Academic Library Best Practices

By

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Information is the manager's main tool, indeed the manager's "capital," and it is he who must decide what information he needs and how to use it.

— "Managing the Information Explosion"

Peter F. DRUCKER
Introduction

- Information and communication technology (ICT) has become, within a very short time, one of the basic building blocks of modern society.

- ICT permeates the business environment, it underpins the success of modern corporations, and it provides governments with an efficient infrastructure.

- At the same time, ICT adds value to the processes of learning, and in the organization and management of learning institutions.
Libraries have always been more than just repositories of books, and librarians have always been much more than just their gatekeepers.

But it is evident that modern University libraries are providing a greater range of services than ever before, while librarians for their part are applying their traditional expertise in exciting new ways.
Some challenges they face, the expertise they have, and the skills they need are:

- Navigation in a complex world
- Improving the learning experience
- Digital solutions for students and scholars
- Supporting research
- Educating the User (Information Literacy)
- Advanced ICT skills
- Rethinking library spaces
BEST PRACTICES

NAAC has developed a few following set of best practices in libraries that supports to ensure quality enhancement in education.

- Computerization of Library using Digital Software
- Inclusion of sufficient Information about the Library in Brochure/Prospectus/Webpage
- Compiling Student/Teacher Attendance Statistics & Notifying the same on Notice Board
- Displaying Newspaper Clippings on Notice Board
Central Library

Cont...

- Career/Employment Information/ Services
- Internet Facilities to different User Groups
- Information Literacy Programs
- Signage Systems
- Suggestion Box and Timely Response
- Displaying New Arrivals and Circulate List to Academic Departments
- Conducting Book Exhibitions on Different Occasions
- Organizing book talks
- Instituting Annual Best User Award for Students
- Organizing Competitions Annually
- Conducting User Surveys Periodically
For knowledge production and knowledge application the students, researchers and even the faculty need to be trained for different skills set.

- E-Publishing
- ICT Skills and Search Strategies
- E-Resources in Teaching and Learning
- Open source e-journals and Archives in subjects
- Reference Citation
- Resume Writing
- Research Projects Writing
Cont..

- Thesis and Dissertation Writing
- Editing and Proof Reading
- Essay / Précis Writing
- Study Skills
- Note Making and Note-taking
- Speed Reading
- Improving Vocabulary, Spelling, Punctuation
- Examination Techniques & Memory Skills
- Listening Skills
- Observation Skills
Communication Skills and Public Speaking

Behavioral Skills

Career Opportunities
Central Library

Organization structure

Central Library

Resource management
- Acquisition
- Stack maintenance
- Reference collection
- Property counter
- Reprographic service (Black & white and color)

Serial management section
- Periodicals
- SC/ST book bank
- E-Journals
- Journals Print
- Database
  - SPSS
  - Prowess
  - India stat
- Subscribed Back Volumes

Circulation Section
- Transaction
- Issue
- Return
- Renewal
- Reservation
- CD/DVD
- Controlling the resources
- Membership enrolment etc.
- No dues

IT section
- Library automation
- RFID Technology
- Hosting and maintaining Library website
- Server Maintenance
- Institutional Repository
- Scanning and network storage
- E-Shodh Sindhu
Inauguration of Library Profile and RFID

Prof. A.M. Pathan, First Vice Chancellor, Prof. S Chandrashekar, Pro-Vice Chancellor, Prof. Ali Raza Moosvi, Registrar and Mr. Sreeramlu, Finance Officer is presented

Dr. P. S. Kattimani, Deputy Librarian explaining about RFID functionality and its usage.
Central Library organised

Inaugurated prefab structure
National conference

Book Fair 2016
Book stalls view
E-Content workshop
Conclusion

- The present technological and electronic era the Next Gen Librarians have to successfully Library Automated with RFID Technology.

- The Librarians should have the knowledge and skills to blog, start wikis, design web pages, create podcasts, and produce videos and other technological oriented tasks.

- the Librarians have to acquire following skills.

  - Flexibility.
  - Contextual thinking, Systems thinking.
  - Collaboration, Teamwork.
  - Curiosity.
  - Critical thinking.
  - Problem solving and
  - Effective communication.
THANKS FOR YOUR VALUABLE TIME