

**AEF's**  
**Arihant College of Art's Commerce and Science**  
**Camp, Pune-411001**

**DEPARTMENT OF LIBRARY**

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**Previous Year Work 2019-2020**

**1. Around 100 members are registered in this year including students and faculties. The members are using the library frequently.**

**2. Made a list of all previous students who didn't submit their issued books to the library.**

- a. A list of students and faculties is prepared who don't return library books, personal calling is made to them and receives 10 books from old students.

**3. Initiation of Library Portal, digital library software and library software**

- a. Our library is manual so we initiated the library software koha in the library which is in progress also the digital library software Dspace is ready to implementation as well as we have a library portal also which has whole library information and all free and subscribed sources of the library which are useful to the all library users.
- b. Library software gets online for OPAC, Dspace digital library software and library portal also get online.

**Library Portal:** we created a library portal which can give all the information related to the library and the documents which we can access. (<http://192.168.1.34/drupal/>) and on Web (<http://49.248.66.26/drupal/>)

**Koha Library Management software:** It is software which has all the essential module which are useful to the library and for the user also (<http://192.168.1.34:5001/> for library staff and <http://192.168.1.34:5000/> for users)

On Web : (<http://49.248.66.26:5001/> for library staff and <http://49.248.66.26:5000/> for users)

Implemented a library software and automated circulation. Activated Circulation desk in the library with an automated system.

**Dspace College repository:** In this repository, we can maintain the documents, books or any media as our college product which is made by our faculty and students.

(<http://192.168.1.34/xmlui/>) on Web (<http://49.248.66.26/xmlui/>)

**4. Purchasing of 750 textbooks, 250 fictions, 10 journals, 46 e-journals**

- a. This year we purchased the Nirali publications textbooks for the students for all streams, Around 300 Books

Now Available Books in the library Books- 7528, E-journals-45(till december), Newspapers-6, Project reports 670

**5. Reshelving of the books with appropriate call nos**

- a. Books have an assigned call no already but it does not place in proper order so we ordered it properly according to call no with Barcoding
- 6. Sorting of old syllabus books from the main syllabus**
    - a. There are many books which are of old syllabus and students are not using it for avoiding the confusion we sorted the old syllabus books from new syllabus
  - 7. Updating of library documents**
    - a. The filing is also important. We track every single document in the file so that we can easily access it. We labeled files in a color coding
  - 8. updating of question papers with a separate section**
    - a. As like all documents we make files for all streams question papers
  - 9. Pasting new Quotes on the walls of the library:**
    - a. We made a small poster of different types of quotes on the library walls so we can spread good thoughts to the students.
  - 10. Placed Order for several references and fictional books which are in process as well as journals and magazines also**
    - a. We ordered several fictions, References, Sub references from Sage publications And Journals, and newspaper, have arrived
  - 11. Labeling of books (In process)**
    - a. For proper shelving, we have to label books with the call no so it can be easily accessible as well as easily reshelve
  - 12. Conduct three activities in this year (Book show, National Librarians Day, Quiz competition)**

We conduct three activities from the library for students and faculty first is a book show which has got a huge response. It was a three days programme. After that, we conducted a guest lecture on search engines and open sources for the faculty then we organized an audio biography of Dr. Babasaheb Ambedkar for the faculty.
  13. ID card distribution
  14. Initiated all ICT lectures, Guest lectures, and ppts should be submitted into the library for digital library programme
  15. Recommended Books, newspapers, journals, maps, references and syllabus books which are already recommended to the management should be arrived
  16. WORK IS DONE 70%- barcoding of the books for easy circulation and other processes. We are Labeled every cupboard location on books so it can be easily rectified.

**Plan for infrastructure:**

1. Proposal Sent to the management a New arrivals rack, Newspaper reader, periodical box, whiteboard and notice board, Rack for students bags in the library.-
2. Libraries, electricity wiring and boards are in very poor condition so it has to change.

1. The various programmes are Conducted for faculties and Students so that all faculty should visit the library at least three times a week so it will be a good example for the students.
2. We maintained a daily reader's register for a student who reads only in the library and wanted to read new good books from the library. So the teacher should send the student to the library to read for half an hour instead of giving him/her punishment.
3. There are lots of days we are celebrating in college so we have to encourage students to Write Stories, poems, Good thoughts etc. we should publish it in our digital library as well as good photography, paintings, origami, the creative craft we should be a catalog in our library.
4. All downloaded books will be available to read in the library.
5. For Students we have to maintain a discipline for issue return for one day for one stream.