

Anandaram Dhekial Phookan College, Nagaon

Library Audit Annual Report

(Year: 2021-2022)

Part-I

Summary

Library Stock*

Description	2021-2022
Total Number of Books	50005
No. of Journals	10
No. of Periodicals subscribed	16
No. of bound periodical volumes	606
No. of Newspapers subscribed	10
Annual Growth Rate of Books	0.27%

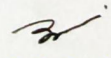
*Library stock is counted for each year from 1st April to 31st March

Acquisition and Growth :

Library Holding	2021-2022
Total no of books at the beginning of the Year	49869
No of titles added during the Year	88
Total no of books added during the Year	136
Total no of books at the closing of the Year	50005

Acquisition Cost:

Library Holding	2021-2022	
	Number	Total Cost
Text Books	53	8220.00
Reference Books	83	38355.00
Journals/Periodicals	26	29227.00
E-resources	NLIST	5900.00
News Papers	10	24321.00


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Membership:

Members	2021-2022
Students	3007
Teachers (Including Retired Teachers)	75

Average Attendance:

Month	2021-2022	
	Student	Teacher
April	382	86
May	CLOSED DUE TO COVID CARE CENTRE AT COLLEGE	
June		
July		
August		
September	643	398
October	2841	241
November	2615	263
December	1720	218
January	927	145
February	1258	203
March	442	260
Total	10828	1714

Other Information:**Processing and automation:**

- Cataloguing process:** Cataloguing of existing as well as newly purchased books is being done by using catalogue module of module of SOUL 2.0 software installed in 2010.
- Issuing process:** Circulation of books is being done by using circulation module of SOUL software.
- Serial Control:** Record keeping of Periodicals/ Journals are being done by using serial control module of SOUL 2.0 software.


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Library Infrastructures:

a) Library building construction: Library has its own building (Three Storied).

b) **Space Provisions:**

2021-2022

Reading Room	: 220 Sq meters
Stack Area	: 180 Sq meters.
Reference Section	: 70 Sq meters.
Digital Library(E journal facility)	: 30 Sq meters.
Manuscript & Career oriented Library services	: 120 Sq meters.

c) **Seating capacity:**

Reading room	: 100 Sq.meters
Reference section	: 40 Sq. meters.
Stack area	: 20 Sq. meters.

IT Infrastructures and Services:

Particulars	2021-2022
Number of Computers	07 nos
N-Computer	12 nos
Printers	2 nos
Barcode Printers	2 nos
Barcode Scanners	3 nos
CC Camera	12 nos
Bandwidth of Internet	1 mbps.


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Institutional Repository:

The process of creating an Institutional Repository was initiated in 2015 by using Greenstone software. In August 2018 Library has installed D-Space digital library software for creating institutional repository as well as digital library.

Digital Library	2021-2022
Number of E-Books	59
Number of Thesis	09
Number of MRP	13
Number of question papers	1790
Number of Dissertations	20
Number of Rare books	10
Number of Digitized Manuscript	07

Other facilities

- a) Internet : It is provided by Dept. of Computer Science by LAN connection.
- b) Repographic services : Yes.
- c) Book Bank facility : 213 nos.of students availed this facility during 2021-2022.
- d) Blog : adplibrary.blogspot.in
- e) Career Oriented Library service for students to prepare for various jobs.
- f) Online digital library: Facility for remote access of resources.
- g) Library website : www.libraryadp.weebly.com

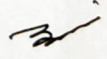
Maintenance of Library Book Stock:

	2021-2022
Number of library defaulter students	nil
Number of books unreturned by students	nil
Number of books unreturned by Teachers	nil
Number of books lost from the library*	01
Number of books withdrawn from library stock	nil
Total amount of fine collected during the year	nil

*Rs 525.00 recovered as book price from Madhurjya Mondit Boruah,BCA student vide memo no.15147 dated 28/05/2022.

Library Staff and working hour:

Staff : Permanent : 03
: Contractual: 01


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Part -II

Observations and Suggestions

No of books:

It is observed that during the session 2021-2022, the book stock in the library have not increased significantly as compared to last session 2020-2021. Perhaps the cause may be due Covid Care Centre at College. So, we would suggest that purchase of books should be increased for the greater interest of the students as well as the teachers.

Digital Library Access:

There should be more use digital library facilities provided by the Central Library of the college and students need to be motivated to make use of it.

Minimum amount of fine for defaulters:

A minimum amount of fine should be imposed on the defaulters.

Internet Speed:

The bandwidth limit of the existing internet facility is not up to the mark. So, provisions should be made for speed up as well as for more data limit through new higher connection

Manuscript section:

Manuscript section of the library should be shifted to other parts of the Central library as the room temperature and humidity of the present manuscript section is very high.

Furnitures:

Adequate chairs and tables were not found in the second floor of the library.

Newspaper clippings services on notice board:

Newspaper clippings should be displayed on the notice board so that the students get informations on career, employment and get updated on different subjects of students interest.

Separate notice board for new arrival of books and website information:

The new arrival of books should also be displayed and a list of those be circulated to the departments. This will help the users to get information on the reading materials available in the library. Moreover website information can be displayed on a separate notice board .

More library staff required:

The existing library staff is quite less .Therefore, for the greater interest of the students, the library staff should be increased for more efficient management of the library services.

Library Help Desk:

This is very much required for the convenience of the users and guidance of the Library services.

Institutional repository:

It is observed that some of the rare books in the library are in a damaged condition , these books should be digitalized and should be protected under proper room temperature and less humidity.

Installation of Air Conditioners:

The reference section of the Central library should be provided with air conditioners for comfort and convenience of the users.

Teachers Publications:

To collect information on publications of the teachers and if possible to buy these books and keep them in the library.

_ *The Central Library of the college remained closed due to Covid Care Centre at college from May 2021 to August 2021.

Submitted by

Library Audit Committee

Dr.Anjana Devi (Convenor)

Dr.Ganga Rani Das

Dr.Milan Neog

Ms.Neeharika Borah

Signatures

: Anjana Devi

: Ganga Rani Das

: Milan Neog

: Neeharika Borah


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