

# **TIPS FOR MAXIMUM UTILIZATION OF COLLEGE LIBRARY RESOURCES**

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- 35 States & 13,000 + colleges in India
- Technical and Management colleges are used reasonably good.
- Arts, Commerce, Science, etc are less used
- Following FIVE can help in maximum utilization of Library:
  - ◆ Trustees /Management
  - ◆ Principal
  - ◆ Teaching Faculty
  - ◆ Students
  - ◆ Librarian

## A. TRUSTEES/MANAGEMENT:

- ▶ Open to suggestions of Principal and others.
- ▶ Appoint qualified librarian and staff in suitable pay scales
- ▶ Provide required infrastructure and budget
- ▶ Consider library as a Heart of the institution

## B. PRINCIPAL :

- ▶ He is a leader
- ▶ Must have vision , enthusiasm & knowledge to develop good library
- ▶ Location of library
- ▶ Library Automation

▶ **Provide comfortable physical facilities.**

▶ **Excellent environment**

▶ **More library hours**

▶ **Library Committee**

▶ **Open access**

▶ **Internet access at nominal cost**

▶ **TEACHING FACULTY :**

▶ **Teachers are most motivating factor for students.**

▶ **Ask students to prepare a list of resources on topics to be taught**

▶ **Inform latest articles from journals**

▶ **Group discussions on Books and E-Resources.**

- ▶ **Suggest new books and other resources for library**
- ▶ **Visit library regularly. Suggestions for improvements.**
- ▶ **Hunger Created by teachers is satisfied by good library services**

#### **D. STUDENTS :**

- ▶ **Active and energetic users of library.**
- ▶ **Suggestions for new useful library services**
- ▶ **One representative in library committee**
- ▶ **Can pressurise management.**

## **E. LIBRARIAN :**

- ▶ **Chang of MINDSET**
- ▶ **Know users Groups well**
- ▶ **Prompt reply/action. No reasons for delay.**
- ▶ **Spend at least ONE Hour in a month for thinking on library developments/services**
- ▶ **Read more**
- ▶ **Become member of Professional Associations**
- ▶ **Think of short Cuts in library procedures**
- ▶ **Take more responsibilities**
- ▶ **Try to make library as a NODEL Point for all activities of College**
- ▶ **Cooperative attitude –“May I Help You”**
- ▶ **Hard Work has no substitute**

▶ **Salary and Duties: FIGHT for your rights but do not Detroit a yourself by not dings your duties.**

## **✦ OTHER SUGGESTIONS FOR LIBRARIAN FOR MAXIMUM UTILIZATION OF LIBRARY RESOURCES:**

- 1) Keep library clean and attractive**
- 2) Inviting Environment**
- 3) Flexible library rules.**
- 4) Regular stack-maintenance**
- 5) Users Care**
- 6) Use of pressure techniques to Management, if needed for problem solving**

- 7) **Computerizes resources using good LMS.**
- 8) **Library Orientation :**
  - + **Talk and Visit to library**
  - + **On-Line orientation**
  - + **Group orientation**
  - + **Use of Video/website/CD**
- 9) **Reference Service /Readers guidance**
- 10) **Book selection as per utility**
- 11) **Booklet on “Library to enhance your knowledge”**
- 12) **Award to user who has used maximum number of library resources**
- 13) **ILL Services.**
- 14) **Use of Social Media for information to users**



- 15) **Exhibition of less used books /resources and also of New Books**
- 16) **Bibliography on demand- Hard/Soft copy form.**
- 17) **Regular weeding out of material**
- 18) **Celebration of various Days.**
- 19) **Exchange of information amongst similar types of libraries. Networking, if possible.**
- 20) **Disseminate information about new resources and overdue books through e-mail, SMS etc.**
- 21) **Display of jackets of new books and Book Reviews, etc.**
- 22) **Help students in selecting and searching information resources from library. Librarian is a**

- 23) **Digitization of questions Bank.**
- 24) **Essay Competition**
- 25) **Creation of website/Blog**
- 26) **Up linking various websites related to education, carrier oriented courses, competitive exam. Etc. with library website.**
- 27) **Brand Name Services**
- 28) **Document Delivery in digital form by e-mail;**
- 29) **Use of Blogs to save time**
- 30) **Maximum utilization of E-Journals available under N-List programme**
- 31) **Database of articles from journals.**
- 32) **CAS/SDI services using E Journals**

### 33) **Maximum use of ICT for LIS**

 **Dissemination**

 **OPAC**

 **On-Line data bases**

34) **Virtual Reference service through Internet**

35) **Display/Circulation of current content of journals.**

36) **Creation of institutional repository. Develop local database.**

37) **Renewal of books via Telephone, e mail, etc.**

38) **Training in use of E Resources. Librarian work as an information intermediary.**

39) **Vocational Guidance.**

40) **Help in creating learning habits amongst**