



Criterion : IV – Infrastructure and Learning Resources
Metric : 4.2.1 Library is automated using ILMS
Year : 2022-2023



4.2.1: Library is automated using Integrated Library Management System (ILMS)

LIBRARY POLICY AND ITS USAGE

VISION

- To cultivate an environment where the students, scholars, faculty and staff discover, create, communicate and preserve information and knowledge

MISSION

- To provide seamless access to the widest spectrum of information resources, services and infrastructure relevant to the curricular, informational and research needs of the college academia

MOTTO

- Read to Lead ; Lead to Read

WORKING HOURS

- On Working Days : 9:00 am to 4:00 pm
- Library service is not offered on Government holidays and Sundays

STANDARDS USED

- Scheme of Classification is DDC
- Scheme of Cataloguing is AACR2
- Bibliographic format is MARC-21



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LIBRARY RESOURCES

The central library has 26254 books as on 31/5/2023.

Year	Actual No. of Books Purchased	Retained in the Central Library	Transferred to Departments
As on Aug. 2016	25076	25076	0
2016-2017	685	193	492
2017-2018	690	281	409
2018-2019	563	154	409
2019-2020	508	153	355
2020-2021	531	153	378
2021-2022	329	37	292
Total	28382	26047	2335
2022-2023	675	207	468
Total	29057	26254	2803

DEPARTMENT LIBRARIES

All the 13 departments have their own departmental libraries. They house 21823 books related to their core subject and allied subjects. The number of books available in the departmental libraries are : (as on 31/5/2023).

- Department of Tamil 3471
- Department of English 3012
- Department of History 1322
- Department of Economics 1398



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▪ Department of Commerce	1057
▪ Department of Mathematics	2529
▪ Department of Physics	0819
▪ Department of Chemistry	0751
▪ Department of Zoology	3184
▪ Department of Botany	1342
▪ Department of Geography	1051
▪ Department of Computer Science	1567
▪ Department of Business Admin.	0312
▪ Department of Statistics	0008

Total Books = **21823**



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INCREMENTAL GROWTH OF BOOKS IN DEPARTMENT LIBRARIES

AVAILABILITY OF BOOKS												Total (book s as on 31/5/2 020)
S.N	Departme nt	As on 31/05/2016		2016- 2017		2017-2018		2018-2019		2019- 2020		
		Amount	No. of Books	Amount	No	Amount	No	Amount	No	Amount	No.	
1	BBA	0	0	0.00	0	0.00	0	10000	58	13000	85	143
2	Central Library		25076	20000	102	20000	99	12000	54	25000	109	25440
3	Chemistry			5000	15	15000	40	9000	16	9000	19	90
4	Commerce			20000	91	15000	82	10500	49	8000	32	254
5	Computer			15000	40	17000	45	15000	32	9000	21	138
6	Economics			15000	29	17000	83	18000	64	9000	26	202
7	English			15000	35	18000	20	18000	19	10000	19	93
8	Geography			15000	24	17000	48	15000	52	9000	34	158
9	History			15000	39	17000	17	18000	19	9000	11	86
10	Mathemati			15000	36	16000	48	14500	34	9000	26	144
11	Physics			20000	83	12000	29	9000	28	12000	28	168
12	PBT /			20000	40	7000	12	6000	17	8000	25	94
13	Statistics			0.00	0	1000	4	1000	4	1000	5	13
14	Tamil			15000	105	18000	100	18000	100	10000	44	349
15	Zoology			10000	46	12000	63	6000	17	9000	24	150
Total				200000	685	202000	690	180000	563	150000	508	2446



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INCREMENTAL GROWTH OF BOOKS IN DEPARTMENT LIBRARIES

M V MUTHIAH GOVT ARTS COLLEGE FOR WOMEN, DINDIGUL - AVAILABILITY OF BOOKS								
S.No	Department	As on 31/05/ 2020	2020-2021		2021-2022		2022-2023	
		No. of Books	Amount	No. of Books	Amount	No. of Books	Amount	No. of Books
1	Business	143	10000	64	6000	48	10000	57
2	Central Library	25440	15000	44	4000	12	49992	162
3	Chemistry	90	10000	22	7000	15	10000	31
4	Commerce	254	10000	42	7000	32	10000	47
5	Computer	138	5000	8	8000	10	11980	29
6	Economics	202	10000	57	8000	32	12980	44
7	English	93	15000	18	8000	9	12990	33
8	Geography	158	10000	24	8000	22	10075	43
9	History	86	10000	22	8000	28	13000	31
10	Mathematics	144	15000	44	8000	20	15905	28
11	Physics	168	10000	22	7000	19	10000	40
12	PBT /	94	10000	37	6000	38	9995	51
13	Statistics	13	0.00	0	0.00	0	0	0
14	Tamil	349	15000	109	8000	25	13000	45
15	Zoology	150	5000	18	7000	19	10000	32
Total			150000	531	100000	329	199917	675



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SOFTWARE USED

2020-2021

Library automation is an important and essential component of any modern library. Library automation is the process wherein a) a computerized database of books is created b) a computerized database of library patrons is created and c) circulation transactions are automated, with the help of integrated library automation software.

During 2020-2021, the central library of M V Muthiah Govt. Arts College for Women, Dindigul has initiated the process of creating a database of library books. The process was outsourced. Three former students of our college (Dept. of Computer Science) were selected. The responsibility of entering required data about 8000 books in the MS Excel program was given to each of them. The job work is completed. Now, we have a database of 24,000 books in MS Excel format, out of about 27,000 books we have in the central library. Thus, we have almost completed the first step of our library automation process.

2021-2022

- Library automation is partially completed.
- A computerized database of books is created.
- A computerized database of library patrons is created.
- About 2900 books are bar-coded.
- Barcodes are printed in the ID Cards of all the students.

2022-2023

- About 4000 books are bar-coded.
- KOHA, an open source integrated library automation software, was installed for automating the library in the month of August, 2022.
- Koha-based In/Out Management Module is also installed in August, 2022.



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- The librarian was exporting the library data in phased manner in the software. The bibliographic details of all the books in the central library were exported into Koha software in batches.
- After the book database, the librarian collected the details of all the patrons (students, faculty members and non-teaching staff including guest lecturers and PTA Staff) and created patrons database in KOHA for them.
- In/Out Management Module / Automatic Gate Entry System was implemented from December 2022. Manual login is kept aside.
- Circulation transactions were automated from January 2023, on a trial basis.

BLOGS

The library runs the following blogs to serve the user community.

- www.libraryvmgac.wordpress.com (first library blog)
- www.libraryvmgacdgl.wordpress.com (second library blog)
- www.libraryvmgacsgcom.wordpress.com (subject gateway for Commerce and Business administration departments)
- www.libraryvmgacreports.wordpress.com (report station of our library)
- www.mvmjournal.wordpress.com (our college journal archive site)

FACILITIES

1. Open access system
2. OPAC in LAN
3. Power Back up for 20 systems
4. Status of the books : The users can find out whether a particular book is available in the library or it is lent to somebody. If it is lent, when will it be returned?



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5. Location : books are arranged in the stack room according to the subjects.
6. User account : We can identify how many times a user has visited the library, how many books he has borrowed etc
7. Reservation : The students can reserve a particular book, when it is on loan.
8. Barcode : All the circulation activities of the library has become fast and effective thanks to barcoding technology
9. Previous year question paper service
10. Research Assistance Service :Reference Management, Review of Literature, Statistical Analysis, Free online e-resources, MS Word Formatting, MS Excel etc., for the PG students, scholars and faculty members.
11. Seating facilities : The library has seating for 50 users.
12. Borrowing period and Maximum count of books that can be taken

Users	No. of Books
UG	3
PG	4
MPhil	5
Ph.D	10
Staff	15

INCORPORATING ICT IN LIBRARY SERVICES

1. MVMLIBNET : 5 systems are kept in the reading hall for the use by the library patrons
2. Three computers are used by the library Admins for managing KOHA software and issuing books.
3. Barcode Scanners are used in the circulation counter and inout management system
4. Barcode printers are used to print out the barcode labels for the books



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5. Printers and Photocopiers are available to take print out of library related documents and get Xerox copies of newspaper clipping for displaying in the library notice board.
6. An air-conditioned digital library with internet access enabled 10 computers for the use of students, scholars and faculty members.
7. Library websites and subject gateways to disseminate required information to the library patrons online.

LIBRARY AUTOMATION

1. KOHA
2. Browsing Section: 7 computers(5 are working, at present)
3. Systems for library administration (3) :configuration
4. Networking: Networking with 3 systems for different functions like data entry, transaction, searching and retrieving
5. OPAC in LAN
6. Internet : Free internet access to all the students from 10:00 am to 4:00 pm ; NLIST access facility is available.

SAFETY AND SECURITY MEASURES

1. Single Entry : Exit and Entrance is via a single door entry
2. Digital gate entry: To ensure the entry time and exit time of the students and faculty members. Students scan their ID card and the faculty members enter their library ID number.
3. Issue and return of resources: done through application of barcode technology at the circulation counter.
4. Rules and regulations:
 - All the students, faculties and staff members are the members of the Central Library.



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- The library works from 9:45 am to 4:45 pm on all the working days.
- Students and faculty members have to write their name and other particulars in the gate register kept in the entrance of the library.
- The personal belongings (notebooks, textbooks, water bottles, bags etc.) should be kept in the property counter.
- Silence is to be maintained in the reading hall.
- Open access system is in vogue. The users are free to browse any collections and choose the books of their choice either for reading in the library or for home lending.
- The students can borrow two books at a time from the library. In times of necessity, the number may be increased.
- The books are issued for a period of two weeks, which can be renewed for another 2 weeks.
- The librarian has the discretion to ask the readers return the books, which are in demand.
- The magazines, newspapers and books in the library should be used with care. No underlining or marking is permitted.
- If the books are found to be returned by the users in damaged condition, fine will be collected from them.
- If books are lost by the users, the users have to pay three times of cost of the books as fine if they are not able to replace the lost book.
- Those who want to use the computers /net connection available in the library, need to enter the required particulars in the separate register kept for the purpose.
- The faculties / staff can borrow up to 10 books at a time.
- The users have to return the borrowed books at the end of every even semester examinations.
- Books will be used only on the production of college identity card.
- Periodicals can be borrowed, but not the latest volumes.



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- Question bank collection, dissertations, reference books, newspapers etc. are meant for only reference in the library premises, and not meant for home lending.
 - The net connection available in the library should be utilized only for academic and research work, not definitely for personal use.
5. Lock and key entrusted with the College Office
 6. Clearance check at the end of the year
 7. Fire extinguishers
 8. Anti-virus software to protect the systems from Virus

ACTIVITIES OF THE LIBRARY

1. Orientation
2. New Arrivals Display
3. Book exhibitions
4. Best Library user Awards
5. Intramural Seminars
6. State level seminars
7. Online programmes – Webinars, Virtual conferences, Story Time, quiz etc.

SPECIAL SERVICES

- CAS through library blog
- Career Corner
- Book Bank Scheme

MAINTENANCE OF COLLEGE LIBRARY

- Library functions between 9am and 4 pm on all working days
- Stock checking is done regularly



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- OPAC is enabled
- Attendance of library users is entered using e-gate entry facility
- Barcoding of books is being done to speed up transaction of books
- New arrivals are display in the reading hall
- Fire extinguishers are installed and maintained

UTILIZATION OF LIBRARY

- Newspaper clipping about the college, job etc are displayed
- Digital library with 10 computers are available for users to download e-books and e-journals using INFLIBNET NLIST service
- A career corner with books to prepare for UPSC, TNPSC, Banking, NET, SET, SSC, RRB etc., is available
- Students can borrow books using their college ID Card
- The library conducts national library week, national librarians day with a pack of competitions annually to motivate the students
- Free internet facility is provided to the students
- The library conducts awareness programme for Govt. school students.