

BEST PRACTICES FOLLOWED BY PCACS LEARNING RESOURCE CENTRE (LRC):

1. Library Committee: The LRC has formed library committee to formulate policies and guidelines for the smooth functioning of library activities including student representatives from each branch. It helps students to participate in library related activities and to promote usage of learning resources.

2. Library Help Desk: The LRC has developed Library Help Desk where all library related documents like library information brochure, library membership form, demand slip, opinion book, feedback form, book requisition forms, inter library loan form, suggestion forms are made available to save the time of staff and library users.

3. Library Automation: The LRC has automated its all activities through Koha-Open ILMS (Integrated Library Management Software) and bar-coded all knowledge resources.

4. Promotion of Open Source Software (OSS): The PCAC LRC has adopted OSS like Kingsoft, Open Office for its' routine works. It has automated its library activities through Koha-Open Integrated Library Management System and Dspace for archiving institution publications.

5. Digital Library: The library has developed Dspace-Digital Library to archive its in house publications like question papers, lecture notes, project reports, staff publications, selected project reports and thesis of staff members. new bulletin and syllabus.

6. Library Security : The library has installed CCTVs (Closed Circuit Televisions) to monitor student activities and fire extinguisher to prevent natural hazards.

7. Library Inter-Connectivity: The PCACS LRC has inter-connectivity with all Mahatma Education Society's institutions to share knowledge resources and information to meet the requirement of users in time.

8. Best Library User Awards: To promote and cultivate good reading habits among students and staff library has instituted best user award. The awards were distributed in college annual function.

9. Department Library: The library has is also assisting for the development and smooth functioning of departmental libraries by guiding the in-charge staff.

10.Information Literacy Program:The library is offering information literacy instruction program for freshers through print and non-print materials.The practical sessions regarding how to access N-LIST database ,Web-OPAC,Digital Library are conducting in Computer Labs.

11.Social Responsibility:The college as a social asset,it is our extended responsibility to outreach the general public so we are extending our library services to general public along with enrolled students and staff of our college.Our college library is started giving services to general public and alumni members by charging nominal charges.Under this scheme alumni members and the general public can become the members of our college library and get access to library.The members can refer our reference books,journals and magazines etc.and they can lend the library books,and photocopying services is also provided to them.

12.Arrangement of Resources:The LRC has classified it's knowledge resources according to globally recognized Dewey Decimal Classification System and arranged branch wise textbooks and reference books with barcode labels .Electronic resources arranged separately.

13.New Arrivals Display:Newly procured books displaying on New Arrival Display rack and same scanned cover pages posting through library e-mail group message to staff.Every month list of new books purchased are displayed branch wise on library notice board..It creates awareness among the students on the latest books available in their subject and also will help them in selection of books for their projects and assignments.

14.Book Exhibition:Annual book exhibition is organizing in which students and staff can recommend their desired book for library collection.The exhibition is open to all Mahatma Education Society's institution students and staff.The wide publicity is given through pamphlets and banners.

15.News Paper Clippings & Career Oriented Information:Important articles related to education,science,national and international persons,society concerned subjects and various scholarships and career oriented information is displaying on notice board and the same soft copies are circulated through online e-mail group message.It helps to know students know about various competitive opportunities and scholarships available in their selected field.

16.Library Membership:The library has a membership of TATA Institute of Social Sciences,British Council My Library,DELNET to meet the research requirement of our users.

17.Thought for the Day:Displaying daily basis for students in front of library

display board to provoke intellectual discussion.

18.Special Care for Differently abled persons: Library is situated on ground floor with good natural ventilation and it easy to enter through wheel chair.Personal assistance from library staff also providing.

19.Open Access System:To save the time of user and staff and to get access to their desired knowledge resource PCACS LRC follows open access system.

20.Library Publicity:The library has separate website to display about its collection,staff,arrangement,rules and services available for students.It has provided links to important websites,Web-OPAC and N-LIST and other databases subscribed by institution.Apart from this library information also made available through library information update brochure , college prospectus,college magazine,news bulletin, also publishing annual report.

21.Stock Verification & Weed out of Books:The PCACS LRC is annually conducting stock verification to measure it's strengths and weaknesses and to take necessary actions.It also periodically weeding old syllabus books,magazines and newspapers to save space and time of users.

22.Special Provision for Economically and Socially Backward Students:Such category students offered extra books lending for more than normal lending period without any dues.

23.Library Use Statistics: Data is captured through registers maintained at all service points and circulation statistics where captured from Koha made available monthly on notice board to create healthy competitiveness among students branch wise and make optimum utilization of resources.

24.Students Participation: The students who enrolled for University of Mumbai , Department of Lifelong Learning & Extension activity are allowed to work in library .It imparts knowledge about the library and development of a positive outlook and attitude in students and awareness about the value of a library and its services.In addition,the maintenance staff is benefited by the assistance of students.Apart from this library is enrolling interns from other institution also to learn library management and development techniques.

25.Patron Driven Acquisition: Specialty of Patron Driven Acquisition (PDA) is that it enables the users in selecting and acquiring reading materials.Such reading material is highly used and appreciated reading material.The current trend in acquisition of reading material indicates that libraries are trying to

acquire reading materials with patron's initiatives.

26.Provision of E-books and E-journals:The library has a membership of UGC N-LIST through which our users can access more than 2,500 e-journals and 1,10,607 e-books.Apart form this British Council Library,DOAJ,DOAB facilities are also provided.