

BACKGROUND OF THE COLLEGE LIBRARY

North Gauhati College Library was established as well as the establishment of college in the year 1962 in a small room.

Prior to the appointment of permanent Librarian, the library was accommodated in a room which measured only 10X14 feet. **It was attached with the Principal's Office and had about 5000 books. The library was kept open from 10.00 A. M. to 2.00 P. M. at that time.** Books were donated by some eminent local people to the college library.

In the initial stage, there was no reading room either for the students or for the teachers as there was not enough space. Even a full time Librarian had not been appointed before 1-02-1978. A person namely Rama Kanta Baruah had to do the library works part time from 10.00 A. M. to 2.00 P. M. in addition to other works of the Principal's office. Sometimes the library had to be kept closed owing to heavy works in the Principal's office.

A qualified full flagged librarian was joined in the year 1978 to run the library smoothly.

A building for the library was constructed in the year 1994 with a fund granted by Dr. Manmohan Singh as a Rajya Sabha MP.

Within the purview of Academic Library System, North Gauhati College Library is playing an important role in disseminating information amongst the users. The library has to play a crucial role in enabling the users to have proper ideas about library potentialities as well as to shoulder the responsibilities of dissemination of information to the users. **The library having good number of collections of books in multidisciplinary subjects, journals and magazines including national & international, News papers local and national, well organized reading room equipped with reference materials and text books, Xerox facilities, introducing Internet to access N-List facilities, fully open access in nature and automated as well.**

Some of the important records are also available in electronic forms. Documents are well organized. Documents are classified according to the **Dewey Decimal Classification (23rd edition)** and are saving as subject wise. Computerization has been done with the help of **library oriented software SOUL 2.08, network version.**

Library Contact Persons

- a. Librarian : Dr. Gajendra Ballav Devchoudhury, 9707725873
- b. Other Staff : Arabinda Das
: Basanta Kakati

Objectives

North Gauhati College Library is expected to support the objectives of the college. Fulfill the requirements of students and teachers. Library of the college is to assist its parent body to carry out its programme. Presently, the college library is expected not only to acquire traditional types of documents but also about innovation of new ideas.

Automation

Automation is given to an automatic system of working. Library automation not only improves the services of libraries and staffs but also provides additional services to the users. Automation has helped libraries in improving library activities and accelerating their working. It saves the efforts, time and manpower of libraries.

Automation is introduced in the North Gauhati College Library with the help of SOUL 2.08. The SOUL have six modules namely – Acquisition, Circulation, Cataloguing, Serial Control, OPAC (Online Public Access Catalogue) and Administration.

Through Acquisition, automation function of the library increases efficiency of work, a number of reports and letters can be generated which helps us to streamline the acquisition process starting from new request to book order and invoice processing and payment. Duplicate checking now a day is not a problem at all to the library staff.

Services

The library hours of the college are generally same as the college working hours. So College Library is open from 10.00 am to 4.00 pm in all working days. The main service in the college library is book lending. The books and journals are purchased as per the requirement of the students and teachers. Basically the following services are provided to the users of the North Gauhati College Library –

- Lending service
- Library orientation
- Bibliographic instruction
- Assistance in the searching documents or understanding of reference books etc.
- Reader's advisory service
- Provision of general or specific information
- Inter-library loan
- Reservation of documents
- Reprographic service

Besides these services, North Gauhati College Library has recently introduced the N-List and Internet facilities. Most often, the users would be able to collect information on their own. Sometimes, the users are consulting with the librarian.

Initially the circulation system is maintained in the computer and reminder can also generate through it. User ID card is generated in the computer itself with a twelve digit unique number. Besides, renewal, no dues certificate, reservation, overdue charge etc. can also be done in system itself. Moreover, in the Report Section of this module reports pertaining to different activities carried under circulation section can be generated viz. item issued/returned over period, items reserved over a period, item transaction history, overdue items list, fine collected over a period, maximum fine payers, most frequently issued items, most frequent member, class number wise status in tabular format etc.

OPAC (Online Public Access Catalogue) – The function of the library catalogue is primarily to indicate the books available in a particular library. Catalogues of libraries available for searching online are known as OPACs. Such OPACs may be searched from a terminal within the originating library or at a terminal elsewhere in the

organization. The LAN has made it possible to access library catalogues. North Gauhati College Library is also going to introduce it shortly.

Library Advisory Committee- composition and significant initiatives

Formation of Library committee –

The Library is a learning resource centre of an organization. The **library committee** is mainly concerned with the executive planning of the administration of the library. It is constituted with the teachers' representative - one from arts stream; one from science stream and the Principal as chairman, Librarian as the convener. The library committee has an important role to look after the library affairs and smooth functioning of the library.

To develop this Centre of Knowledge and Learning more students/user friendly, the committee takes decisions and advices accordingly to the Librarian and more particularly in the following matters:

- General functioning of the library
- Redress of students' grievances regarding the library
- Student feedback
- Subscription of journals of various subjects
- Stock verification of books, journals and e-recourses
- Allocation of Funds and grants
- Purchasing of Books
- Improvement of infrastructure of the library

Physical facilities, Learning Resources, Specialized Services and Working Hours

The College Library has been providing sound facilities to all the knowledge thirsty students, faculties and others. Besides the Central Library, each and every department of the college has their own department library. The detail of the facilities of library has been shown by the following table.

Total area of the library	135.55 sq.mtr	
Total seating capacity	115	
Working Hours	On working days	9.00 AM -4.30 PM
	Before examination day	9.00 AM -4.30 PM
	During examination day	9.00 AM -4.30 PM
	During holiday	Closed
	During Vacation	10.00 AM -4.30 PM

Purchase and use of current titles, print and e-journals and other reading materials.

At the beginning of the academic year, the Library Advisory Committee asks all the departments to recommend necessary books and journals for their curriculum and research activity. Their recommendations are approved by the committee on the basis of the reviews of books and journals, catalogues and brochures received from the publishers and accordingly the Librarian takes necessary action. There is also a mechanism of allocation of funds by the Authority to the departments to purchases books every year.

Book Selection Procedures

- a. Use of Requisition form
- b. Students recommendation
- c. Book Faire

Details of the specialized services provided by the library

Support provided by the Library staff to the students and teachers of the college

The library staff helps finding out the books or references for the students and teachers. Intimation about new arrivals, gathering information about requirements of students and staff.

Special facilities offered by the library to the visually/physically challenged persons

There is no provision for visually challenged persons but for the physically challenged persons special seating arrangements are available and the library staffs are assisting them.

Feedback from its users

The library has a feedback form for its users, from that the users can give their suggestions or opinions towards the improvement of the library resources and this will be analyzed by the committee headed by the principal in the library committee meeting.

Library Membership

Membership forms are available in the library itself.

Departmental Library

Every department has its own library where sufficient numbers of books related to the course of study are available.