LIBRARY PROFILE

Central Library: Nirmal Haloi College, Patacharkuchi

NIRMAL HALOI COLLEGE LIBRARY PROFILE:

The Central Library of N.H. College was founded in 1979. At the initial stage, it was managed by Dr. P.C. Goswami with N. Das as assistant. It has an intact of 2000 titles.

At present the Central Library is in a flourishing state with an intact about 19930 nos. of titles as on 1st September 2023. The Titles includes- Text books, References, Theses, Encyclopaedia, Magazines, Journals and Newspapers. Numbers of borrower of this college are 2321 nos. of students and 41 nos. of teaching and non-teaching staffs.

We have internet with Wi-Fi connectivity in the Library, E- Journals and E-Books (Under INFLIBNET-NLIST) and CD's, Book Bank and Xerox facilities in the Library. We also have E-Resource with 10 nos. of Computers for students. SOUL 3.0 version is installed replacing the previous version SOUL 1.0 and data conversion is also done. Web OPAC is used in a single computer searching for Library borrowers. Additionally, we have special collection of Magazines and Journal in bound volume from 1996. Journal/Magazine of national level are 7 nos. & state levels are 2 nos. is subscribed for the Library. 1 no. of National newspaper & 5 nos. of Regional newspapers are obtainable in the Library.

We are trying our level best to make the Library unique by applying the modern technique.

PRESENT POSITION:

Presently Library is functioning as a fully fledged College Library with separate set up. The present staff position of the Library is shown in the Table-1.

Table 1-(Library Staff)

Sl. No.	Name of the Library Staff	Designation	Qualification	Joining date	Age	Remarks
1	Kushal Das	Librarian	MA, BLISc	15.02.96	55 years	Full Time
2	Sagarika Medhi	Asst. Librarian	BSc. MLISc	10.01.23	24 years	Contractual
3	Niranjan das	Lib. Asst.	BA	19.11.97	51 years	-do-
4	Biswajit Roy	Library Bearer	Class X	29.04.23	27 Years	-do-
5	Rimpi Goswami	Library Bearer	HS	01.09.23	36 years	-do-

LIBRARY ADVISORY COMMITTEE (LAC):

The Central Library of the College has a Library Advisory Committee consisting 9 members. The composition of the committee is mentioned in the Table-2.

Table- 2 (Library advisory Committee)

Sl.No	Name of the Members	Designation	Position in LAC
1	Dr. Bhupesh sarma	Principal	Chairman
2	Mr. Manik Ch. das	Ex-Vice Principal	Vice Chairman
3	Mr. Kushal Das	Librarian	Convener
4	Dr. Tapan Kakati	Associate Professor	Member
5	Dr. Tapan Kalita	Associate Professor	Member
6	Mr. Jiten Bhagawati	Associate Professor	Member
7	Mr. Rudra kalita	Associate Professor	Member
8	Mrs. N.M. Choudhury	Asstt. Professor	Member
9	Dr. Nabanita Kalita	Asstt. Professor	Member
10	Nitul Medhi	Student	Student Member
11	Rimi Medhi	Student	Student Member

The committee arranges regular meetings to discuss the matters relating to Library of the College. The major functions and responsibilities of the Committee are as follows-

- To purchase of books, journal, e-resources etc.
- To discuss the suggestions made by the stake holders regarding the development of the Library.
- To monitor the performance of the library.
- To discuss the problems of the teachers and the students in relations to the library.
- To take decision regarding the development of infrastructure and services.
- To take decisions regarding services and facilities to be given to the users.
- The committee recommends the authority for the desired decision
- To make Library rules and their amendments.

LIBRARY SERVICES:

I. Normal Book lending
II. Book Bank
III. Text Book Section
IV. Reference section
V. Archiving Material
VI. Periodical
VII. Reprography
VIII. Reading Room
IX. Separate Reading Room for Teacher
X. OPAC
XI. INFLIBNET
XII. E-Journal
XIII. E-Book
XIV. Inter Library Loan Service
XV. Wi-Fi
XVI. Library Card
XVII. Open access system
XVIII. Digital Library Service
XIX. Online Library Entry System

XX. Display of Teacher's Publications

XXI. Newspaper Reading Facility

XXII. Manuscript

LIBRARY RULES:

The following rules are mandatory for the students:

1. Library will remain open from 9.30 A.M. to 4 P.M. on all days except holidays.

2. Every student must come to the library with college uniform.

3. On entry, members are required to produce identity card issued by the college library.

4. Books and other belongings other than notebooks should be kept in the Property counter of the library.

5. All the library users should register their name and details with time to the Gate Register legibly.

6. Students can borrow books against their library cards. Books are normally issued for a period of 15 days.

7. Books borrowed by the Library Members may be recalled by the Librarian.

8. If any book borrowed from the library is lost, tom or damaged in any form, the value of the book will have to be borne by the borrower as per library rules.

9. Books are issued for the student on All Workings days as according to the Library Rules.

10. Non-Major students will be allowed to borrow 2(Two) books at a time and Major students will be allowed to borrow 3 (Four) books at a time.

11. In no case a student can keep a book for more than 15 (Fifteen) days from the date of issue. A fine of Re 1/- per day will be charged for every delayed day. In case a student does not return the book until I (One) month from the date of issue, the Library Committee will take disciplinary action.

12. No reference and rare book will be issued.

13. Silence should be strictly maintained in and around the Library.

14. Prior permission from the librarian and Signing in the Registers are required for using the following Library facilities-

    i. Use of computer (Internet) in the Digital Library Chamber.

    ii.   Use of E books & E journal

    iii.   Use of Reference Book.

15. Rules for Book banks:

    i.   Meritorious and economically backward students may apply for the books at the beginning of the academic session.

    ii.   Book(s) will be issued for one year and the students have to pay an amount of rs. 20/- per book,

    iii.   The books must be returning before the final or annual examination.

    iv.   A student should prove himself/herself as economically backwards to avail the facility.

16. Library cards are not transferable.

17. Borrowers are responsible for the book(s) issued against the library card if lost.

18. Members can drop any suggestion, complains in the readers' suggestion box or contact the Librarian.

19. Mobile Phone should be kept in silent mode in the Library.

20. Use of Mobile phone is Strictly Prohibited.

21. Decorum & discipline should be maintained in the library. Disciplinary action will be taken against anyone who will be Caught Practicing Unfair activities like spitting in and outside the Library premises, use of tobacco products, writing on the walls and reading tables, creating disturbance inside the Library etc.

LIBRARY INFORMATION:

Current information on Collection:

Total No. of Books   -19930 (as on Sept 1, 2023)

Total No. of Journals / Magazine   - 9 nos.

Total No of Newspaper   - 6 nos.

Total No. of Manuscript   - 35 nos.

Teacher's Publication   - 32 nos.

Working Hours   - 9.30am-4pm

Total Seating Capacity   - 78 (70 for students and 8 for teachers)

Library Building:

The college library is well stocked and well equipped of its kind. The library building is located in the left of the academic complex of the college. The library has acquired 18630 nos. of books and Peer Reviewed Journals. The library is digitized and on the process to make it fully digitized. The SOUL3.0 software is installed in the library for easy access to its resources. SOUL 2.0 data entry is in progress at present. The library is connected with Wi-Fi network for internet service to its users. The area of the library is 3567 sq and is situated at the first floor.

Library Entry:

Nirmal Haloi College Library offers Online Library entry to their users.

Membership:

The main objective of the library is to support the academic needs of the college community. The library has the following categories of the members borrowing facilities.

Table-3 (Category of Member Borrowing)

Sl. No.	Category of the Member	Borrowing
1	Teaching Staff	7 Books
2	Non-Teaching Staff	5 Books
3	Student	
	a. B.A. (Major)	3 Books
	b. B.A. (Pass Course)	2 Books

*Special borrowing will be facilitated to the meritorious poor students.

Membership Card:

For membership card a Google form available at library website and Library Notice Board. The form has to be filled online by the student to get their membership card.

Book Bank:

The book bank of the Central Library is introduced on 2005 with a Financial Grant received from the President Patacharkuchi Gaon Panchayat. The Steel Almirah is donated by Sri N.K. Mahanta, Executive Engineer PWD (Roads), Nalbari. At present strength of the book are-. The meritorious/poor student can avail the facilities of the Book Bank. Achievement cards are issued to the beneficiary. The number of beneficiaries is presently - Only 2(two) books can be issued against the card. The card is Non-Transferable.

Reading Room:

An attached reading room is provided for the students, teachers and other Library Users. The reading room is opened between 9.30 am to 4 pm. sufficient seating arrangement cleaning and lighting arrangement is provided.

Reprography:

The library is attached with the documentation centre. A Xerox Machine is available. Photo copying is done for the students, teachers and college office.

Computerization:

Computerization of Library has been done with effect from 12/08/2004. Now our Library becomes a member of INFLIBNET family of UGC by adopting SOUL package for Computerization of our library. Book entry process is continuing from 14th august 2004.

Digital Library:

Nirmal Haloi College library has its own digital library. Students can access through Library website and after clicking on the digital library link they can remote access all the digital materials available on the digital library website.

N.H. College digital Library- http://nhc.digitallibrary.co.in/
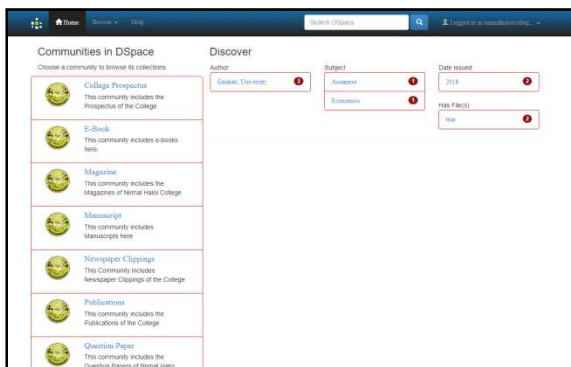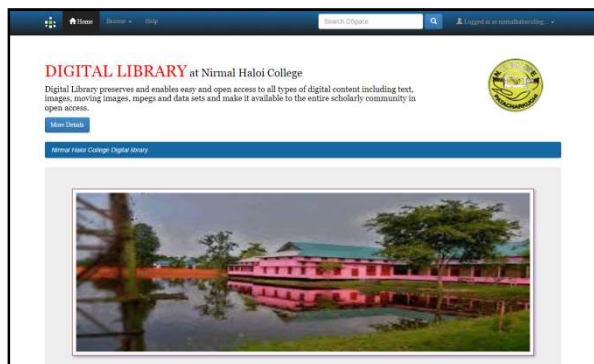
Book Circulation:

The borrower card system is introduced from 2001-2002 by purchasing Library materials from Audit Library Service, Guwahati. During last 5 years library give the service to different category of users of our college.

Table- 4 (Year wise Circulation Report)

Session	B.A.
2018-2019	11560
2019-2020	5873
2020-2021	2150
2021-2022	12640
2022-2023	15672

Classification & Cataloguing:

All books have kept Department wise with a basic class number of Dewey Decimal Classification Edition 18. The card cataloguing process has been done with AACR II. Only the main entry has been done with a view to demand of the users. Almost all books have catalogue card in the catalogue cabinet.

Purchase of Books Journals Etc.:

Books, Journals /Periodicals etc. are purchased in the Library from the season 2018-2023 have shown as bellow-

Table-5 (Season 2018-2019)

Session 2018-2019			
Sl. No	**Items**	**Numbers**	**Total Cost**
1	Text Book	278	48283
2	Reference Book	410	183640
3	Journal/periodicals	9	16660
4	Newspaper	4	10585

Table-6 (Season 2019-2020)

Session 2019-2020			
Sl. No	**Items**	**Numbers**	**Total Cost**
1	Text Book	512	103600
2	Reference Book	230	58355
3	Journal/periodicals	9	16660
4	Newspaper	4	10585

Table-7 (Season 2020-2021)

Session 2020-2021			
Sl. No	**Items**	**Numbers**	**Total Cost**
1	Text Book	887	190315
2	Reference Book	313	376044
3	Journal/periodicals	9	16660
4	Newspaper	4	10585

Table-8 (Season 2021-2022)

Session 2021-2022			
Sl. No	**Items**	**Numbers**	**Total Cost**
1	Text Book	285	59845
2	Reference Book	395	376044
3	Journal/periodicals	9	16660
4	Newspaper	4	10585

Table-9 (Season 2022-2023)

	Session 2022-2023		
Sl. No	**Items**	**Numbers**	**Total Cost**
1	Text Book	1087	255186
2	Reference Book	631	565950
3	Journal/periodicals	9	16660
4	Newspaper	4	10585

Subject Wise Books from the season 2018-2023

Table-10 (Season 2018-2023)

Sl. No.	Subject	No. of Books
1	Assamese	1475
2	English	565
3	Economics	157
4	Education	578
5	History	381
6	Philosophy	490
7	Political Science	289
8	Sanskrit	116
9	Commerce	434
10	Environmental Studies	79
11	Others	414

Total- 4978

Library Websites:

The library has its own Library Website. The link of the website is-

https://nhcollege.ac.in/library_new.php
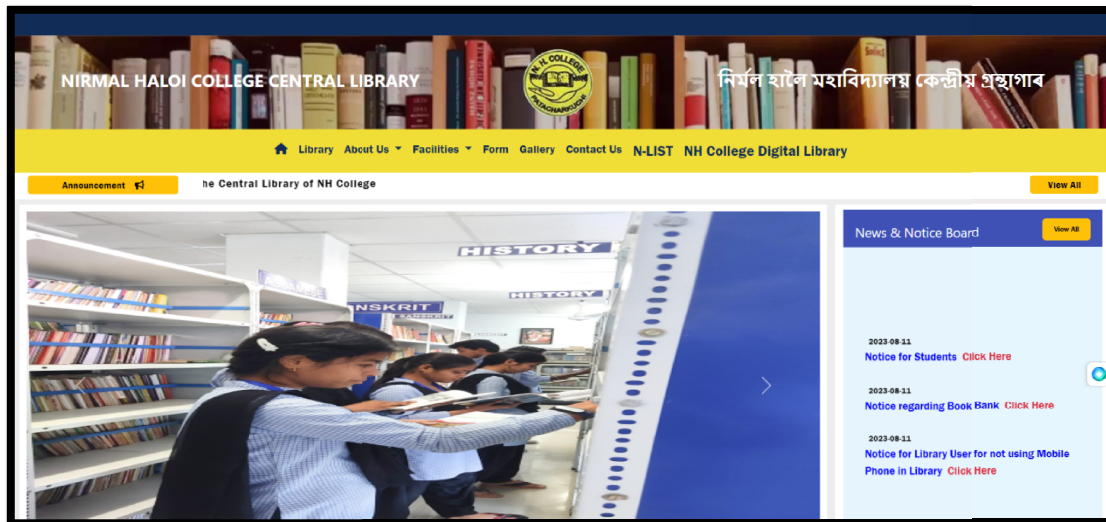
Picture of the library website

Library Orientation Programme:

N.H. College Library is organizing library orientation programme to the newcomers of the college.

Provission of Teachers' Publication Display:

Library has a collection of Teachers' Publication Display. Till now we have   no. of Collection.

Provision of ICT & Other Tools in Library:

➢ The central Library ha OPAC for easy Search of Library Resources.

➢ The Central Library has already subscribed the membership of INFLIBNET NLIST to access e-journals and e books.

➢ The central library has purchased and used the SOUL 3.0 Software for management of library resources.

➢ Barcode technology has been introduced in the central library for circulation works.

➢ Ten New computers have been added in the central library to access the e-resources.

➢ One scanner has been installed in the library for scanning the important materials.

➢ One printer has been installed for reprography works.

➢ The Library has internet facilities with Wi-Fi connectivity.

➢ The library has no website separately but college website has status bar for library and library facilities.

➢ The library acts as an institutional repository through putting its own resources in digital form as well as printed form.

Details of provision of following Items:

01	Average number of walk ins per day	60
02	Average number of books issued/returned per day	45
03	Average number of books added during last five Years	995
04	Average number of login to e-resources	03
05	Ratio of library books to student enrolled	1:7
06	Number of e-resources download/printed	06
07	Number of information literacy training organized	02
08	Number of webinar/seminar organized	01
09	Number of wedding	4000

Details of Specialized Services:

1	Manuscript	Yes (Xaasipat)
2	Reference Books	Yes
3	Reprography	Yes (Photocopy & Printing)
4	ILL (Inter-Library Loan service)	Yes
5	Information deployment and notification	Yes
6	Download	Yes
7	Printing	Yes
8	Reading list/bibliography compilation	Yes (On Demand)
9	In house/remote access to e-resources	Yes
10	User orientation and awareness	Yes
11	Assistance in searching database	Yes
12	INFLIBNET?IUC Facilities	Yes
13	E0journal and E-Books.	Yes

Provision of Suggestion Box:

A suggestion box is made available in the library. It is introduced from the inception of the library. Student are asked to put complain and suggestion if any in the box. In every three months suggestion box would be opened and deliberated by the LAC and act upon.
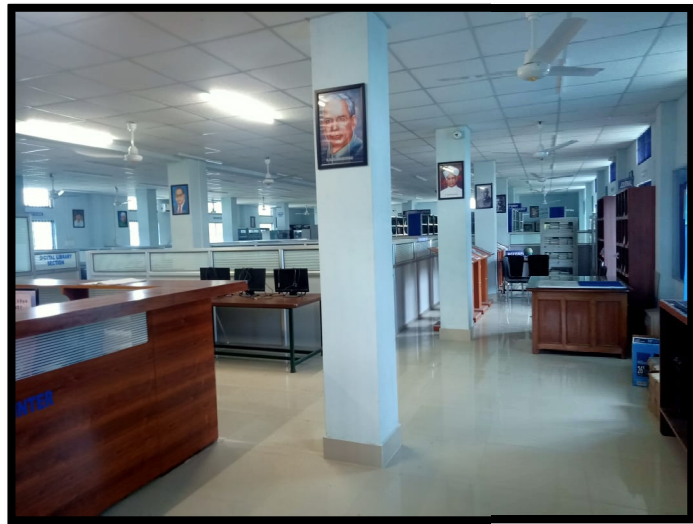
Future Plan:

a. Plan for digitalize the library.
b. Increasing the number of library staff for better library services to the users.
c. Increasing the number of reading materials both course and reference books.

Library pictures
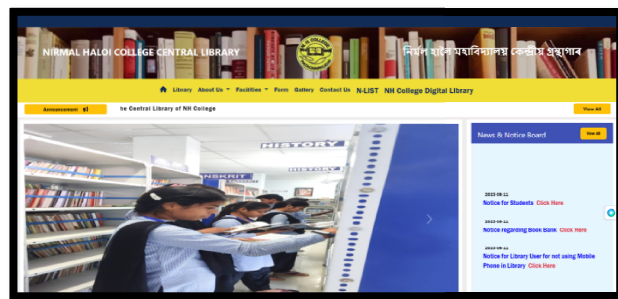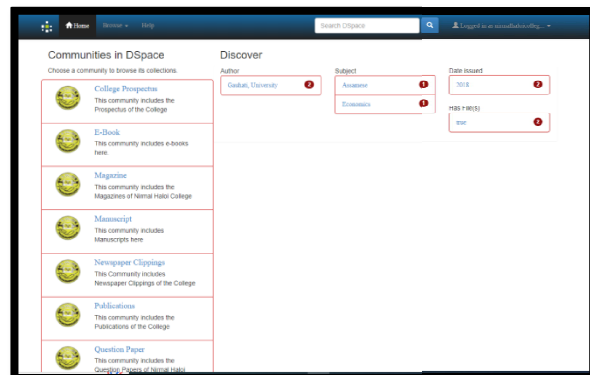

Library Front view

Library Entrance

Reading Room

Library Stack
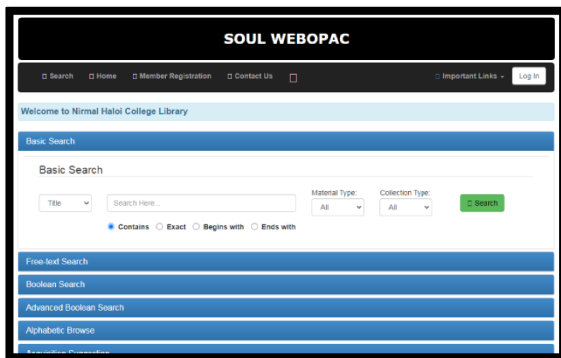
Library OPAC

Library Website

N.H. College digital Library- http://nhc.digitallibrary.co.in/
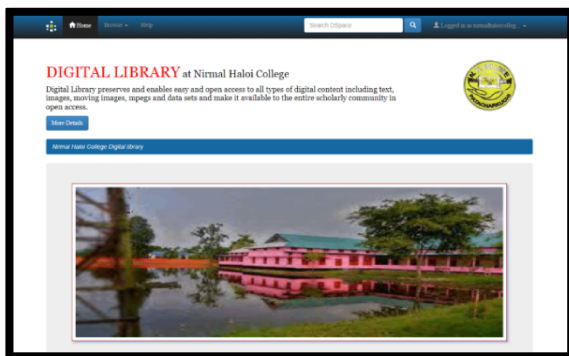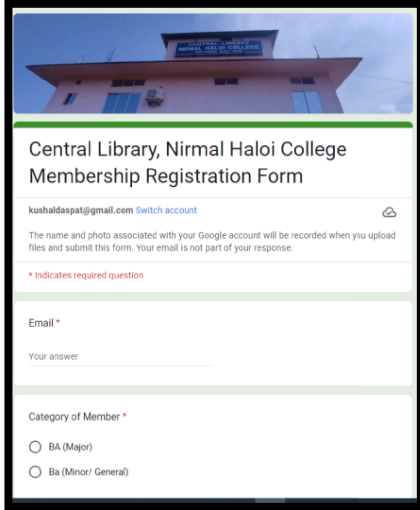
Library membership Form (Google Form)   **QR code for Reader form**

Library membership form link- https://forms.gle/8BPshPZF39RMjcN57

Library Orientation programme

Webinar Arranged by the library

(Mr. Kushal Das)   **(Dr. Bhupesh Sarma)**

Librarian   **Principal**

Nirmal Haloi College, Patacharkuchi

Dist- Barpeta (Assam), Pin- 781326