REPORT ON LIBRARY

CHRIST COLLEGE LIBRARY

INTRODUCTION

The library is the "soul of any college." Christ college motto, "Christ the light," calls upon the institution to foster intellectual inquiry, ethical formation and holistic development, guiding learners not merely toward academic excellence, but towards a life of purpose, integrity and service to humanity. The Christ college library was established in 2022. As a gateway to knowledge Christ College library, through its resources, facilities, and services, strives to fulfil the information needs of the community, create opportunities for learning, support literacy and education, and help shape new ideas and perspectives for the creative learning process. The library ensures easy access to its services and is well-equipped with reference books, textbooks, journals, magazines, newspapers, etc. It provides services such as reading materials, circulation, and a study room for readers. The Library Department at Christ College, Umeit Ri Bhoi District, has been catering to the entire college. It has a collection of 4000+ books and journals. The department is responsible for acquiring, selecting, and managing the library's collection of books, periodicals, and other materials. The Library Department manages and maintains the library collection using Koha software, widely used open-source software with more sophisticated features.

The college library combines conventional library resources with digital information services. Its connection with DELNET provides an important opportunity for academic resource sharing and information access.

Adjectives and motives of the library

• To provide relevant academic books and study materials.

• To support teaching and learning activities.

• To develop reading habits among students.

• To provide reference materials for academic assignments.

• To encourage research and independent learning.

• To provide access to electronic information resources.

• To promote the use of DELNET for resource sharing.

• To improve students' information literacy.

• To preserve and organize valuable library materials.

• To provide a peaceful environment for reading and studying.

• To support faculty members in preparing teaching materials.

Vision

To be a vibrant knowledge hub that inspires curiosity, supports academic excellence and empower students to become informed, responsible and independent learners.

Mission

To provide easy access to knowledge, encourage the habit of reading and support the learning and growth of every student.

Goals

The library focuses on

The collection and organization of library materials.

The facilities available to students and teachers.

The different services provided by the library.

The use of DELNET and other electronic resources.

The role of the librarian in managing library activities.

The importance of digital technology in modern libraries.

The challenges and possible improvements in library management

Library Timing

Monday- Saturday

9.00 Am to 4 pm

1st Saturday & 3rd Saturday are closed

Membership Issue & Return Policy

Category of members	No of books	Periods
Teaching staff	5	1month
Non-teaching staff	5	1 month
Students	3	7 days

Overdue Fine Policy

Category of members	Fine amount in Rs
Teaching staff	Rs 5
Non-teaching staff	Rs 5
Students	Rs 2

Collection and Resources of the Library

The collection of a library refers to books, journals, newspapers, magazines, reference materials and electronic resources maintained for its users. The collection is one of the most important aspects of a college library because it determines the availability of information for academic and research purposes.The library collections can be studied under the following categories.

1. Textbooks

Textbooks are the primary academic resources used by students for their prescribed courses. They provide subject knowledge and help students prepare for examinations.

2. Reference Books

Reference materials include dictionaries, encyclopaedias, atlases, directories and handbooks. These materials provide specific information and are generally consulted within the library.

3. General Reading Books

These include novels, biographies, autobiographies, short stories and other literary works that promote reading habits.

4. Subject-Specific Books

The library maintains subject-related resources in different disciplines, including English, History, Economics, Education, Political Science, Sociology, Commerce and Khasi.

5. Competitive Examination Materials

Books relating to general knowledge, reasoning, aptitude and competitive examinations can help students prepare for higher studies and employment opportunities.

6. Newspapers and Magazines

Newspapers and magazines help students remain informed about current affairs, national and international developments, education, business and society.

7. Journals and Periodicals

Academic journals and periodicals provide updated information about research, scholarly discussions and developments in different subject areas.

The library identifies the following subjects' sections and publishes the following figures:

Existing no of total collections: 4000+

Subjects	Book Count
Political Science	175+
English	825+
Economics	178+
Commerce	67+
History	138+
Sociology	185+
Education	292+
Khasi	945+
Geography	141+
Anthropology	22+
BCA	150+
Dictionaries	48+
Encyclopaedia	396+
Environmental Science	12+
Reference	399+
Journals	6+
Magazines	8+

Library Infrastructure and Facilities

Reading Room

The reading room is an important facility of a college library. It provides students with a quiet environment for reading textbooks, reference materials, newspapers and other publications.

A suitable reading environment should have adequate lighting, ventilation, comfortable seating and sufficient study space.

Book Storage and Shelving

Bookshelves are used to arrange books according to their subjects and classification numbers.

Proper shelving helps maintain an organized collection and makes it easier for users to locate materials.

Reference Section

The reference section contains materials such as dictionaries, encyclopedias, atlases, handbooks and other sources of information.

These resources are particularly useful for assignments, projects and academic research

Newspaper and Magazine Section

This section provides access to newspapers, magazines and other periodicals.

It helps students improve their general knowledge and remain updated about current affairs.

Computer and Internet Facilities

Computer and internet facilities support digital learning and academic research.

Students can use online resources to find scholarly information, educational materials and research publications.

Virtual Learning Centre

The library facilitates a virtual learning Centre equipped with 3 computers with internet facilities, access to e-resources during college hours.

CCTV Surveillance System

The whole premises of the library are under surveillance of CCTV.

WIFI

The library provides wifi for the staff and students.

Library Services

Library services are the activities performed by the library to satisfy the information and academic needs of its users.

The major services relevant to Christ College Library are described below:

Membership

All members of the Christ College community shall become members of the Christ College Library by default.Membership includes all faculty members,all regular students and all regular employees of the Christ College Library.

Circulation Service

Circulation is one of the basic functions of a college library. It involves issuing books to registered users and receiving them after the borrowing period.

The circulation service includes:

Registration of library members.

Issuing books to students and staff.

Receiving returned books.

Renewal of borrowed books, subject to library rules.

Maintaining issue and return records.

Monitoring overdue books.

The college's published library rules specify a 7-day borrowing period.

Reference Service

Reference service helps students and teachers find relevant information from books and other information sources.

The librarian assists users in locating dictionaries, encyclopedias, reference books and subject-specific materials

Newspaper and Periodical Service

Newspapers and periodicals provide updated information about national and international developments.

They also help students improve their general knowledge, language skills and awareness of contemporary issues.The daily newspaper used are The Shillong Times, Mawphor and U Nongsain Hima.

Reading Room Service

The reading room provides a suitable environment for students to read and study.

Students can use the reading room for:

Reading textbooks.

Preparing assignments.

Studying for examinations.

Reading newspapers and magazines.

Consulting reference books.

Current Awareness Service

Current Awareness Service (CAS) provides information about newly acquired books, recently published journals and other relevant academic developments.

The library can use notice boards, announcements and digital communication to inform users about new resources.

Selective Dissemination of Information

Selective Dissemination of Information (SDI) is a service through which relevant information is provided to individual users according to their particular interests and academic requirements.

For example, students studying Economics may receive information about new publications related to economic development, banking and finance.

Reprographic Service

Reprographic services include photocopying, printing and scanning of academic documents, subject to copyright regulations and institutional policies.

User Orientation Service

Library orientation helps new students understand the organization, facilities and rules of the library.

It also introduces students to the use of catalogues, reference materials and electronic information resources.

Question bank and Syllabus

Previous year questions paper and syllabus is provided to the user.

Library Organizational Structure

Network information Resource management Serial Management

E resources Circulation Section Periodicals

Delnet College Publications Newspaper

E journals Rare Collections

Virtual Learning Centre Past Question Papers

Back Volumes and Syllabus

Encyclopaedia

Reference

General Stacks (Textbooks)

General Books

Dictionaries

Best practices of the library

Newspaper Clipping

Pasting of Latest information

Displaying new Arrivals

Library and Learning Resource Center

Library Software	KOHA
Books (Textbook & References)	4000+
Journals	6
Magazines	8
Newspaper	3
Classification scheme followed	Dewey Decimal Classification (DDC)
Numbers of computer	3
E resource	DELNET
No of visitors visiting the library per day	20+
Total check in/check out	10+

INTEGRATED LIBRARY MANAGEMENT SYSTEM(ILMS)-KOHA

Christ College Library has implemented Koha in 2023 an integrated library management system to automate its library activities. Koha is used to manage and organize library resources and improve the efficiency of library services. It supports various library operations, including cataloguing, circulation, book issue and return, member management, and online searching.

The implementation of Koha has helped the college library move towards a more systematic and computerized method of library management. It also supports convenient access to library resources for students and faculty members.

Library Computerization

Library computerization primary process work in progress will be completed and started issue return through Koha software

Modules of KOHA ILMS:

Circulation module

Patrons module

Advance search module

Items module

Authorities module

Cataloging module

Serials module

Acquisition module

Reports module

Tools module

Koha Administration module

About Koha

DELNET

DELNET stands for **Developing Library Network**. It is a major library networking organization in India that promotes resource sharing and cooperation among libraries.

Christ College Library has become a member of the Developing Library Network (DELNET), enabling its users to access a wide range of digital resources, bibliographic databases, union catalogues, books, journals, and other scholarly materials. This membership helps students, faculty members, and researchers access wider academic resources and enhances the library's information and research services.

Major Objectives of DELNET

The major objectives of DELNET include:

Promoting resource sharing among libraries.

Developing library networking facilities.

Providing access to bibliographic databases.

Encouraging inter-library cooperation.

Supporting academic research.

Improving information access.

Reducing unnecessary duplication of library resources.

Promoting the use of modern information technology in libraries

Important Services of DELNET

Union Catalogue

A union catalogue is a combined catalogue containing information about the collections of several participating libraries.

It helps users identify which libraries possess particular books or other materials.

Inter-Library Loan

Inter-Library Loan (ILL) allows participating libraries to borrow materials from one another according to their respective policies and procedures.

Document Delivery Service

Document delivery helps users obtain copies of requested documents when available and permitted under applicable copyright and service rules.

Bibliographic Database Searching

DELNET provides access to bibliographic information that helps users identify books, journals and other academic materials.

Resource Sharing

Resource sharing enables participating libraries to make their information resources more accessible to a wider academic community.

Benefits of DELNET to Students

DELNET can provide several benefits to students of Christ College:

Helps locate academic books unavailable in the college collection.

Provides access to information about resources in other libraries.

Supports assignments and project work.

Helps students identify relevant research materials.

Encourages academic research.

Expands access to information beyond the physical library.

Apart from DELNET, several educational platforms can support students' academic and research activities.Some suggested free e books and journals are

NDLI-hhtp//www.ndl.gov.in

Project Gutenberg-http://www.gutenberg.org

Internet Archive:http//archive.org

Open Library-http//openlibrary.org

Free-Ebooks-http//www.ebooks.com

Directory of open access books-http://www.doabooks.org

Directory of open access journals-https:doaj.org

Library organization and Management

Library management refers to the planning, organizing, directing and controlling of library activities.

Effective management ensures that library resources are properly maintained and made available to users. Major activities of library management are as follows:

Acquisition

Acquisition is the process of purchasing or obtaining books, journals and other information materials.

Technical Processing

Technical processing includes classification, cataloguing, assigning accession numbers and preparing books for shelving.

Shelving

Books are arranged systematically according to their classification numbers and subject categories.

Circulation Management

The circulation section maintains records of borrowed and returned books.

Stock Verification

Stock verification involves checking the physical collection against library records to identify missing or damaged materials.

Preservation

Preservation includes protecting books from dust, moisture, insects and physical damage.

Record Maintenance

The library maintains records relating to acquisitions, membership, circulation, subscriptions and other activities.

Library Budget

A library budget is a financial plan prepared to meet the expenses of library operations.

The major expenditure areas include:

Purchase of books.

Subscription to journals and magazines.

Electronic resource subscriptions.

Computer and internet facilities.

Library furniture and equipment.

Maintainance and preservation

Library Advisory committee

Every year the college constitutes Library Committee for its smooth functioning of activities.

The main objective of library committee is to decide and adopt policies to govern the management and programmer of the library, to prepare the annual budget, rules and regulation of the library.

The committee consists of Principal as chairman, Librarian as Secretary and H.O.D.s of every department as members.

Advisory Committee Members

Sl.No	Name of candidates	Designation
1	Principal	Chairman
2	Auxilliary Khonglah (Librarian)	Secretary
3	B.Ryntathiang (English)	Member
4	N.Nongkynrih (Sociology)	Member
5	P.Thawbroi (Pol.Sc)	Member
6	C.Khongsit (Education)	Member
7	P.Syiem (Economic)	Member
8	Dr.M.Mawlong (Geography)	Member
9	J.W.Nongsiej (History)	Member
10	L.Syiem (Khasi)	Member
11	A.Syiemiong (Commerce)	Member

Library Rules and Regulations

Silenced is to be maintained inside and outside (verandah) the library (meetings,group discussions,chatting etc are not allowed inside the library.

Using of mobile phones inside the library (meetings,group discussions,chatting etc are allowed with prior permissions from the librarian.

Before entering the library users are to write their name etc at the register.

Bags and personal belongings are to be kept in the property counter.

Students are to produce their ID card at the time of entering the library.

Personal or library books are not allowed to be brought in or taken out of the library without prior permission.

Books taken out from the shelves are to be kept in the table.

Journals,magazines and newspaper are to be kept back in the same shelves after use.

Journals,magazines and newspaper must be read only inside the library.

Books may be borrowed for a duration of 30days for faculty members,7days for students and renew again failing which a fine of Rs 2 for students and Rs 5 for faculty will be charge per day.

Cleanliness is to be maintained inside the library.Bringing in any eatables items is strictly prohibited to all library users.

High resolution CCTV cameras are installed inside and outside the library to monitor activities.Any unwelcome behaviour shall be sternly dealt with.

Observations and Findings

Based on the institutional information available and the proposed study of Christ College Library, the following observations and findings are presented.

Christ College Library is an important academic facility of the institution.

The library supports the educational requirements of students and teachers.

Its published collection is organized into different subject sections.

The library provides access to textbooks and reference materials.

The college consists of journals and periodicals.

The college are into electronic resources.

DELNET is an important resource-sharing connection for the institution.

The library has published operating hours from Monday to Saturday.

Reference books are designated for library use.

Digital resources can be accessed through college Wi-Fi.

Conclusion

The college library is one of the most essential components of a higher educational institution. It serves as a centre of knowledge, information, learning and research.

The study of Christ College Library, highlights the importance of library resources and services in supporting the academic development of students and teachers.

The library provides access to various subject-related materials, reference resources, journals, periodicals and electronic information resources.

An important feature of the library is its association with DELNET, which provides opportunities for resource sharing and wider access to bibliographic information. This connection strengthens the library's potential to support academic research and information access beyond its physical collection.

The library also contributes to the development of reading habits, independent learning, digital literacy and research skills among students.

In the modern educational environment, libraries must continuously improve their resources, infrastructure and services to meet changing academic needs.

It can be concluded that a well-organized and technologically developed library is essential for improving the quality of higher education and promoting lifelong learning.

Suggestions and Recommendations

The following suggestions may help improve the functioning and effectiveness of the library:

Purchase new textbooks and reference books according to the requirements of different departments.

Improve digital access to electronic books, journals and research materials.

Organize orientation programmes to introduce students to library services.

Introduce or strengthen library automation for circulation, cataloguing and record maintenance.

Provide an easy-to-use online catalogue (opac) for searching books and other materials.

Ensure reliable and high-speed internet access.

Maintain a comfortable reading environment with adequate seating arrangements.

Collect feedback from students and faculty members to improve library services.

Conduct periodic stock verification to maintain accurate collection records.

Encourage students to use electronic resources for assignments, seminars and research projects.

A.Khonglah

Librarian