Chapter 1

Introduction
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Libraries inform their users of what materials are available in their collections and how to access that information. Before the computer age, this was accomplished by the card catalog a cabinet containing many drawers filled with index cards that identified books and other materials. In a large library, the card catalog often filled a large room. The emergence of the Internet, however, has led to the adoption of electronic catalog databases (often referred to as "webcasts" or as online public access catalogs, OPACs), which allow users to search the library’s holdings from any location with Internet access. This style of catalog maintenance is compatible with new types of libraries, such as digital libraries and distributed libraries, as well as older libraries that have been retrofitted. Electronic catalog databases are criticized by some who believe that the old card catalog system was both easier to navigate and allowed retention of information, by writing directly on the cards, that is lost in the electronic systems. This argument is analogous to the debate over paper books and e-books. While libraries have been accused of precipitously throwing out valuable information in card catalogs, most modern ones have nonetheless made the move to electronic catalog databases. Large libraries may be scattered within multiple buildings across a town, each having multiple floors, with multiple rooms housing the resources across a series of shelves. Once a user has located a resource within the catalog, they must then use navigational guidance to retrieve the resource physically; a process that may be assisted through signage, maps, GPS systems or RFID tagging [1].
2. Library Collection Development

Library Collection Development is the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources, and other media. Collections are developed by librarians and library staff by buying or otherwise acquiring materials over a period of time, based on assessment of the information needs of the library's users. In addition to ongoing materials acquisition, library collection development includes:

- The creation of policies to guide material selection
- Replacement of worn or lost materials
- Removal (weeding) of materials no longer needed in the collection
- Planning for new collections or collection areas
- Cooperative decision-making with other libraries or within library consortia [2]

3. Infrastructure

- Change from institutional thinking to subject area thinking.
- Establishment of new co-operation structures in virtual subject consortia across institutions boundaries, sizes and geography.
- Development of new co-operation models including development of common service functions, lending routes and regulations, economy (inter-institutional financing models), wholesale societies, resource sharing, development of common service products etc.
- Implement educational concept for competence development of staff.
- Introduce knowledge sharing within the framework (mediate and reuse products, knowledge, competencies within).
- Develop educational concept for users.
- Infrastructure Library originated as a collection of books, each covering a specific practice within IT Service Management. [3]
BACKGROUND INFORMATION ABOUT THE INSTITUTES

[4] SHIVDHAN SINGH INSTITUTE OF TECHNOLOGY AND MANAGEMENT AND TECHNOLOGY

The Shivdhan Singh institute of Management (SSITM) is located in Aligarh Mathura road. It is appropriately 10 km from the Aligarh railway station. SSITM was established in year 1997. Named after the late Shri Thakur Shivdhan Singh (1897-1984). It stands as a symbol of the highest ideals of education in engineering, pharmacy and management.

SSITM has its own spacious campus spread over an area of 45 acres of land. Its constructed area has three main portions—the amenities block, academic and administrative blocks. These blocks are modern in design and are equipped with all necessary facilities essential for a good quality of life on campus through the SSITM campus is should by the three district academic disciplines of engineering, pharmacy and management, these discipline and their accompanying infrastructure have a unique and independent identity within the campus.

The SSITM administration ensures that all facilities are organized and well-maintained, ensuring the smooth running of courses at SSITM. At the same time there is a healthy interaction between the student and faculty members from all streams. There by enriching the exposure gained by all. At SSITM, special attention is paid to the design and functionality of lecture theaters. They are air-conditioned, these providing a very comfortable teaching and learning experience teaching and learning are serious process requiring great diligence and concentration, hence they are provided air-condition to make these process simple for our faculty members as well as students. Similarly, they have also built separately seminar hall and syndicate halls on their campus, with a view to facilitate easier teaching and learning. At SSIM, they constantly strive to enhance educational facilities.
4.1 VISSION AND MISSION

"To elevate SEG to become a preferred destination not only in the state of UP but also whole in India and finally globally for high qualities and value based technical education, where it will be a part of education to foster in the ability to apply what they learn, believe in lifelong learning and dedicate themselves to work for the common good.

4.2 SSITM OFFER COURSES

- Under Graduate courses

**B. Tech**
- Computer science & engineering
- Information technology
- Electronics & communication Engineering
- Electrical & electronic engineering
- Mechanical Engineering
- Civil Engineering
- Agriculture Engineering

- POST GRADUATE COURSES

**M. Tech**
- Machine Design
- Production Engineering
- Communication & information system
- Electronic circuit & system Design

**M. Pharma**
- Pharmaceutical chemistry
- Pharmaceutics
- MBA
- MCA

4.3 OBJECTIVES OF THE INSTITUTE

- To impart academic excellence in technical education.
• To increase talent of the student in the field of engineering technology.
• To develop the overall personality and competence of the student.
• To strive incessantly to achieve the goal of the institute.
• Upgrading our information technology infrastructure.

4.4 FACILITIES AVAILABLE

- Echo-friendly campus
- High-tech facility
- A/C computer labs
- Resources center
- Wi-Fi campus
- Separate boys/girls hostels within the hostel
- Placement cell
- Library & information service
- Book bank
- Modern gymnasium & health club within the campus
- Transportation facility
- Aesthetic labs

4.5 EXCELLENCE INFRASTRUCTURE

Spread across 3 campuses, aggregating over 30 acres, the institute has state of the art infrastructure including spacious class rooms, computer labs, workshops and laboratories, libraries with huge collection of books and latest general 24x7 internet connectivity.

4.6 LIBRARY

Library plays crucial role in supplementing learning and teaching activities. Faculty members as well as students are dependent on library services. These are, therefore critical for the well being of an educational institute. SSITM have a well-stocked computerized library with different reading and stacking areas. It is spread over an area of 450 sq.m and is fully air-conditioned and
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computerized. As a good library should be, it is spacious with a quiet and peaceful atmosphere to facilitate studying for students who tend to spend several hours in the library.

The SSITM library has a large stock of approximately 50,000 books on 1800 titles in addition, the institute also subscribes to various national and international journals and newsletters related to technology, computers, and other useful subjects.

4.7 DIGITAL LIBRARY

The institute has become a member of university, IIT, MHRD & other major library networks through the connectivity of DELNET library facility. Further, the institute library has access to 47 IEEE electronic journals through the internet and approx 1050 CDs on various topics are available in the library for self-learning.

4.8 COLLECTION

The total collection of the library possess 41,406 volumes and 1800 titles. The collection of library divided into three parts started below the text books. Journal and categorized on the basis of course that is-

- **Text books Engineering**
  - On this the total no of volumes are 40106 for B. Tech (CE, EE, ME, AGE, CS, IT) student and 26106 cities of books.
  - Journal in the SSITM no of journal are 20 journal related with engineering subjects field.

- **Pharmacy**
  - In this the total no of volume are 70000 for pharmacy student and 33106 titles of book.
  - Journal of SSITM no of journal are 32 related with pharmacy subject field.
• Management
  ➢ In this section the total no of volume are 7000 for management student and 33106 titles of book.
  ➢ Journal in the SSITM no of journal are 27 journals related with the engineering subject field.
• Dictionary
  ➢ Library has many important collection of dictionaries like neebstedm Bhasker, oxfords and Cambridge that is related with English management, economic and (Computer science subject)
Magazines and Newspaper- library has collection of magazine and newspapers. In the library 10 magazines and 6 newspaper available to relate with different field of engineering and pharmacy.
• Journals
Some journals related to engineering pharmacy and management
  ➢ The Indian Journals of Hospital pharmacy vol. 46 (5-6) Sep-Oct & Nov-Dec, 2009.
  ➢ Modern Pharmaceutical vol. 5 no 5, 1 June 2010.
  ➢ The ICFAI journal of monetary economics vol. 111, no. 3 August, 2005.
• Magazines
  ➢ Outlook
  ➢ Business Today
  ➢ Information Technology
  ➢ Computer Graphic
  ➢ Computer Today
  ➢ Communication
• Newspaper’s
  ➢ Times of India
Introduction

Hindustan Times
Business Standard
Economic Times
Amar Ujala
Dainik

4.9 Services

- Circulation Service: This service involve simply issue and return of the document to the readers. The library provides one library card to the bonafide students. The student taken the books only by the library card.

- References Services: It is the services rendered by the librarian in act of some sort of study. It provide personalized services to readers. To help to readers in making them required with references books and the nature of the library.

- SSIIM book Bank: The scheme of book bank commended from July 2005 membership of the scheme is voluntary. Each member shall be eligible to borrow book of each subject as decided by the subject teacher for the whole semester. Books obtained by the student from the book bank shall be returned to book bank with in 14 days.

- Interlibrary loan service: Library consult for inter library loan with its departmental libraries and connected with DELNET (Developing library network).

- Current awareness service: Library time to time provides updated information in the form of ‘New arrivals’. It provides to student current issue of related subject.

- Selective dissemination of Information services: Library provides books and other material on demand of student and teachers. This facility made available all the time to the student and teachers.
• **Photocopy service:** Library provide photocopy service. It has one machine of photocopy facility for the users.

• **Software:** Library data collection is stored in the latest version of netlib software.

• **Classification:** Library used 19th and 21st edition of DDC for classifying of the documents.

**Reading room:** The library reading room is air-conditioned and has the capacity of 200 seats.

The SSITM has a good central library to provide required information to its students but some changes are necessary.

• Library should increase not of books journals and magazine.

• No. of computers should be increased for the student.

• DVDs, CDs audio, video cassettes should be allowed to student for study.

• Library should be fully computerized. It’s very necessary for ease of access material to the student.

### 4.10 SALIENT FEATURES

• **Departmental Computer Lab:** The institute have various Department Computers labs viz. Dept. of Computer Science Lab, Computer Lab, Dept. of Mechanical Engineering etc.

• **Health Centre:** College maintain a primary health centre where medical services are made available to the student in the college campus itself.

• **Hostels:** The institute have separate hostels for girls and boys. There are two hostels for boys and girls capacity of accommodating 300 and 200 student respectively.

• **Sport Facilities:** The college provide facilities to student to pasture a wide range of sporting activities on the campus viz. Hockey, Volleyball, Tennis, Badminton etc.
- **Guest House**: The college maintained air conditioned and furnished guest house.
- **Other Feature**: Well equipped laboratories and workshops, corporate teaching programme and seminars etc.
BACKGROUND INFORMATION OF INSTITUTE

[5] ALIGARH COLLEGE OF ENGINEERING & TECHNOLOGY

Aligarh college of engineering & technology popularly referred to as ACET, is a renowned educational institute in north India. The college established in 2001, imparts technical education in various disciplines, at different levels. It is affiliated to Uttar Pradesh technical university (UPTU), Lucknow. The courses offered by the college have been approved by all India council for technical educational (AICTE), New Delhi.

Jawahar vidyalaya society registered under societies registration act Xxi, is the promoter and founder of Aligarh college of engineering. The society established the institute, with a noble aim of promoting technical education in Aligarh, where facilities of higher education in engineering and management streams were reportedly inadequately, ACET has contributed a great deal in making Aligarh a hub for higher education in India.

5.1 ACET OFFER COURSES

- Under Graduate courses
  B. Tech
    ➢ Computer science & engineering
    ➢ Information technology
    ➢ Electronics & communication Engineering
    ➢ Mechanical Engineering
    ➢ Civil Engineering
    ➢ Agriculture Engineering
    ➢ BE

- POST GRADUATE COURSES
  ➢ MBA
  ➢ MCA
5.2 Collection

The total collection of the library posse's 30000 books and other literacy material related with engineering and technology.

Text books: The total no. of volumes is 30,200 and 1120 titles of the book available for the B. Tech student in computer sciences and technology. Mechanical engineering, electronic, sciences MBA, MCA student of management.

Journals: Library has 15 journals National and international annually subscribed.

Online Journal: Library has 241 E journals online through INDEST- AICTE consortium.

IEL Online: 219 Journals

Springerlink: 400 Journals

Encyclopedia- Library has different subject encyclopedia of Britannia that is related with computer science mechanical engineering, electronics etc.

Dictionaries: Library has many important collection of Dictionary like Oxford Advanced learner dictionary Webster, Dodline, Bhargav, Cambridge etc.

Magazine/Newspapers- Library has 20 national and international Magazine and 6 newspaper daily subscribed in the library.

Other Materials: Library has also other materials Viz, year books. Bibliographies, Maps atlas, project report etc.

- Journals
  - Journals of Business Management (Quarterly)
  - International Journal of Computer 17 and engineering (Quarterly)
  - The ICFOI journals of applied finance Vol. 15 No. 5 may 2009.
  - International Journals of Information electrical (Quarterly)
  - Journals of the Institute of Engineering (India) Vol. 90 may 18, 2009.

- Magazine
  - India Today
  - Astrological Magazine
5.3 SERVICES

➢ **Circulation Service** - Library Provide library Card for B. Tech student. One book can issue on card for seven days and 1 rupees fine if book will be return after seven days. Circulation timing 9:00 A.M to 3:00 P.M.

➢ **Reference Service**: Library provides reference service for student. It provides personalized service to readers. It is an informed and personal assistance in interpreting library collection student can study with their needs and demand.

➢ **Book Bank**: In the book bank good collection of book. A student's teachers can get books free but some charged for journal.

➢ **Inter Library loan service** - Library cannot for interlibrary loan with its departmental libraries. Library observed some important books on demand of student.

➢ **Current awareness service** - Library has started current awareness service in the form of (Latest Arrival) latest 40 volume of book display in this facility. Student knows about the latest book of their subject.

➢ **Selective dissemination service** - Library provides on demand facility for the student. Library ordered those books which are on
demand to the student. Time to on time provides their service to the student.

- **Reprography**: Library provides the Xerox or photo state of the documents and have the duplicate copy of the document for the convenience of the user, library has one photocopy machines.

- **News paper clipping service**: This service informed the student about the current recruitment. Advertisement ACET news related with student etc. the news regarding it. Cutted and preserved in the file.

- **Internet and Multimedia service**: Library provides internet facility with multi media feature where student enhance, access and retire stored, communicated information with their needs.

### 5.4 ACET CENTRAL LIBRARY

Library has rich collection of carefully selected books in all areas of engineering, management, computer application and social science from a part of impressive air conditional library.

Library is divided into following categories:

1. **Stack Area**: Followed closed access system followed in the stack area. Very wide collection books is arranged in alphabetical order in the separately raw of book shelves viz. Management, Engineering etc.

2. **Reference Section**: The reference section has a big reading room having 100 spaces for student at a time.

3. **Magazine / Newspaper section**: In this section there is a big open space for sitting of students and 20 magazines are kept on racks in arranged in display manner. Student may get them issued form the section only to read in this section.

4. **Periodical Section**: In this section display racks are kept in arranged manner to display periodical which are related to computer science, and information technology, management etc.
5. **Reading Room:** It is a well maintained and large reading room long capacity 100 students.

6. **Virtual Class Room:** A virtual lecture room has been established with plasma screen and LC projector students can learn by listening to as well as interacting with any faculty.

7. **Internet Section:** Library has provide internet facility. In this section student can access and relative information using internet student can search online journal in this section.

5.5 Conclusion

In the swimming up we can say that ACET library is some modernized according to the present time.

Its facility and its services, collection and facilities are sufficient for their student and teachers, but some improvement necessary for the overall developing for the library.
## COMPARISON BETWEEN TWO LIBRARIES

<table>
<thead>
<tr>
<th>SSIIM central (Library)</th>
<th>ACET Central (Library)</th>
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<tbody>
<tr>
<td><strong>Building</strong> – SSITM library is a big and marvelous building constructed in 1997 over area of 45 acres</td>
<td>ACET central library is good building constructed in 30 acres.</td>
</tr>
<tr>
<td><strong>Timing</strong> – Its normal timing is 8 am to 4.00 and circulation timing is 9 am to 3 pm.</td>
<td>Its normal timing is 9 am to 4 pm and circulation timing is 10.00 to 2 p.m.</td>
</tr>
<tr>
<td><strong>Staff</strong> – The library has 4 staff having 2 skilled professional and 2 Non professional.</td>
<td>The library has 5 staff having 2 skilled professional and 3 Non-professional.</td>
</tr>
<tr>
<td><strong>Budget</strong> – Library is provided sufficient budget by the institute for its development, every year in addition to this a some of rupee made available the library for test books journals as per demand out the grant of world bank granted to the institute every year.</td>
<td>The budget to library is provided sufficient budget by the institutes for its development.</td>
</tr>
<tr>
<td><strong>Collection</strong> – Library subscribed both national and international journal and access sufficient no. of magazines and newspaper available for the student in the library.</td>
<td>This library also subscribed both national and international journal but the no of journal and magazine and newspaper and test books etc. are not sufficient for the student.</td>
</tr>
<tr>
<td>Library has also collection of Hindi, English literature etc.</td>
<td>Library does not have this type of collection.</td>
</tr>
<tr>
<td><strong>Service</strong> – This library is providing nine important services in its field.</td>
<td>The library is providing seven library services in its field.</td>
</tr>
<tr>
<td>There is virtual, center hall and digital and internet section where student</td>
<td>There is no such facility for the student.</td>
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<td>Introduction</td>
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<td>may search material of them need.</td>
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<tr>
<td><strong>User:</strong> The number of library users are very much approximately 200 student visit library daily.</td>
<td>The number of library use are not very much approximately 100 student visit library daily.</td>
</tr>
<tr>
<td>OPAC system facility is available here and every student is familiar of the system.</td>
<td>OPAC system faculty is available here but every student is not familiar of the system.</td>
</tr>
<tr>
<td>SSITM IT is some modernized according to the present need of student and teachers.</td>
<td>ACET library is not so modernized according to their need of student and teachers.</td>
</tr>
</tbody>
</table>
REFERENCES

4. Prospectus Published from Shivdan Singh Institute of Technology & Management and Aligarh College of Engineering & Technology, Institutes.