

**SRI SIDDHARTHA FIRST GRADE COLLEGE,  
HMG ROAD, SRRASWATHIPURAM TUMKUR**



**DEPARTMENT PROFILE**

**Department of Library**

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**Department of Library**

# **Sri Siddhartha First Grade College, Tumkur**

## **Department of Library**

### **Vision:**

To develop as an excellent centre for information comprising of print and digital media of information and create a platform to the users to acquire the required information under a single roof.

### **Mission:**

To provide the users with an opportunity to enhance their knowledge with an independent opening for learning beyond the curriculum.

# **SRI SIDDHARTHA FIRST GRADE COLLEGE, TUMKUR**

## **COLLEGE LIBRARY**

**SUBMITTED BY THE LIBRARY AND INFORMATION CENTRE**

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**SRI SIDDHARTHA FIRST GRADE COLLEGE, TUMKUR-572105**  
**LIBRARY AND INFORMATION CENTRE**

**DEPARTMENT PROFILE**

**INTRODUCTION**

**“Books and readers are the two pillars upon which the library services rests” Prof.C.V.Penne**

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Library is the heart and soul of an educational institution. The primary objective of the Library is to meet the academic needs of the every individual, in the process of reaching the needs of the students and staff.

“Each book a reader” & right information to the right reader at the right time is our motto. Hence the book and reader are very important to us. We encourage the inter disciplinary study.

Every year we are conducting book exhibition to attract the attention of the students and expose them to variety of collections.

Hence the focus of the Library is to make reader centric.

**HISTORY AND DEVELOPMENT**

The Library was established since its inception in the year 1983. In the beginning it was housed in a single room with a collection of just 980 volumes of books. At present our collection of books is 19264 volumes.

The present Library is housed in the new building having two big halls. One for stack and reference. A separate spacious reading hall for news papers and magazines.

**SRI SIDDHARTHA FIRST GRADE COLLEGE, TUMKUR-572105**  
**LIBRARY AND INFORMATION CENTRE**

**DEPARTMENTAL INPUT**

**(A) Particulars**

1. Year of Establishment	1983
2. Library Building Area:	1874 sqft
3. Area of Construction	78696 sqft
4. Total No. of Books	19,434
5. M.com(Total Books)	850
6. Sc/St/ Donated Books /B.C.M.	1450
7. Total No. of Papers	9
8. No. of Periodicals	24
9. No. of Journals	11
10.No. of Back volumes of Journals	175
11.Total No. of Books Added from 2015-16 to 2020	1823
12.Total amount spent from 2015-16 to 2018-19	Rs.386839
13.C.D/D.V.D.	45
14.N-List –INFLIBNET- Sbscribed -2013,Till today(e-Journals -6000+with10years back files)(e-books 97,000+with 10 years back files)	
15. Name of ILMS Software -NGL	open source software

**2. LIBRARY STAFF STRUCTURE AND OTHER DETAILS:**

Sl. No.	Name & Designation	Qualification	Experience	Refresher Course	Seminar National/ State	Workshop	Conference
1	Rajamma D. Ex. S.G.Librarian	M.L.I.Sc.	26 Years	04	4/ N 6/ S	1/N 3/S	03/N
2	Lakshamma.H.G. Librarian	M.LISc	3 Years	-	1/N 0/S	0/S	1/N
3	Manjunatha.n Library Assistant	M.LISc (k.set)	2 Years	--	--	--	--
4	Muralindrakumar B.H. Peon	SSLC	26 Years	--	--	--	--

**3. LIBRARY LAYOUT:**

1. Stack Section
2. Circulation Section
3. Reference Section
4. Reading Hall

**4. SEATING ARRANGEMENTS:**

- 1) News papers and magazines reading hall
- 2) Reference section

**5. LIBRARY WORKING HOURS:**

- 1) Monday to Friday 9.30 am to 5.30 pm
- 2) Saturday 9.30 am to 2.00 pm
- 3) During examination time 9.00 am to 6.00 pm
- 4) Library is also giving service during Midterm & Annual vacations

**6. LIBRARY SERVICES:**

- a. Circulation service
- b. Reference Service
- c. SC/ST Book Bank
- d. Maintain and issue of question paper sets
- e. Display of new arrivals
- f. Inter Library Loan facilities
- g. Information about career guidance display
- h. User orientation through hand bill.
- i. Display of important articles published in news papers and magazines
- j. Guiding the students in selection of books. It is continuous process
- k. Resource sharing (Journals)  
Supplying resource materials for co-curricular activities like-quiz, seminar, debate, essay competition etc.

**7. BEST PRACTICES:**

- a. To promote reading habit and cultivate the habit of visiting Library Regularly “Best Library user award” Instituted.
- b. To know about library collection we are Conducting Annual Book – Exhibition.
- c. Publishing a hand bill on college library facilities is provided.
- d. To minimize the expenditure and maximum utilization of resources available in our Management runned institutions, we are adopting the facilities of Inter-Library Loan and resource sharing for Books and Journals.
- e. MOU with SSES provides an opportunity for our teachers and students to utilize the digital Library for digital resources like E – Journals, Internet browsing, reading and reference facilities available in the SSIT Campus.  
Students and Staff can utilize all these facilities by producing their I.D. Cards.

**8. LIBRARY UTILIZATION:**

- 1) No. of visitors per day : 50-100

- 2) No. of volumes issues/return per day : 50-150
- 3) No. of staff users : 5-6

**9. Technical Processing:**

- 1) Classification DDC
- 2) Installing –Newgenlib Library Software
- 3) Computerization – Fully Automation

**10 Computers:**

- a) Computer - 3
- b) Internet facilities - yes
- c) Power Backup - 1(ups)

# Present Best Practices of our Library and Information Centre

## Information Display

- Question Paper Issue Services
- SC/ST Book Bank
- Paper clipping information
- Internet
- E-Resources
- Photo Display of noted Freedom Fighters & Literary Personalities
- Five Laws of Library Sciences- Display on the wall
- Important News Display (CAS)
- Slogans on wall
- Vision & Mission
- Library Books Exhibition for different occasions
- New Arrivals-Display of New Books
- Library Advisory Committee
- Students feed back- Every year
- C.C.Camera
- Awards Best User of the Library
- Digital & Virtual Learning
- Library visitors- Eminent Scholars visit the library suggestion & recommendations
- In & Out Entry Registration
- Visitors Records- Reference- Both students & teachers
- Mou with SSES Provides an opportunity for our teachers and students to utilize the digital resources like E- journals , internet browsing, reading and reference facilities available in the SSIT campus.



## **Routine Services (LIC Services)**

- Identity Card – Issue Services
- Circulation- Lending – Returning (students & teachers)
- Reference Services
- N-List – INFLIBNET (e-journals, e-books)
- Internet
- Digital and Virtual Learning
- e-resources
- Question Paper Books ( old question paper bank)
- Xerox Services
- CD/DVD services (Non - Book Material )
- Daily News paper services
- Alumni (old students)
- Journals / Periodicals / Magazines
- Visitors signature register Maintenance (for both students and teachers)
- Paper clipping information
- Property Counter
- Current Awareness Services
- Inter library loan services

