

LIBRARY AUDIT REPORT

RAMNARAIN RUIA AUTONOMOUS COLLEGE

DATE: 29th February 2024

Panel Members:

Dr. Antonette Lobo (Librarian, SIES College)

&

Dr. Meghana Sanjeeva (Librarian, VESASC)

EXTERNAL AUDIT REPORT OF
LIBRARY – RAMNARAIN RUIA AUTONOMOUS COLLEGE

DATE: 29th February 2024

Objectives:

- To strengthen the existing systems which are appropriate
- To identify gaps if any in the functioning and the management of the library
- To suggest methods/ways of improving the existing systems
- To offer fresh perspectives/suggest new initiatives for library engagement

Methodology :

- A proforma was sent to the Librarian to gather the data and details of the library collection, functioning, rules and regulations, facilities and services available to the library users.
- On 29th February 2024, Dr. Antonette Lobo and Dr. Meghana Sanjeeva visited the Library for the Audit.
- The Librarian, Dr. Veena Thakare, took the panel members around the library to explore the working and functioning of the library. This was followed by a detailed discussion to understand the same.
- The panel members interacted with the IQAC Coordinator, Dean Research and Student Representative of the Library Advisory Committee.
- Further physical verification of the required files, documents and reports was done in accordance with the format which was given. The detailed report covered data for the period of last seven years (2017 to 2023). Data of 2023-24 was also reviewed wherever noted in the report.
- The panel members shared their feedback and observation with the Librarian regarding immediate observations and actionable steps prior to the submission of the detailed audit report.

LIBRARY DATA (As reported in the Proforma)

YEAR OF ESTABLISHMENT	1937
WORKING HOURS	MONDAY TO SATURDAY 8.00 am to 5.30 pm
READING ROOM CAPACITY	Total 270
BOOKS	131707
Periodicals	87
E-RESOURCES	NLIST
LIBRARY SOFTWARE	SLIM 21
FACILITIES	Open Access (PG) Closed access (UG) Home lending (Circulation) Reference Service OPAC section with 2 computers Under CCTV surveillance
ACTIVITIES	User orientation Virtual Book shelves Reading recommendations
LIBRARY PROVIDES	1. Circulation of Books 2. Reference Service 3. CAS/ SDI 4. OPAC 5. Orientation 6. Research Metrics Verification 8. Plagiarism Check
LIBRARY EXPENDITURE	Average Rs. 5 lakh per annum
STUDENT STRENGTH	3210 (UG + PG)
COLLEGE STAFF (LIBRARY USERS)	262
LIBRARY STAFF	13 (including Librarian)

Observations:

- The library collection has three sections - active, passive, and reference. All are well-maintained.
- The atmosphere is conducive for reading and study purposes.
- The library staff is polite and helpful.
- The library has an active Library Committee consisting of a student representative willing to work towards promoting the library services.
- Purchase details are well-maintained.

- The weeding policy is well-defined and systematically implemented.
- The library is automated using SLIM software and OPAC is available within the college.
- Stock Checking is done annually with hand-held barcode scanners. Location of books is displayed in the OPAC.
- Staff and student suggestions for acquisition are maintained in a notebook.
- For electronic reading material, College also subscribes to NLIST with Librarian as the admin for it. Under this, the access is provided to PG and UG (TY) students.
- The Computer section of the library has two computers and the library also has a discussion room.
- The details of Library users are also added in SLIM software. Scanners are used to record the footfalls of the library and reading hall.
- Policies and Procedures for Library functioning are maintained.
- Sufficient information about Library is maintained on the college website.
- Minutes of Library Advisory Committee meetings are recorded.
- The library has taken up plagiarism check and also conducts sessions on research ethics and plagiarism.

Best Practices observed:

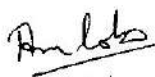
- Library Membership is provided to retired staff members.
- "eLibri Virtual Book Shelves" were created (Theme-based).
- "Must-Reads", a monthly activity of providing reading recommendations from teaching faculty is carried out for encouraging readership

Suggestions:

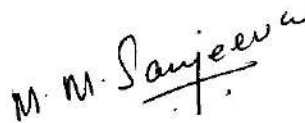
- Purchase Policy needs to be formalized.
- More Computers should be strategically located in the library for searching OPAC and use by students.

- OPAC should be provided on the library website.
- A proper server room with a good capacity server for maintaining the library data should be kept.
- Suggestions for acquisition should be collected from students and staff in a specific form rather than writing in a notebook.
- Wi-Fi should be provided to students within the library and reading hall.
- Workshops for enhancing reading skills can be organized like speed reading.
- Best Reader Award should be instituted.
- Collaborative efforts between departments and teachers should be made for making the library's vast collection accessible to the students, so that they have ample opportunities to utilize the resources available to them.
- Integrating collaborative learning spaces and individual carrels for research scholars within the library can enrich student engagement.
- Librarian should continue with the sessions on Research Support for faculties, research scholars, and students. This will go a long way to enhance the quality of research output and visibility of the institution.

It is concluded that library is adequate in terms of print resources and several electronic resources which are made available to the users. All routine activities are carried out smoothly. There is a need to look at things with a perspective to add value to the tasks that are being performed and take initiatives which will help to enhance performance of teaching and research in the organization.



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Date: 4th March 2024

Place: Mumbai