



Library Profile

RABINDRA MAHAVIDYALAYA
CHAMPADANGA, HOOGHLY

HISTORY

The Central Library of Rabindra Mahavidyalaya has a long history since 1971 when it was initiated in an old building of room number-1. At the childhood it was enriched with a few books received from the University of Burdwan. It was shifted to the first floor of that building during the period of 1976-77. Then, during the period of 1998-99, it was further shifted to the first floor of Science Building. At last, finally it was shifted at its present place i.e. Vidyasagar Bhavan.

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The Central Library

The Central Library of Rabindra Mahavidyalaya supports the aims of the college towards imparting education and providing latest information to the students for developing their sphere of knowledge, intelligence, self reliance and to make them good citizen of India. College Library also help students to gather multifaceted knowledge in their own field. Library plays a vital role in co-operation with the teachers who also guide the students in selecting reading materials and they regularly visit the library in search of both text and reference books.

Library hour:

The Central Library remains

open from 10 a.m. to 4.15 p.m. on all working days of a week except college holidays and national holidays. Library starts



Library building

its circulation services i.e. issue & return of books from 10.30 a.m. to 3.00 p.m. on Monday to Friday and on Saturday it starts from 10.30 a.m. to 1.30 p.m. The span of library recess time is from

2.00 p.m. to 2.30 p.m. Scan and Xerox facilities are provided after 2.30 p.m. Internet facility is provided from 10.00 a.m. To 3.30 p.m.

Location of Library:

Library is located in the ground floor of the 'Central Library Building' of the college. It is in the east section of the college premises. The present library covers 746.53 Sq. Mts. (8035.85 Sq. Feet) including the stock area, lending and reference section, teachers and students reading space. The library is unable to provide a separate room for 'Internet Zone' to the users due to space shortage.

Library Resources

Human Resources:

The library has been enriched with a good, efficient and experienced team. It comprises two full time Librarians one full time Library Clerk and a casual full time library Worker.

Documentary Resources:

With the help of college fund and UGC Grants the total collections of the college library books has become 32497 (as on 01.02.2017) on various subjects of Arts, Commerce, Science

stream with Honours and General. The collections of the library is consistent with the entire subject taught in the college. The library holds 20 printed and 6000+ online journals as on (as on 01.02.2017).

Library Collections: Books



Library Stack for books

Book Selection Policy:

The departmental heads with the consultation with other teachers of the department and librarian select books for the departments. For Central Library, all the departmental heads submit the lists to the librarian and then Library Sub-Committee takes decisions about the procedure of purchase of those books.

Subject wise Books:

The book list is as follows:

Subject	Books
Bengali	5191
English	3040
Sanskrit	2180
History	2101
Pol. Sc.	1777
Philosophy	2111
Education	0562
Economics	2541
Geography	1218
Phy.Edn	603
Def. Study	492
Med. Sc.	117
Religion	96

Subject	Books
Commerce	2948
Physics	1861
Chemistry	1378
Zoology	787
Botany	896
Micro Bio.	195
Math.	1317
Statistics	358
Biology	168
Computer	115
Law	261
Env. Sc.	101
Others	83

“Keep reading books, but remember that a book is only a book, and you should learn to think for yourself.”
– Maxim Gorky

Library Collections: Journals

Journals:

At present library subscribes following 20 print journals:.

In English:

1. Achievers
2. Biology Today,
3. Chemistry Today
4. Current Science
5. Down to Earth
6. Economic & Political Weekly
7. Journal of the Indian Chemical Society

8. Mathematics Today
9. Management Accountant
10. Physics For You
11. Reserve Bank Bulletin (Currently unavailable)
12. Science Reporter
13. Resonance
14. University News

In Bengali:

1. Desh
2. Khela
3. Pesha Prabesh
4. Saphallya

5. Tatta O Pryog (Irregular)

In Sanskrit:

1. Sambhasan Sandesh

Online Journals:

The library is a member of N-List programme. It provides access to selected e-resources to students ,researchers and faculty from colleges. These resources includes more than 6000+ e-journals and 3000000+ e-books .

Library Rules & Regulations

General Rules:

- Members must follow the rules and regulations of the library.
- Absolute Silence must be maintained by the members in the library.
- Any personal belongings of the members like mobile

and others including electronic gadgets are not allowed in the library.

- No member shall write or make any mark on books, journals or on any other documents of the library.
- Users shall not mutilate the arrangement of books on the shelves. Purposeful

misplacement or any misbehavior will disqualify the user from membership.

- Library cards are not transferable. Damaged cards are chargeable for new ones.
- Any personal books or issued books from this library are not allowed in the library.

The Library holds good numbers of electronic resources on CD/DVD ROMs



Library Rules & Regulations (Contd...)



- Borrowed books are not returned on the same day.
- 'Reference Books' and 'Not to be Lend Out' books are not allow for lending.
- Library Clearance is mandatory

UGC Internet Resource Centre

at the end of study/ service for each library member under student category. Teachers are required to clear all types of dues at the time of retirement.

- For any controversy the Library Constitution and Library Rules & Regulation is the final.

Entry to the Library:

- Only valid members of the library are allowed to the library

on producing the membership card/library card.

- Entry into the library will solely depend on the prudence of the librarian.
- People other than library members are allowed to the library by the written permission of the Principal/TIC.
- At the time of entry, signature in the Walk-In-Register is mandatory.

“A good library will never be too neat, or too dusty, because somebody will always be in it, taking books off the shelves and staying up late reading them.”

— Lemony Snicket, *Horseradish*

Membership and Privileges

Eligibility:

All the students, teaching staff and non-teaching staff of this college are eligible to be a library member. At the time of registration, two passport size photographs and a receipt copy of admission fees are required for the students.

Borrowing Privileges:

Following table shows the details:

Members	Books	Days
Students	2	7
Permanent Teachers	10	30
Whole-time Contractual Teachers	4	30
Part-time Teachers	2	10
Non-teaching Staff	2	10

Fees & Fines:

- No fees are required for the teachers and non-teaching staff to be a library member.
- Students are required to deposit Rs.75/- for caution money at the time of library registration.
- First time library cards are free but duplicate one is chargeable.
- Overdue charge will levied at a specified rate.

Services and Facilities

Conventional Services:

The Central library provides all the conventional services to its members as follows.

Services	Privileges	Remarks
Borrowing	All members	For home and reading room purpose
OPAC service	All members	One computer is used for this service
Current Awareness Service	All members	Display of new arrivals in the library
Internet Access	All members	Browsing internet only for academic purpose



A part of the Reading Room for the members of student category

Services and Facilities (Contd...)



Circulation Section

Services	Privileges	Remarks
Xerox	All members	Only library materials with chargeable
Scan	Members in teaching category	Students are allowed on special permission and only for academic purpose
Indexing service	Members in teaching category	This service is under processing and will be initiated very soon
Referral service	All members	Subject to other conditions
Inter-Library-Loan	Members in teaching category	Borrow books from British Council Library (BCL)
Bibliographic service	Members in teaching category	On request by the teachers
Reading Room	All members	Separate reading spaces are available for teachers and students

“All knowledge that the world has ever received comes from the mind; the infinite library of the universe is in our own mind”

– Swami Vivekananda

Internal Activities

Technical Works:

The books are accessioned serially in separate Accession Register. The Accession Register gives the overall picture of library collections. Classification and Book Number are assigned to each book. The Classification is made as per Dewey Decimal Classification Scheme (19th Edition). Cataloguing is done as per AACR Rules.

Computerization:

One computer has been installed in the library in 2004. Works in preparing databases of books have started in the library. The library developed its own software. Library also use computer for lending and returning of books. The SOUL software has been installed and functioned since 2012. Now this software has been replaced by KOHA library automation software since 2016.

Barcode:

Barcode generation and related works has been started. Till now more than 1000 books have been processed.

Preservation:

An External Agency has been appointed for dusting, cleaning and spraying of pesticides twice a year. Moreover, the library has a vacuum cleaner. Low funds prevent to start modern preservation activities.



Prevention of Fire System

Drinking Water, Security and Fire

Drinking Water:

Purified drinking water is available in the library premises but not sufficient to all the members and library personnel. Water line for drinking water will be enhanced at priority basis after availability of fund.

Security:

The library is under CCTV surveillance which covers the Reading Spaces and Circulation Section only for library hours.

Prevention of Fire:

The central library is ready to combat with accidental damage due to fire. Fire Extinguishers have been installed in Stack

Room, Reading Spaces and Space for Office and other works.

Wash Room:

There is an attached Wash Room in the library which is only for library personnel. In future it will be extended for the library members.

Library Sub-Committee



The library sub committee meets regularly. The members are as follows:

Name & Designation in College	Designation
Sujata Bandyopadhyay, TIC & Head (History)	Chairman
Mrs. Pronobi Porel, Librarian	Convener
Mr. Bikash Kumar Halder, Librarian	Member
Prof. Iti Mukherje, Associate Prof. (Econ)	Member
Dr. Prasanta Bhattacharyya, Associate Prof. & Head (Eng)	Member
Dr. Krishna Kr. Mondal, Asst. Prof. & Head (Maths)	Member
Dr. Pampa Mukherjee, Asst. Prof. (Beng)	Member
Dr. Paritosh Ch. Sinha, Asst. Prof. (Commerce)	Member
Prof. Shelly Sinha, Professor & Head (Botany)	Member
Dr. Papiya Dutta, Asst. Prof. (History)	Member

Sub-Committee:

A library Sub - committee has been formed to solved problems confronting the library and improving services to the users.

“Education is not learning of facts, But the training of the mind to think”

— Albert Einstein

“A good Library is a place, a palace where the lofty spirits of all Nations and Generations meet.”

— Samuel Niger

Library Finance and Budget

Library Finance:

Finance is essential for running a college library. The main source of fund for purchase of books, journals and equipments are UGC Grants ,College fund and State Government Grant. No other separate fund has been created for student security deposit, other fees and fines. The collected amount is incorporated with main library fund.

Library Budget:

Each and every year Library Sub-Committee forms budget for the library. The budget amount is not separately declared as it includes in college budge. In 11th Plan a total of amount Rs.50000 was assigned for purchasing of books and other materials. Following table shows the actual expenses incurred for books and journals.

Year	Books (Rs.)	Journals (Rs.)
2011-12	42280	20000
2012-13	31817	20000
2013-14	141906	20000
2014-15	189708	20000
2015-16	3178	20000
2016-17	-	20000

Furniture & Fixture and Accessories

Furniture and Fixture	Number
Steel Glass Door Almirah	02
Steel Racks	54
Wooden Reading Tables	08
Wooden Chairs	11
Wooden Tables	10
Wooden Notice Boards	02
Magazine & Newspaper Display	02
Book Trolley & Map Stand (1+1)	02

Furniture and Fixture	Number
Wooden Reading Benches	18
Plastic Chairs	14
Wooden Secretarial Tables	02
Steel Card Cabinet & Wooden Box	02
Wooden Book Case	05
Wooden Desk	03
Wooden Catalogue Cabinet	01
Wooden Almirah	04

Accessories	No.
Barcode Scanner	01
Ceiling Fans	19
Computers	03
Fire Extinguisher	04
Printer	01
Tube Lights Fittings	43
Vacuum Cleaner	01
Xerox Machine	01

Seminar Libraries



Librarian's Desk

Seminar Libraries:

Though there are various academic departments in Rabindra Mahavidyalaya, a total of 9 seminar libraries are in the department of Chemistry, Physics, Botany, Zoology, Computer Science, Philosophy, Economics, Bengali and History. For the account of books, Stock Verification has been done in each and every seminar library. The following table shows details of the books issued and returned to the seminar libraries.

Departments	Book Issued	Book Returned
Bengali	136	NIL
Botany	89	NIL
Chemistry	123	24
Computer Sc.	11	NIL
Economics	47	NIL
History	12	NIL
Philosophy	181	NIL
Physics	126	NIL
Zoology	59	NIL

“A library outranks any other one thing a community can do to benefit its people. It is a never failing spring in the desert.”

– Andrew Carnegie

Digital Library

Greenstone Software:

Greenstone is a suite of open source software which has the ability to serve digital library collections and build new collections. It provides a new way of organizing information and publishing it on the Internet or on CD-ROM. It builds collections with effective full-text searching and metadata-based browsing facilities.

Institutional Repository:

Greenstone Digital Library Software (GSDL) has been installed in a computer to build up a Digital Library in the college premises. Initially a part of faculty publications, question papers, college magazines and prospectus have been digitized for institutional repository in this software. At present users can access digital information in the library only.



Best Library Users

The Library is a subscribed member of N-LIST programme under UGC



The Prize:

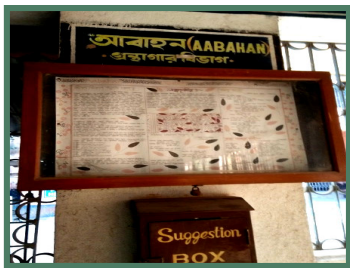
The library tracks all the records of each and individual member of the library. The library analyses those data and compare among them. On the basis of the library records library declares “Best Library

User” at the end of each academic session. Only three members under student category each one from Arts, Science and Commerce are lucky men for the prize. In the academic session 2016-17, the name of the winners will be declared very soon.

“If information is the currency of democracy, then libraries are its banks.”

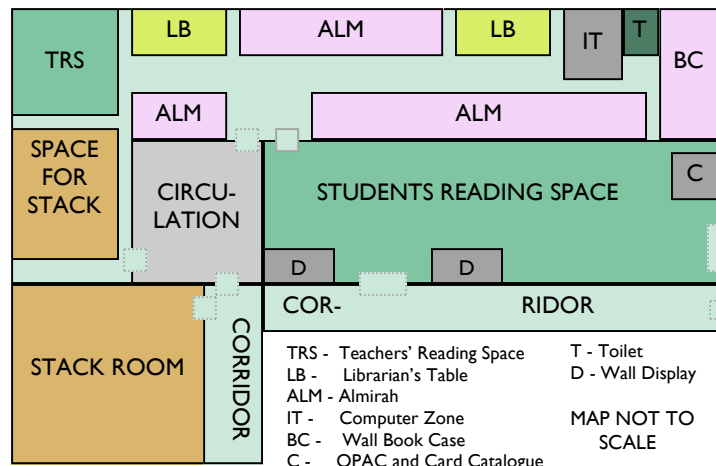
– Wendell H. Ford


Library Layout



Library Internal Design:

Internal design of library has been changed to increase students' reading space and to perform other library works efficiently. Its layout as follows:




“Whenever you read a good book, somewhere in the world a door opens to allow in more light.”
 — Vera Nazarian

Ongoing Activities

Library Automation:

- For library automation the SOUL software has been installed and functioned since 2012. Now this software has been replaced by KOHA library automation software since 2016. Now the cataloguing entry in KOHA is going on . More than 13000 bibliographic information of

books have been entered in this software.

- Activities relating to barcode generation and other associated works have been initiated. More than 1000 books have been processed till 1st February 2017.
- Digitization of internal publications and university question papers has been started.

- A initiative has been taken for Web-OPAC.

Other Activities:

- SDI service for the college teachers through e-mail service has been initiated. Related information of the teachers to be collected soon.
- New form of library card to be introduced in the next session.

Future Plans

Fully Automation:

- Fully computerized in Circulation, Cataloguing and Serial Section.
- Free Wi-Fi zone in library and college premises.
- Extend LANs and increase number of computers.
- Digitization of old and rare books and other documents.

Other Plans:

- Increase reading space.
- Separate reading room for teachers.
- Extension of toilet and sufficient drinking water.
- Modern design of Circulation Section and library office.





Rabindra Mahavidyalaya

The Central Library

Village - Champadanga

District - Hooghly

State - West Bengal

PIN Code - 712401

India

Phone: (03212) 255104

E-mail: library.rmv@gmail.com

Website: www.rabindramahavidyalaya.org



Rabindra Mahavidyalaya was officially started on 8th November, 1971 in Champadanga, an rich village in Tarkeswar Block of Hooghly District. But the initiative was taken in 1961, on the memorable birth -centenary of Rabindranath Tagore by a group of social workers, businessmen and educationists to make an opportunity for higher education of the locals. Initially, the College started its journey with eight students in Pre-University course and twenty-five students in B.Com Pass course. Since then the College passes several decades and now it offers 16 Honours and 18 General subjects. At present the College has been enriched with more than 3000 students, many teachers, non-teaching staff and other resources.

“I have always imagined that Paradise will be a kind of library” — Jorge Luis Borges



Highlights

The Central Library was established in 1971 with a vision to provide a student-centered learning environment by leading the campus in acquiring, organizing and making scholarly resources accessible. It manages all aspects of library activities from 10 a.m. to 4.15 p.m. with four fulltime experts and 32497 printed books, 3000000+ e-books and 6000+ e-journals in N-LIST. It strives to accommodate all sections of the library with the floor area of 746.53 Sq. Mts. A basket of services viz. loan, OPAC, xerox, scan, indexing, referral, bibliographic, reading room, Internet, CAS and so on, are assigned to five types of library users namely students, three categories of teachers and non-teaching staff.

The Library is well equipped with sufficient stacks, almirah, electrical

equipment, tables, chairs, CCTV, drinking water, fire extinguishers, vacuum cleaner, attached wash room etc. and other accessories like computers, barcode scanner, printer, xerox machine and document scanner.



The library automation software is functional and already entered 13000+ bibliographic entries. More than 1000 books have been processed with barcodes. Now this library extends its hand to Digital Library using GSDL

software. Initially it is started with digitized college publications and questions. Now digitization process is going on for this purpose.

It feels urge to fulfill its future plans like fully automation, procure value addition books, free Wi-Fi zone, extension of LAN, separate reading room, increase wash room, sufficient drinking water and modern design of circulation and other sections.

“To build up a library is to create a life. It's never just a random collection of books.”

- Carlos Maria Dominguez