to the maximum?

(Choose only one)

1. I do not know how to use library
 2. I prefer to read in my internet
 3. I don't get library related assignments from my staff
 4. There are not enough recent books to read
 5. Poor e-library facilities
 6. Because my friends do not prefer to go to library
 7. Others specify
-

10. GRADE YOUR SATISFACTION TOWARDS COLLEGE LIBRARY

0. I Don't Know about this 1. Totally Dissatisfied 2. Dissatisfied 3. Satisfied 4. Highly Satisfied

	Data base of Journal/Articles available	0	1	2	3	4
1.	Circulation Services	1	2	3	4	4
2.	Reference Services	1	2	3	4	4
3.	Functioning of Biometrics in the library	1	2	3	4	4
4.	Internet facilities in the Library	1	2	3	4	4
5.	Availability of photocopy (Xerox) services in the library	0	1	2	3	4
6.	CD-ROMs for self-instruction and a virtual classroom	0	1	2	3	4
7.	OPAC (Online Public Access Catalog) Software used in Library	0	1	2	3	4
8.	Receiving Bibliographies, full texts and copies of the text from the CDs by registering through email.	0	1	2	3	4
COLLECTIONS						

9.	Sufficient number of books are available in references and circulation sections	1	2	3	4
10.	Availability of Subject Books in the Library	1	2	3	4
11.	Periodical Back Volumes - subject related	1	2	3	4
12.	A cyber library - subject related	1	2	3	4
13.	Old Question papers - subject related	1	2	3	4
14.	Physical conditions of the books and other materials	1	2	3	4
15.	Availability of latest editions of Books and journals in your subjects	1	2	3	4

11. Please mention the syllabus/subject in your course that does not have enough books in our library?

1. _____
2. _____
3. _____

12. What is your Overall Rating for the Quality of the Library Services in the College?

(Least) 0 1 2 3 4 5 6 7 8 9 10 (Excellent)

13. Kindly give any two suggestions to improve the library services in the college

1. _____
2. _____

VII. Outcome of the faculty, support staff and Management meetings:

I am very happy that, I have got an great opportunity ~~not~~ visit The Sacred Heart College (Autonomous). It was very learning and meeting academically good staff in the library.

- library headed by academically well qualified librarian. He has confidence in doing his work.
- > Very good support staff, the library has a reading hall.
- Support staff needs to be increased.
- faculty and support staff are self motivated and happy about the management.

VIII. Overall Assessment:

It was good!

Students feed back

Book Bank facility is not available

English Language magazines needs to be

increased to develop communication skills

Drinking ^{water} facility is not available to the
Students

Exclusive online databases to access

e-books & e-journals
GA

IX. Suggestions:

- (1) Library Queses with eminent personalities boards needs to be fixed on the library hall/Referre Section etc.
- (2) Library Statistical biograph boards needs to be at the entrance
- (3) Library Vision, Mission board needs to be fix
- (4) Library brochure needs to prepare.
- (5) Library usage report needs to prepare
 - Students [UG+PG]
 - Research Scholars [MPhil & Ph.D]
 - Staff [Teaching & non teaching]
- (6) Books withdrawal policy
- (7) collection development policy
- (8) Stock verification report
- (9) update the Book lost & Cost recovered Register
- (10) Usage of Book bank books
- (11) Prepare report on Books added during last 5 years and amount spent (Department wise)
- (12) OPAC system needs to be increased as per student strength
- (13) Report on Spl. services for differently abled student
- (14) Separate sack for Educational CD/DVD sack
- (15) Separate sack for In-house publication
- (16) name plates for each library staff
- (17) Sign boards in the library
- (18) Separate register for lib advisory committee meeting minutes (Hand written form)
- (19) Infrastructure added during last 5 year (chairs, Almirah, 2 Handloom, Systems, ~~etc~~ UPS, Batteries, etc.)

(Signature)

VIII. Overall Assessment:

11. IS vinnuátt (U4) L@ þáttir hafa stöðugt og
losgjafandi gæm gæðulegu þáttum.
12. p4/staff - annað vaxandi vinnu (U4) enn þessum gæm
13. nokkur aðlögunir RRRA - IS enn annarsgjafandi
annarsgjafi gæm gæðulegu þáttum.
14. gæm gæðulegu þáttum (U4) vinnuáttum gæm gæðulegu.
15. nokkur IS enn vaxandi gæm vinnuáttum / annarsgjafi
gæm gæðulegu þáttum.
16. Þáttum gæm gæðulegu gæm gæðulegu - gæm gæðulegu
gæm gæðulegu. En gæm gæðulegu gæm gæðulegu
gæm gæðulegu þáttum.
17. gæm gæðulegu gæm gæðulegu gæm gæðulegu gæm gæðulegu
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D. Jón
Vít
Gæm gæðulegu
Gæm gæðulegu