APPENDICES
## POST GRADUATE COURSES IN GENERAL DEGREE COLLEGES

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of the college with Affiliating University</th>
<th>Subject Introduced at Post-Graduate Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Presidency College</td>
<td>Physics, Chemistry, Geology, Zoology, Physiology, Botany, Geography, Applied Economics, Hindi, Environmental System Management, Molecular Biology &amp; Genetics</td>
</tr>
<tr>
<td>2.</td>
<td>Bethun College</td>
<td>Botany, Zoology</td>
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<td>3.</td>
<td>Maulana Azad College</td>
<td>Zoology</td>
</tr>
<tr>
<td>4.</td>
<td>Lady Brabourne College</td>
<td>Geography, Microbiology</td>
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<td>5.</td>
<td>Barasat Govt. College</td>
<td>Botany</td>
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<td>7.</td>
<td>Bidhannagar College</td>
<td>Zoology, Microbiology</td>
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<td>8.</td>
<td>Taki Govt. College</td>
<td>Bengali</td>
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<td>9.</td>
<td>Asutosh College, Kolkata</td>
<td>Environmental Science</td>
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<td>10.</td>
<td>Dinabandhu Andrews Coollege</td>
<td>Zoology</td>
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<tr>
<td>11.</td>
<td>A.P.C. College, New Barrackpore</td>
<td>Microbiology, Computer Science</td>
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<td>12.</td>
<td>Rastraguru Surendranath College, Barrackpore</td>
<td>Microbiology, Computer Science</td>
</tr>
<tr>
<td>13.</td>
<td>St. Xaviers College</td>
<td>Computer Science</td>
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<td>14.</td>
<td>Scottish Church College</td>
<td>Zoology</td>
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<td>No.</td>
<td>College/Institute</td>
<td>Department/Field</td>
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<td>15</td>
<td>Bongaon Dinabandhu Mahavidyalaya</td>
<td>Bengali</td>
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<td>16</td>
<td>Narendrapur Ramkrishna Mission</td>
<td>Chemistry</td>
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<td>17</td>
<td>Vidyasagar College</td>
<td>Zoology</td>
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<tr>
<td>18</td>
<td>Bijoygarh Jyotish Roy College</td>
<td>Microbiology</td>
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<tr>
<td>19</td>
<td>Belur Ramkrishna Mission</td>
<td>Mathematics, Sanskrit</td>
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<tr>
<td>20</td>
<td>Fakir Chand College, Diamond Harbour</td>
<td>Education</td>
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<tr>
<td>21</td>
<td>David Hare Training College</td>
<td>M. Ed., M. Phil. (with Netaji Open Univ)</td>
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<tr>
<td>22</td>
<td>Post Graduate Training College for Physical Education, Banipur</td>
<td>Physical Education (M. P. Ed.)</td>
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<td>23</td>
<td>Institute of Education for Woman Hastings House, Alipore</td>
<td>M. Ed.</td>
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<tr>
<td>24</td>
<td>State Institute of Physical Education for Woman, Hastings House, Alipore</td>
<td>M. P. Ed.</td>
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<td>25</td>
<td>Govt. College of Art &amp; Craft</td>
<td>Visual Arts (MVA)</td>
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<td></td>
<td><strong>Burdwan University</strong></td>
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<td>26</td>
<td>Hooghly Mohsin College, Hooghly</td>
<td>Political Sc., Physiology, Commerce</td>
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<td>27</td>
<td>Chandannagar College, Hooghly</td>
<td>Geography</td>
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<td>28</td>
<td>Bankura Christian College</td>
<td>English, Bengali</td>
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<td>29</td>
<td>Durgapur Govt.College</td>
<td>Geology</td>
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<tr>
<td>30</td>
<td>B. B. College, Asansole</td>
<td>Physics</td>
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<td>31</td>
<td>J. K. College, Purulia</td>
<td>Mathematics</td>
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<td>32</td>
<td>Burdwan Raj College</td>
<td>Bengali</td>
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<tr>
<td>No.</td>
<td>College Name</td>
<td>Subject(s)</td>
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<td>33.</td>
<td>Burdwan Vivekananda College</td>
<td>Chemistry</td>
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<td>34.</td>
<td>Burdwan M. U. C. College</td>
<td>English</td>
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<td>35.</td>
<td>Krishnagar Govt. College</td>
<td>Philosophy, Geography</td>
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<td>36.</td>
<td>Krisnanath College, Berhumpur Murshidabad</td>
<td>Sericulture, Physiology Sanskrit</td>
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<td>37.</td>
<td>Kanchrapara College, Kanchrapara 24-parganas (N)</td>
<td>Hindi</td>
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<td>38.</td>
<td>ABN Seal College</td>
<td>Bengali</td>
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<td>39.</td>
<td>Darjeeling Govt. College, Darjeeling</td>
<td>Zoology, Botany, Nepali, English</td>
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<td>40.</td>
<td>Malda College</td>
<td>English, History</td>
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<td>41.</td>
<td>Balurghat College</td>
<td>Bengali, Commerce</td>
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<td>42.</td>
<td>Raiganj College</td>
<td>Bengali</td>
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<td>43.</td>
<td>Ananda Chandra College</td>
<td>Bengali</td>
</tr>
<tr>
<td>44.</td>
<td>Jhargram Raj College</td>
<td>Chemistry</td>
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<tr>
<td>45.</td>
<td>Raja N. L. Khan Women’s College</td>
<td>Zoology</td>
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<tr>
<td>46.</td>
<td>Midnapore College</td>
<td>Physics</td>
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**Reference**
Appendix - IIA

Questionnaire

1. a. Name of the Library
   Year of establishment

b. Address of the Library

c. Name of the Parent institution

d. Name of the affiliating organization

2. No. of courses are being introduced / being taught in your college

   Introduced       Being taught

   a. Post Graduate Course

   b. Under Graduate Honours Course

   c. Under Graduate General course

   d. Self-financing Course

   e. Other Course

3. i. Whether the library capacity being
   considered before introducing a new course. Yes / No

   ii. What is the mode of library capacity
   estimation? (please tick)

   Considering the Book strength.

   Considering the staff strength.

   Considering the space of library.

4. Do you think the library-service has
   been affected for the enhancement
   within the study-teaching programme
   of college? If yes, please specify Yes / No
5. Whether the staff-structure of the library has been enhanced due to the enhancement of the subject taught/student strength. Yes / No

If no, give your views

6. i. Number of users of the library —
   - Professor :
   - Reader :
   - Lecturer :
   - Researcher :
   - P G Student :
   - U G Student :
   - Other Member :

ii. Percentage of the potential users —

7. Total no of documents —

   Number
   - Text books :
   - Referance books :
   - Bound volume of periodicals :
   - Other non- book materials :
   - CD ROMs / Floppy disks :
   - Cassettes :
   - Other materials :

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8. i. Is there any definite policy for collection development, Stock verification and withdrawal of non-useful document?  Yes/No

   ii. Is there any new policy for Neo-document?  Yes / No

Please give brief information in the following space—

<table>
<thead>
<tr>
<th>Policy for Collection development</th>
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<tr>
<th>Policy for Stock verification</th>
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<thead>
<tr>
<th>Policy for withdrawal of book</th>
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</table>

9. Does the college have separate library building?  Yes / No

10. Please mention the location of the library with its total area in sq ft.

<table>
<thead>
<tr>
<th>Location of the library</th>
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</table>

<table>
<thead>
<tr>
<th>Total area of the library</th>
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</thead>
<tbody>
<tr>
<td>Total reading space in the library</td>
</tr>
<tr>
<td>Total service area in the library</td>
</tr>
<tr>
<td>Total stack area</td>
</tr>
</tbody>
</table>

11. Whether the space of the library has been increased along with the enhancement of the student strength.  Yes / No
12. What is the ratio of seating capacity to the users?  
   Faculty  
   Researcher  
   PG student  
   UG student  


14. Does the library extend working hours  
   before / after class hours?  
   Yes / No  

15. Does the library function on Saturdays,  
   Sundays and holidays to facilitate use  
   by the researchers, students and faculties?  
   Yes / No  

16. Is the time schedule of the library  
   convenient for your users?  
   Yes / No  

17. If not convenient, please justify the situation  
   and suggest an ideal timing for users.  

18. How regularly is the library being used by the members?  
   Daily  Occasionally  Sparingly  Not at all  
   Professor  
   Reader  
   Lecturer  
   Researcher  
   PG student  
   UG student  
   Other member  

19. Why do they visit library?
To issue books       To use periodicals       To use Ref. Materials
Professors
Reader
Lecturer
Researcher
PG student
UG student
Other Member

20. Which services are available in the library? (Please Tick)

- Lending service
- Reading Room Service
- Photocopying Service
- Reference Service

Through Internet
Inhouse Document
CAS
SDI
Bibliography
Inter library loan service
OPAC

21. How do they use the library?

Consulting document
in reading room       CAS       SDI       Bibliography       Photocopy       Others
Professor
Lecturer
Reader
Researcher
PG student
UG student
Other Member
22. Arrangement of your library

a. Are all documents of your library properly classified and catalogued? Yes / No

b. What scheme is used for classifying the documents? DDC / UDC

c. What code is being used for cataloguing of document? AACRI / AACRII

d. Are your stack marked by Bay guide? Yes / No

23. a. Does the college have a Library Advisory Committee? Yes / No

If yes, please mention the role of the Library Advisory Committee

b. Does the college have a Library Committee? Yes / No

If yes, who is the convenor of it: Librarian / Teacher-in-Charge
Mention the Role of Library Committee

24. i. No. of Staff members in your library.

Professionals
Para Professionals
Non Professionals

ii. Whether the number of staff increased due to the enhancement of workload for introducing new curriculum. Yes / No

25. i. Is your Institution accredited with NAAC? Yes / No

If yes, please specify the Time & Grade
If no, please give your views.
ii. Is there any policy for self evaluation? Yes/No

iii. Do you think that your library service is satisfactory to your users? Yes/No

26. Give an organization structure of your library.

27. Are the qualification, experience and pay of the librarian on a par with that of the academic staff and as par UGC norms? Yes / No

28. Has the librarians attended /participated in
   Orientation Programme / Refresher Courses OP Yes / No
   Seminar/ Conference / Work-Shop RC Yes / No
   Seminar Seminar Yes / No

29. Does the librarian enjoy on-duty leave for attending the following programme? Yes / No
   If yes, please tick
   OP Yes / No
   RC Yes / No
   Seminar Yes / No
   Conference Yes / No
   Workshop Yes / No

If no, please give your views:
30. Is the librarian entitled to apply for 
Major/Minor research project 
under UGC scheme? Yes / No 
If no, please write something about your feeling as an academic staff of a college

31. Name the financial agencies for your library

32. Is there any other non-Govt financial agencies for library (if any)

33. Please mention financial grant for last few years 
Both from Central / State Govt. / Other agencies

<table>
<thead>
<tr>
<th>Year</th>
<th>CentralGovt / State Govt.</th>
<th>Other Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001 - 2002</td>
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<td>2002 - 2003</td>
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<td>2005 - 2006</td>
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<td>2006 - 2007</td>
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</tbody>
</table>
34. Whether your library received any grant from UGC during period of the 9th five year plan and the 10th five year plan Yes / No

If yes, please mention the amount of grant:

<table>
<thead>
<tr>
<th>9th Plan</th>
<th>10th Plan</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

35. i. Is the annual grant of your library satisfactory? Yes / No

ii. Is there any enhancement in grant due to the introduction of new curricula? Yes / No

If yes, please specify

- Grant for Book Purchase
- Grant for the provision for staff
- Grant for library development as a whole

36. If the grant is not satisfactory, how your library managed the financial crunch?

a. By curtailing periodical subscription Yes / No
b. Taking Co-operative venture regarding collection development (Consortia) Yes / No
c. Starting Inter-library loan system Yes / No
d. Any other measure Yes / No

Give your views
37. Whether the atmosphere is suitable for reading.  Suitable / Unsuitable

38. Please provide information about the climatic condition of your library (approximate measurement)

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<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Monsoon</th>
<th>Winter</th>
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<tbody>
<tr>
<td>Humidity</td>
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<td>Thennal Condition</td>
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</table>

39. Is your library building planned to control the local variation of climate.  Yes/No

40. Are the lighting systems and ventilations system of your library stack appropriate to preserve the documents?  Yes / No

41. a. Is there any pre-planned preservation policy taken up by the library authority?  Yes / No
   b. Is there any special preservation policy for e-document?  Yes / No

42. Please mention the preservation techniques which are being used for your library (use the following space)

43. Is the Generator facility available to the library?  Yes / No
44. a. Is the Internet facility available to the library users? Yes / No
   b. If yes, how many on-line journals are available? Please specify —

45. Are the library functions automated? Yes / No
   If yes, are they fully / partially automated
      Fully Computerised
      Partially Computerised
   Please specify—

46. Library computerisation project is being taken in the year of (Please specify the year).

47. i. Whether the project is a planned project? Yes / No
   If yes, whether librarian is consulted before framing the project. Yes / No
   ii. Whether the librarian is informed about the plan for the on-going Computerization Project. Yes / No
   iii. Is the total project phase-wise divided? Yes / No
   iv. Is there any target time for finishing the project? Yes / No
   If yes, please give your views—

48. The Project is headed by (please tick)
   Convenor of the Library advisory Committee
   Principal
   Convenor of the Library Committee
   Librarian
   Any other external agency
49. Is there any special technical personnel
appointed for monitoring the new type of job? Yes / No
If yes, please specify

50. Is there any special privilege for librarian for
taking up a new work-load along with the routine work? Yes / No

51. Whether the librarian and other professional staff
are trained up for tackling the new job other than
the privilege of Refresher Courses (RC). Yes / No

52. Do you consider the RC is sufficient for managing
the project for library computerisation? Yes / No
If no, please suggest the remedial measure

53. The Computerisation project (Please tick)
is funded by UGC / State Govt / Other Agency.

54. Is there any direct supervision on behalf of
the funding agency? Yes/No

55. Is there any provision for auditing for
the project from the funding agency? Yes / No
If yes, please write the procedure in the following space
56. Whether any bibliographic database has been made at the initial level
   Yes / No
   If yes, what software has been used (Please Tick) CDS / ISIS /WINISIS

57. i. Whether any integrated library software is being used for library computerisation at the initial level.
   Yes / No
   If yes, please specify the name of the software with the name of vendor.

ii. Whether the hardware is supplied by the same vendor?
   Yes / No

58. Whether the library software is a Networked Version?
   Yes / No

59. Whether the library software follows the standardized format (for bibliographic description)
   If yes, Please specify MARC II
   CCF
   Any other standardized format

60. Is your library connected with Network system? INFLIBNET
    DELNET
    ERNET
    Any other Network

61. Whether any privilege of AMC for your hardware and software system is available form your funding agency
   Yes / No
   If no, how will you manage the situation? Please mention
62. If both hardware and software upgradation are not available from the same vendor what measure is being taken of your organization? Please mention below—

63. Do you think that system changing is a continuous process? Yes / No

64. At present your library is going to what stage— Initial Stage Primary stage Semi final stage Running with the new the system

65. Do you think the progress of the library computerisation project is cost-effective: Yes / No Whether there is any performance management policy followed in the library. Please give your views—

66. Whether the library-service is interrupted due to this library computerization. Please give your views in the space provided.
67. If you have any suggestion for the uninterrupted library service in this era of transformation, please note it down in brief in the space provided —

Designation
Name of the Institution
(Office Seal)

Signature :
Date :
Appendix - IIB

Questionnaire - 2

(Library Services : Users’ views)

Each 10 points (WEIGHTAGE should be given by the users’)

Name of the College Library:

Address of the College Library:

Name of the Student/Faculty Member:

Name of the Department & Course:

Performance of the library is to be evaluated through following points of view—

(Rating on a scale 1-10)  WEIGHTAGE

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<th>1</th>
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<tbody>
<tr>
<td>1. Availability of books</td>
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<td>2. Availability of periodicals</td>
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<td>3. Quality of reference service</td>
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<td>4. Quality of reference collection</td>
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<td>5. Library environment</td>
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<td>6. Integrity of the catalogue</td>
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<td>7. Friendly service</td>
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<td>8. Copying facilities</td>
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<td>10. Helpful librarians</td>
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DATE                                                                                          SIGNATURE
## Govt. College Libraries

### 1. Presidency College Library (1817)

- **Physical facilities:**
  - Located at college premises.
  - University buildings are not possessing standard library architecture.
  - There is a provision for departmental libraries.
  - Library space - not available.
  - Library hour 39 hrs a week.

- **Collection:**
  - It consists of 3,5 lakhs books and 1.5 lakhs bound volume of periodicals; 35 journals, in addition 16 complimentary journals.

- **Manpower:**
  - 2 qualified librarian; 3 Group-D staff.

- **Number of user:**
  - College community i.e. 600 students (UG & PG); all faculties and other member.

- **Library access and organization:**
  - Open Access.
  - Library books are processed by the DDC scheme and AACR II-R code.

- **Library services:**
  - Reference Service, lending service, photocopy service are available in the library.

- **Library finance:**
  - State Govt grant & the UGC grant. Recently received a special fund (6 lakhs) from the National Archives of India for conservation of the library materials.

- **Use of IT:**
  - A fully computerized library (since 2001). Now the library has changed its software from BIBLIOSYS to LIBSYS in 2006. OPAC & Internet facilities are available.

- **Networking:**
  - LAN established for internal use. Library databases is not including within the LAN.

- **Accreditation:**
  - Awarded as a Center with Potential for Excellence by the UGC & Accredited by the NAAC got A++ grade.

- **Provision of Web-page:**
  - www.presidencycollege.ac.in Library information is available in "facility".

### 2. Bethune College Library (1879)

- **Physical facilities:**
  - Located at college premises.
  - There are two libraries.
  - Science Library and Arts Library. Library buildings are not possessing standard library architecture.
  - There is a provision for departmental libraries.
  - Library space: 6000 sq ft. Library hour 40 hrs a week.

- **Collection:**
  - 70,000 books; 32 periodicals, 10,000 bound volume of periodicals.

- **Manpower:**
  - 2 qualified librarian; 6 Group-D staff.

- **Number of user:**
  - College community i.e. 3000 students; faculty members and other staff member.

- **Library access and organization:**
  - Closed Access.
  - Library books are processed by the DDC scheme and AACR II-R code.

- **Library services:**
  - Reference Service, lending service, photocopy service are available in the library.

- **Library finance:**
  - State Govt grant & the UGC grant. Recently received a special fund (6 lakhs) from the National Archives of India for conservation of the library materials.

- **Use of IT:**
  - A fully computerized library (since 2001). Now the library has changed its software from BIBLIOSYS to LIBSYS in 2006. OPAC & Internet facilities are available.

- **Networking:**
  - LAN established for internal use. Library databases is not including within the LAN.

- **Accreditation:**
  - Accredited by the NAAC got A++ grade.

- **Provision of Web-page:**
  - www.bethunecollege.ac.in Library information is available in "facility".

### 3. Moulana Azad College Library (1926)

- **Physical facilities:**
  - Located at the college premises.
  - The college has a general library including all other departmental libraries.
  - The carpet area of the library is 6000 sq ft. Library hour 39 hrs a week.

- **Collection:**
  - It possesses 99972 books.

- **Manpower:**
  - 2 qualified librarians; 3 Group-D staff.

- **Number of user:**
  - College community including all teachers and students.

- **Library access and organization:**
  - Open Access.
  - Library books are processed by the DDC scheme and AACR II-R code.

- **Library services:**
  - Reference Service, lending service, photocopy service are available in the library.

- **Library finance:**
  - State Govt grant & the UGC grant. Recently received a special fund (6 lakhs) from the National Archives of India for conservation of the library materials.

- **Use of IT:**
  - Partially computerized library since 2000. The library switched over to LIBSYS in 2006.

- **Networking:**
  - LAN established for internal use. Library databases is not including within the LAN.

- **Accreditation:**
  - Accredited by the NAAC got A++ grade.

- **Provision of Web-page:**
  - www.moulanaazadcollege.org It contains a very brief information about the library.

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### Appendix IIIA

<table>
<thead>
<tr>
<th>Physical facilities</th>
<th>Collection</th>
<th>Manpower</th>
<th>Number of user</th>
<th>Library access and organization</th>
<th>Library services</th>
<th>Library finance</th>
<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page</th>
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<td>Gov t. College Libraries</td>
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<td>Physical facilities</td>
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<tr>
<td><strong>4. Lady Brabourne College Library (1939)</strong></td>
<td>100,000 books, 25 periodic 387 bound volumes of periodicals 300 non book material like CDs and cassettes.</td>
<td>1 qualified librarian 4 group D staff 2 librarian posts are vacant</td>
<td>2000 users including students and faculty members. College community.</td>
<td>Library books are processed by the DDC scheme and AACR2R. Closed Access. Library is governed by a Library Committee and it is convened by the Teacher-in-charge.</td>
<td>It provides reading room service lending service, photocopying service, bibliographic searching facilities. CAS / SDI in a restricted way.</td>
<td>State Govt grant &amp; the UGC grant. Recently received a special fund from the National Archives of India for conservation of the library materials.</td>
<td>Partially computerized library and initially installed BIBLIOSYS (a local made software) since 2000; at present library has installed VLIS. OPAC &amp; Internet available.</td>
<td>LAN established for Internet use and for library software. OPAC is available within the Library premises.</td>
<td>Accredited by the NAAC. Got A grade.</td>
<td><a href="http://www.ladybrabourne.com">www.ladybrabourne.com</a> It contains a very brief information about the library.</td>
</tr>
<tr>
<td><strong>5 Bidhannagar College Library (1984)</strong></td>
<td>40,000 books . 17 journals. Number of non book material is not available.</td>
<td>1 Qualified librarian 1 Library Assistant 1 Group-D staff.</td>
<td>940 students including (UG and PG) and 64 faculty members. Two researchers and other staff members of the college.</td>
<td>Open Access. Books are classified by DDC &amp; AACR2R. Library is governed by a Library Committee and it is convened by the Teacher-in-charge. Backlog in document organization.</td>
<td>It provides reading room service lending service, photo-copying service and reference services.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Partially computerized library since 2000 and at present it is using ULB software. OPAC is available.</td>
<td>LAN established for Internet use. Library databases is not connected with the LAN.</td>
<td>Accredited by the NAAC. Got B++ grade.</td>
<td><a href="http://www.indiaeducationernet.in/bidhannagar">www.indiaeducationernet.in/bidhannagar</a> No information regarding college library.</td>
</tr>
<tr>
<td><strong>6. Hooghly Mohsin College Library (1836)</strong></td>
<td>The library possess 130,000 books, 17 Journals No of non-book material is not available.</td>
<td>2 qualified librarian 1 Library assistant and 4 Group-D staff 1 librarian post is vacant 1 Lib Asst post is vacant</td>
<td>2700 students (approx), 85 faculty members and other staff members.</td>
<td>Closed Access. Books are arranged by the old version DDC and AACR2R classified order. Library is governed by a Library Committee. Backlog in document organization.</td>
<td>Library provides reading room service, lending service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Partially computerized. Using TLMS from 2000-2005. At present library has installed LIBSYS since 2006. Law section uses WINISIS. OPAC &amp; Internet available.</td>
<td>LAN network for Internet. No library network.</td>
<td>Accredited by NAAC got B++ grade.</td>
<td><a href="http://www.hooghlymohsincollege.org">www.hooghlymohsincollege.org</a> Very brief information regarding the library.</td>
</tr>
<tr>
<td><strong>7. Chandannagar Govt. College Library (1891)</strong></td>
<td>The library consists 90,000 books, 21 journals and 120 bound volume of journals.</td>
<td>2 qualified librarian 1 non professional staff 1 gr. D staff.</td>
<td>2400 students at UG level, 300 students at PG level, and 88 faculty members and other Staff.</td>
<td>Closed Access. Documents are arranged by the old version DDC and AACR2R, &amp; AACR2R. Library is governed by a Library Committee and it is convened by the Teacher-in-charge. Backlog in document organization.</td>
<td>Library provides lending service, reading room service, photocopying service, and reference service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Partially computerized. The library has installed LIBSYS software since 2006. OPAC available. There is no Internet connection in libraries in regular basis.</td>
<td>Not done.</td>
<td>Accredited by NAAC got B++ grade.</td>
<td>No web page.</td>
</tr>
<tr>
<td>Physical facilities</td>
<td>Collection</td>
<td>Manpower</td>
<td>Number of user</td>
<td>Library access and organization</td>
<td>Library services</td>
<td>Library finance</td>
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<tr>
<td><strong>8. Durgapur Govt. College Library (1970)</strong></td>
<td>Possess separate two storied building having 1500 sq ft area. Working hours 10 AM to 5 PM. Two shifted college, no service in the morning shift. No provision for the extension of library hour during the exams. Provision for departmental libraries. Library hour 39 hrs per week</td>
<td>60,000 books. 5 periodicals .</td>
<td>2 librarians, 1 library assistant; 1 Group-D staff.</td>
<td>4500 students including (UG and PG), faculty members approximately 60 and a few number of other staffs.</td>
<td>Closed Access. Books are processed by DDC And AACRI-R-Library is governed by a Library Committee and it is convened by the Teacher-in-charge.</td>
<td>Library provides lending service, reading room service, photocopying service, and reference service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Partially computerized. Only 1500 bibliographic data has been entered. Library has installed SOUL since 2006. Internet service is available in college not in library.</td>
<td>Accredited by NAAC got B+ + grade.</td>
<td><a href="http://www.durgaporgovcollege.org">www.durgaporgovcollege.org</a></td>
</tr>
<tr>
<td><strong>9. Krishnanagar Govt. College Library (1846)</strong></td>
<td>Located at the college premises. The library has its own one story building covering about 1000 sq ft. Provision for departmental libraries. Library hours -39 hours a week.</td>
<td>The library possess 67480 books.</td>
<td>1 qualified librarian 4 Group-D staff.</td>
<td>2500 UG students, 200 PG students, and 59 faculty members and a few non-teaching staff are using the library.</td>
<td>Closed Access. Books are processed by DDC and AACRI-R. Library is governed by a Library Committee and it is convened by the Teacher-in-charge. Back log in document.</td>
<td>Library provides lending service, reading room service and reference service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>The library is working in the traditional mode.</td>
<td>Not yet accredited.</td>
<td>No web page.</td>
</tr>
<tr>
<td><strong>10. A B N Seal College Library (1888)</strong></td>
<td>Located at the college premises. The library has own two storied building having 5000 sq ft floor space. The library hour - 39 hours a week.</td>
<td>The library possess 55,000 books &amp; 37 CD-ROMs disks. Number of back volume journal is not available.</td>
<td>2 qualified librarian Group-D staff and some casual staff are working.</td>
<td>1550 UG students, 85 PG students, 2 researchers, 44 faculties, and 25 other members are using the library.</td>
<td>Closed Access. Books are processed by DDC (18th ed) and AACRI-R. Library is governed by a Library Committee, it is convened by the Teacher-in-charge. Back log in document organization.</td>
<td>Library provides lending service, reading room service and reference service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Not yet computerized. Computer has been acquired in the library.</td>
<td>The college has not yet accredited.</td>
<td>No web page.</td>
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<tr>
<td><strong>11. Darjeeling Govt. College Library (1948)</strong></td>
<td>Located at two different corners in the college. Reading room is located in the Annex building. The library working hour is 10 am to 5 pm; actually it works 12 PM to 4 PM. It is a double- shift college. Library space - data not available.</td>
<td>The library possess 68,000 books. Number of journal - Data not available.</td>
<td>1 librarian 4 Group-D staff.</td>
<td>1800 students and all faculty members.</td>
<td>Closed Access. Library Committee is working; it is convened by the librarian. Documents are classified by DDC (18th ed) and catalogued by SCRII-R. Backlog in document organization.</td>
<td>Library provides lending service, reading room service &amp; reference service for the users.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Library has acquired computer for system changing. Library is now working in traditional mode.</td>
<td>No network system.</td>
<td>No separate web page for the college. In <a href="http://www.nbu.ac.in/dar1.html">www.nbu.ac.in/dar1.html</a> is available regarding college. No library information is available.</td>
</tr>
<tr>
<td><strong>9. Krishnanagar Govt. College Library (1846)</strong></td>
<td>Located at the college premises. The library has its own one story building covering about 1000 sq ft. Provision for departmental libraries. Library hours -39 hours a week.</td>
<td>The library possess 67480 books.</td>
<td>1 qualified librarian 4 Group-D staff.</td>
<td>2500 UG students, 200 PG students, and 59 faculty members and a few non-teaching staff are using the library.</td>
<td>Closed Access. Books are processed by DDC and AACRI-R. Library is governed by a Library Committee and it is convened by the Teacher-in-charge. Back log in document.</td>
<td>Library provides lending service, reading room service and reference service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>The library is working in the traditional mode.</td>
<td>Not yet accredited.</td>
<td>No web page.</td>
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<td><strong>10. A B N Seal College Library (1888)</strong></td>
<td>Located at the college premises. The library has own two storied building having 5000 sq ft floor space. The library hour - 39 hours a week.</td>
<td>The library possess 55,000 books &amp; 37 CD-ROMs disks. Number of back volume journal is not available.</td>
<td>2 qualified librarian Group-D staff and some casual staff are working.</td>
<td>1550 UG students, 85 PG students, 2 researchers, 44 faculties, and 25 other members are using the library.</td>
<td>Closed Access. Books are processed by DDC (18th ed) and AACRI-R. Library is governed by a Library Committee, it is convened by the Teacher-in-charge. Back log in document organization.</td>
<td>Library provides lending service, reading room service and reference service.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Not yet computerized. Computer has been acquired in the library.</td>
<td>The college has not yet accredited.</td>
<td>No web page.</td>
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<tr>
<td><strong>11. Darjeeling Govt. College Library (1948)</strong></td>
<td>Located at two different corners in the college. Reading room is located in the Annex building. The library working hour is 10 am to 5 pm; actually it works 12 PM to 4 PM. It is a double- shift college. Library space - data not available.</td>
<td>The library possess 68,000 books. Number of journal - Data not available.</td>
<td>1 librarian 4 Group-D staff.</td>
<td>1800 students and all faculty members.</td>
<td>Closed Access. Library Committee is working; it is convened by the librarian. Documents are classified by DDC (18th ed) and catalogued by SCRII-R. Backlog in document organization.</td>
<td>Library provides lending service, reading room service &amp; reference service for the users.</td>
<td>State Govt grant &amp; the UGC grant.</td>
<td>Library has acquired computer for system changing. Library is now working in traditional mode.</td>
<td>No network system.</td>
<td>No separate web page for the college. In <a href="http://www.nbu.ac.in/dar1.html">www.nbu.ac.in/dar1.html</a> is available regarding college. No library information is available.</td>
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<td><strong>Non-Government College Libraries (Serial No. 12 - 14)</strong></td>
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<td><strong>12. Midnapore College Library (1873)</strong></td>
<td>No separate building for the library. The library is located in the second floor of the UGC building. Total space approximately 4284 sq. ft. Reading space occupies 550 sq. ft area. The library remains open from 6.30 AM to 5 PM. Saturday is half working day. It is a two shifted college. Library hour -44 hrs a week.</td>
<td>The library possess 50000 books 1000 bound volume of journals. 16 periodicals</td>
<td>3000 UG students, 65 PG students, 10 researchers, and 70 faculty members. Community people are also using the library in a restricted way.</td>
<td>Closed Access. Books are processed by DDC and AACRI-R. Library is governed by a Library Committee. It is convened by the Teacher-in-charge. Library provides lending service, reading room service, photocopying service, and reference service. CAS / SDI in a restricted way.</td>
<td>State Govt grant, the UGC grant. The college library received special grant from the MP-LADS fund. Students fund are also utilised for the library.</td>
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<td><strong>13. Ananda Chandra College Library (1942)</strong></td>
<td>Located at the ground floor of main building of the college. It occupies 6000 sq. ft. The library is remaining open 10 AM to 5 PM in weekdays, 10AM -2PM on Saturday. Provision for departmental libraries. Library hours - 44 hrs a week.</td>
<td>The library consist of 36800 books.</td>
<td>College community</td>
<td>Closed access. Library is governed by a Library Committee. It is convened by the Teacher-in-charge. Document organisation policy is not Internet. Library provides lending service, reading room service, reference service, and photocopy service for the users.</td>
<td>State Govt grant &amp; the UGC grant.</td>
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<td><strong>14. Rashtra Guru Surendranath College Library (1953)</strong></td>
<td>Library is located at two different places. One building is placed at the River-side Road and the other is placed in the main building at Middle Road. Library is working from 10AM to 6 PM in week days Saturday within 10AM - 1PM. Library space 1080 sq. ft. Library hour -44 hrs a week.</td>
<td>30,000 books including bound volume of journals. 25 Journals. 12 Newspapers . Number of non-book material - Data not available.</td>
<td>4000 students (UG+PG), 70 faculty members and other staff members.</td>
<td>Open Access. Books are classified by DDC and AACRI-R. Library is governed by a Library Committee. It is convened by the Teacher-in-charge. Backlog in document organization. It provides reading room service, photocopying service and internet service.</td>
<td>State Fund and the UGC fund. The college library has received special grant from MP-LADS fund.</td>
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<td>Physical facilities</td>
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<td><strong>15. Scottish Church College Library (1830)</strong></td>
<td>Located at the main building. Do not possess standard library architecture. It possess a reading room having a seating arrangement for 100 student. The college has also class-libraries and departmental libraries. Library space - 2000 sq ft. Library hours - 44 hrs a week.</td>
<td>76,428 Books, 16 journals.</td>
<td>1 Qualified librarian, 5 Supporting staff.</td>
<td>Entire college community including students, faculty members and staff.</td>
<td>Closed Access. Using AACR II-R and DDC (16th Ed). Library is governed by a Library Committee and it is convened by the Librarian.</td>
<td>Reference Service, lending service, photocopying service.</td>
<td>State Govt grant, the UGC grant, student fund and Trust contribution.</td>
<td>Partially computerized since 2005. Using LIBSYS. OPAC &amp; Internet available.</td>
<td>LAN established for Internet use. Provision for networking with library software since 2005. No network with other libraries.</td>
<td>Awarded as a “College with Potential for excellence” by the UGC. Accredited by the NAAC. Got A grade.</td>
</tr>
<tr>
<td><strong>Autonomous College Library</strong></td>
<td><strong>16. St. Xeviers College Library (1860)</strong></td>
<td>Located within the college premises. Library space not available. Library hours - 39 hrs a week.</td>
<td>Books 100,000.</td>
<td>Qualified librarian with a few number of support staff. Data about the Staff number is not available.</td>
<td>College community including all students and faculty members.</td>
<td>Closed Access. Using AACR II-R and DDC. Library is governed by a library committee and it is convened by the Teacher-in-charge.</td>
<td>Reference Service, lending service, photocopying, reading room service.</td>
<td>State Govt grant, the UGC grant, student fund and Trust contribution.</td>
<td>Partially computerized. Using LIBSYS. OPAC &amp; Internet available.</td>
<td>LAN established for Internet use. No network with other libraries.</td>
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### Trust College Library

#### 1. St Stephen College Library (1881)
- Centrally located; Possesses separate building. Well furnished Library. Library space 8500 sq ft. Library hours - 55 - 65 hours a week.
- Books-93500(app) CD-200 Periodical-100. There is a few number of non book materials such as CD-ROMS Floppies, models, charts and cassettes are being kept in the library. No. of non book Data not available.
- Library 1 PA 1 SPA 2 Class IV 7
- Teacher 2000 Both UG&PG Faculty 65 Other 300(app)
- Open Access. Using DDC & AACRII-R for document organization. Librarian is the convenor of the Committee.
- Reading Room service, Lending, reference service Reprography Services available. ILL service available for teachers.
- 95% by the UGC and 5% by the Trust. Library computerisation made by the UGC grant and student contribution. Recurring Grant from the UGC Rs 22500/-
- Provision for networking with DELNET and DU for journal. UGC Infolnet for journal article.
- Library hours 55 - 65 hrs a week.

#### 2. Hindu College Library (1899)
- Centrally located. Separate 2 storied building. It is a well furnished library. Library Hour 8.30 AM - 5PM (except Sunday) June - January. 8.30 AM-8.30PM (except Sunday) December - May.
- Library space - 7000 sq ft. Library hours 55 - 65 hrs a week.
- Library 1 PA 2 SPA 4 Class IV 12
- Teacher 2000 Other 300 Faculty 100(app)
- Reading room service, lending, reference, CAS/SDI, reprography services available. ILL service available from DU and DELNET. UGC Infolnet for journal article.
- 100% by the UGC as it is an extended college. Extra fund by trust. Computerisation made by the grant of the UGC and student contribution. Recurring Grant from the UGC Rs 22500/-
- Library hours -9.30AM to 5PM (Normal) Extends library hour at the time of university Exam. Library has installed LIBSYS software. OPAC & Internet available.

#### 3. Ramjas College Library (1917)
- Separate building; well furnished library. Seating arrangement for 250 heads. Library hour-9AM-5PM (Normal) Extends library hour at the time of university Exam.
- Library space - 5000 sq. ft. Library hours 55 - 65 hours a week.
- Librarian-vacant PA-100 Faculty & Student Other member 100 70% potential users
- Open Access. Provision for Library Committee. Books are properly processed by DDC and AACR-II-R. Librarian is the convenor of the Committee. Backlog in document organization.
- Reading room service, Lending, Bibliography, Reference service and Reprography service.
- 100% maintenance grant by the UGC, and College fund. Recurring Grant from the UGC Rs 22500/-
- Library hours -9AM to 5PM (Normal) Extends library hour at the time of university Exam. Library has installed LIBSYS software. OPAC & Internet available.
### 4. Sri Ram College of Commerce Library (1926)

- **Location:** Centrally located. It is placed at one corner of the college building. A close-circuit TV placed in the library. Well furnished library 8AM-5PM.
- **Timings:** July-Sep 8AM-6PM, Oct-Dec 8AM-10PM, Dec-April. Library space 3300 sq ft. Library hour 60 hrs a week.
- **Facilities:** Book - 60000, Bound - Vol Journals - 20000, current Journals - 8 CD 500, Cassett 100, Floppy 100.
- **Manpower:** Librarian 1, PA 2, SPA 2, Class IV 7.
- **User:** Student 1500, (Both UG & PG), Faculty 75, other 200.
- **Services:** Reading room, lending, CAS / SDL reference service, Reprography service available. E Library available from DU & DELNET.
- **Finance:** 95% by the UGC 5% by the Trustee. Library computerisation made by the UGC grant and student contribution. Recurring Grant from the UGC Rs. 25000/-.
- **Accreditation:** Fully computerised. Libsys - a Library software SRCC library is an active member of DELNET. OPAC & Internet available. Provides e-mail facilities.
- **Networking:** Networking with DEll for Journal Article. There is a provision for ILL from DU library made by the Librarian informal way.
- **Web-page:** www.srcc.edu

### 5. Lady Irwin College Library (1932)

- **Location:** Separate building. Well furnished. It possesses 4500 sq ft space. 8AM-5PM. Saturday 10:00 AM to 4 PM Extents library hour during the time of University examination. Library space 1500 sq ft. Library hour 60 hrs a week.
- **Manpower:** Librarian 1, PA 2, SPA nil, Class IV 7.
- **User:** 600 including Faculty and Student. Outside member 1000.
- **Services:** Reading room, Lending, CAS / SDL Reference service, Reprography service available.
- **Finance:** Specially funded by the UGC under the head of AIWOF. The only college under Delhi University where both the UG & PG teaching programme is imparting by the college. Normal UGC grant (95% maintenance grant) is available for the college. Student fees & college fund are also uses for the development of the college.
- **Accreditation:** Fully computerised. Project completed in 1997-98 funded by the UGC. Recurring expenditure made by the student fund. Installed Libsys - a standard library software. OPAC & Internet available. Provides e-mail facilities.
- **Networking:** There is an on-line linkage with other library catalogue through Internet. No networking with other libraries.
- **Web-page:** www.ladyirwin.edu.in

### 6. Hansraj College Library (1948)

- **Location:** Separate building. Library space 5200 sq ft. Well furnished library. The library comprised of four sections: main library, departmental libraries, periodical library and text books section. Library hour 9AM-5PM. Saturday Half working day. Library hrs - 55 hrs a week.
- **Facilities:** Books & Bound Volume of Periodicals - 100000, Journals 98.
- **Manpower:** Librarian-Vacant PA (officiating)-1 SPA data not available.
- **User:** Student community and faculties.
- **Services:** Reading room, lending and Bibliographic service Database search service - Reference Service and reprographic service available.
- **Finance:** 100% maintenance grant by the UGC, College fund and trust contribution is available. Recurring Grant from the UGC Rs. 25000/-
- **Accreditation:** Library automation has been started. Bibliographic database creation is going on. OPAC & Internet available.
- **Networking:** No network available in the library.
- **Web-page:** www.hansraj.com

library information is available
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<tr>
<th>Physical facilities</th>
<th>Collection</th>
<th>Manpower</th>
<th>Number of user</th>
<th>Library access and organization</th>
<th>Library services</th>
<th>Library finance</th>
<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page</th>
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<tr>
<td>8. Daulat Ram College Library (1960)</td>
<td>Library is located at one corner of the college. Well furnished library. Library space 3000 sq. Ft. library hour 8.30AM-5PM Seating arrangement 150. Library works for 48 hours a week.</td>
<td>Books - 90000 CD -50 Cassettes- 500, Journals -69 Newspaper 11</td>
<td>Librarian 1 PA 1 SPA 1 Class IV 5</td>
<td>Student 2300(app) Faculty 150 Other 100</td>
<td>OpenAccess. Uses DDC and AACR2-R for document organization. Provision of a Library Committee. Librarian is the convener of the Committee.</td>
<td>Reading room, lending, CAS &amp; SDI on demand Bibliography, Reference Service, Reprography service available.</td>
<td>100% maintenance grant provided by the UGC. Student contribution as library fees is using for library development. Trust fund is also meet the requirement of the library. Recurring Grant from the UGC Rs 22500/-</td>
<td>Fully Computerised. Project started by the UGC fund in 2000. completed in 2001 by the student contribution. Automation was outsourced. Library staff was trained in computer and Library software. Trobot -a standard library software has been installed in the library. OPAC &amp; Internet available.</td>
<td>Not done.</td>
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<tr>
<td>9. Sri Venkateswara College Library (1961)</td>
<td>Centrally located; Separate building; Well furnished library with 300 seating capacity. 9am-5:30pm Mon-Fri 9am-3pm Sat. Extends library hour during Univ. Exams. Library space - Data not available. Library hour - 48 hours a week.</td>
<td>Books -100,000 Journals -68 Non book -250(app)</td>
<td>Librarian 1 PA 1SPA 3 Class IV 4</td>
<td>2000 including student Faculties and other members.</td>
<td>OpenAccess. Uses DDC &amp; AACR2-R for document organization. Having a separate Internet Cafe. Student are entitled to enjoy Email facilities regarding the library usage. Provision of a library committee. Librarian is the convener of the Committee.</td>
<td>Reading room, lending, CAS, SDI, Bibliography, Reference Service, and Reprography service available.</td>
<td>100% maintenance grant by the UGC,College fund and students' fees. Recurring Grant from the UGC Rs 22500/-</td>
<td>Fully Computerised. Project started by the UGC fund, completed by the student contribution. Automation was outsourced. Library staff was trained in computer and Library software. LibSYS-a standard software has been in use. OPAC &amp; Internet available. Provide e-mail facilities.</td>
<td>Not done.</td>
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<tr>
<td>10. Zakir Hussain College Library (1975)</td>
<td>Centrally located; Separate building; Well furnished library. Library space - Data not available. Library hour - Data not available.</td>
<td>It possess 8600 volumes. Number of non book materials - Data not available.</td>
<td>Data Not Available.</td>
<td>Data Not Available.</td>
<td>Open Access. The books are arranged in a classified order. Mode of document organization Data not available.</td>
<td>Reading room service, lending service, photocopying service available.</td>
<td>100% maintenance grant by the UGC,College fund and students' fees. Recurring Grant from the UGC Rs 22500/-</td>
<td>Fully computerized. Other information - Data not available.</td>
<td>Not done in the library.</td>
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Daulat Ram College Library (1960) - Library is located at one corner of the college. Well furnished library. Library space 3000 sq. Ft. library hour 8.30AM-5PM Seating arrangement 150. Library works for 48 hours a week.

Sri Venkateswara College Library (1961) - Centrally located; Separate building; Well furnished library with 300 seating capacity. 9am-5:30pm Mon-Fri 9am-3pm Sat. Extends library hour during Univ. Exams. Library space - Data not available. Library hour - 48 hours a week.

Zakir Hussain College Library (1975) - Centrally located; Separate building; Well furnished library. Library space - Data not available. Library hour - Data not available.
## University Maintained College Library

<table>
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<tr>
<th>Library Name</th>
<th>Year of Establishment</th>
<th>Physical Facilities</th>
<th>Collection</th>
<th>Manpower</th>
<th>Number of User</th>
<th>Library access and organization</th>
<th>Library Services</th>
<th>Library Finance</th>
<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page</th>
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<tbody>
<tr>
<td><strong>11. Miranda House Library (1948)</strong></td>
<td></td>
<td>Separate building; Well furnished library. Seating arrangement for 350 students.</td>
<td>Books - 92,000 11 News paper Nonbook materials - 500 Braille book - 200. The library subscribes 131 periodicals. 200 CD-ROM disks. 700 cassettes.</td>
<td>Librarian - 1 PA - 1 SPA - 3 Class IV - 11</td>
<td>2400 including faculty and student</td>
<td>Open access. Using Colon Classification scheme and OCC has been using for document organization. Libsys-a standard library software (Lease 4th Ed.) has been using. Provision of a Library Committee. Librarian is the convenor of the Committee.</td>
<td>Reading room, lending, CAS, SDI, Bibliography, Reference Service, Reprography service available.</td>
<td>100% maintenance grant by the UGC, College fund and students’ fees. Recurring Grant - from the UGC Rs 22,500/-</td>
<td>Fully computerised Project completed in 2003 and 2004 funded by the UGC, recurring expenditure made by the student fund. Automation was outsourced, Library staff was trained in computer and Library software. LIBSYS - a standard library software has been installed. OPAC &amp; Internet available.</td>
<td>Not done</td>
<td><a href="http://www.mirandahouse.org">www.mirandahouse.org</a> Library information is available</td>
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<tr>
<td><strong>13. Kirari Mal College Library (1954)</strong></td>
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<td>A separate library building. Well furnished library 8 am - 5.30 pm normally. 8am-5.30 pm normally. Extents library hour during University exams. Seating arrangements for 350 readers.</td>
<td>Books - 1.5 lakhs Periodicals - 150 Bound Volume of Journals - 10,000 Non Books - 1000</td>
<td>Librarian - 1 PA - 1 SPA - 1 Class IV - 11</td>
<td>Faculty - 150 Student - 2500 (UG &amp; PG) Other - 125</td>
<td>Open access. Using Colon Classification scheme. CC uses for document organization. Provision of a Library Committee. Librarian is the convenor of the Committee.</td>
<td>Reading Room, Lending, reference, photocopy service available in the library.</td>
<td>100% maintenance grant by the UGC, College fund and students’ fees. Recurring Grant from the UGC Rs 22,500/-</td>
<td>Fully computerised library by NE Talib software - a standard library software. Project started in 2000. Project funded by the UGC, recurring expenditure made by the student fund. Project completed in 2001. Automation was outsourced, Library staff was trained in computer and Library software. OPAC &amp; Internet available.</td>
<td>LAN within the college. No networking with other libraries.</td>
<td>Not done</td>
<td><a href="http://www.kmcollege.com">www.kmcollege.com</a> A short library information is available</td>
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<tr>
<td>Physical facilities</td>
<td>Collection</td>
<td>Manpower</td>
<td>Number of user</td>
<td>Library access and organization</td>
<td>Library services</td>
<td>Library finance</td>
<td>Use of IT</td>
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<td><strong>Delhi Administration College Library (Serial No. 14 - 16)</strong></td>
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<td><strong>14. Kamala Nehru College Library (1964)</strong></td>
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<td>Centrally located; Separate 2 storied building. Well furnished library with 300 seating capacity. 8:30AM- 5:30PM Mon-Fri; Saturday-closed. The library stack is placed at the ground floor. Library space - 5000 sq.ft.</td>
<td>Books- 75000 Bound Vol Journals- 2000 Journals 90 CD 200 Cassettes 100.</td>
<td>Librarian-vacant PA-1 (officiating) SPA 3 Class IV 4</td>
<td>Student 1600 Faculty 110 Others 40 50% potential users</td>
<td>Open Access. Using CC &amp; CCC for document organization. Provision for library committee. Teacher-in-charge Librarian is the convenor of the Committee. Back logs in document organization.</td>
<td>Reading Room Lending, reference service available. IL service available for teachers only.</td>
<td>100% maintenance grant provided by the UGC. Student contribution as library fees using for library development. Fund from Delhi Administration is also available for library. Recurring Grant from the UGC Rs 22500/-</td>
<td>Fully Computerised by NETLIB - a standard library software. Project started by the UGC fund in 2000, completed in 2005 by the student contribution. Automation was outsourced. Library staff was trained in computer and Library software. OPAC available.</td>
<td>Not available</td>
<td>Not done</td>
<td><a href="http://www.kamalanehurucollege.org">www.kamalanehurucollege.org</a> A short library information is available</td>
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<td><strong>15. Lakshmibai College Library (1965)</strong></td>
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<td>Centrally located; Separate building; Well furnished library. It remains open from 9:30 AM to 5:30 PM. Library space - data not available.</td>
<td>Not Available.</td>
<td>1 Librarian PA 2</td>
<td>2300 student and few number of faculty member.</td>
<td>Open Access. The books are arranged in a classified order. Other information not available. Librarian is the convenor of the library Committee.</td>
<td>Reading room service, lending service, photo-copying service.</td>
<td>100% maintenance grant by the UGC,College fund and students' fees. Recurring Grant from the UGC Rs 22500/-</td>
<td>Partially Computerised.</td>
<td>Not done in the library.</td>
<td>Not done</td>
<td><a href="http://www.bce.edu.ac.in">www.bce.edu.ac.in</a> A short library information is available</td>
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<td><strong>16. Gargi College Library (1967)</strong></td>
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<td>Centrally located; Separate building. Well furnished library with 125 seating capacity. 100 for student 25 for teachers 8:30 AM - 5:30PM Mon-Fri; Saturday closed. Library space - 6800 sq. ft.</td>
<td>Books- 60000 Bound Vol. Journals-3000 Periodical- 70 Non book-100.</td>
<td>Librarian-vacant PA-1 (Officiating) SPA 2 Class IV 5</td>
<td>Student 2000 Faculty 100 others 50</td>
<td>Open Access. Using CC &amp; CCC for document organization. Provision of a Library Committee. Teacher-in-charge Librarian is the convenor of the Committee.</td>
<td>Reading Room Lending, Reference Service, Bibliography Service, Reprography services available. IL service available for teachers.</td>
<td>100% maintenance grant provided by the UGC. Student contribution as library fees using for library development. Fund from Delhi Administration is also available for library. Recurring Grant from the UGC Rs 22500/-</td>
<td>Fully Computerised by NETLIB - a standard library software. Project started by the UGC fund in 2001, completed in 2004 by the student contribution. Automation was outsourced. Library staff was trained in computer and Library software. OPAC available. Internet is available in the</td>
<td>Not available</td>
<td>College got the honour of &quot;Centre with Potential For Excellence&quot; by the UGC. Not Accredited by the NAAC</td>
<td><a href="http://www.mgmnet.com/">www.mgmnet.com/</a> gargicollege <a href="http://www.gargicollege.in">www.gargicollege.in</a> library information is available</td>
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## US COLLEGE LIBRARIES

### Appendix - III C

<table>
<thead>
<tr>
<th>Physical facilities</th>
<th>Collection</th>
<th>Manpower</th>
<th>Number of user</th>
<th>Library access and organization</th>
<th>Library services</th>
<th>Library finance</th>
<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page</th>
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<tbody>
<tr>
<td>Dickinson College Library, Pennsylvania (1783)</td>
<td>51,700 bound volume documents, 1,000 print journals, 1,777 electronic journals and 13,480 electronic books along with 10,000 digital databases have acquired by the library.</td>
<td>Library Directors, Librarians and supporting computer professionals are working in the library. Out sourcing is a regular practice in this library. Part time UG students are also appointed as and when it is required. Library Directors are getting the faculty status. Total number of staff (data not available).</td>
<td>2,355 full time students, All faculty members and community people are using the library.</td>
<td>Open Access, It is well organized library. They follow participative management for organizational structure. MARCII and LC is in use for its file organization.</td>
<td>All sorts of usual library services along with the facility of digital library. Uninterrupted reference service is being available for the on-campus and off-campus student. It provides information literacy programme in collaboration with the faculty members. Consortial facility available.</td>
<td>By the College Fund and different Endowments. Taking help from &quot;Friends of the Libraries&quot;.</td>
<td>The Library is using IT at the optimum level. It is using innovative information system. OPAC &amp; Internet facilities available.</td>
<td>The library is using both Internet and Intranet. It is using wide area network system and having a number of membership with different Consortia.</td>
<td>The commission of Higher Education of the Middle State Association accredited the college. The library is also accredited by ALA, ACRIL.</td>
<td><a href="http://www.dickinson.edu/library">www.dickinson.edu/library</a>, Detailed library information is available from the website.</td>
</tr>
<tr>
<td>Williams College Library, Massachusetts (1793)</td>
<td>The library possesses 888,504 titles, 1,904 serial subscriptions, 37,456 audiovisual materials with an OPAC.</td>
<td>10 Professionals including library administrator are working for access service, acquisition service, ILL service, research, special collection service and archival service. Data for the nonprofessionals not available.</td>
<td>1,965 full-time UG students, 50 part time students, all faculty members.</td>
<td>Open Access and well organized library. They follow participative management policy.</td>
<td>All sorts of usual library services along with the facility of digital library. Uninterrupted reference service is being available for the on-campus and off-campus student. ILL service available through consortia.</td>
<td>Contributions of Trust Body, Endowments and College Fund. Taking help from &quot;Friends of the Libraries&quot;.</td>
<td>It uses Innovative Interface, INC. OPAC &amp; Internet facility are being available.</td>
<td>The library uses both Internet and Intranet. It uses wide area network system and having a number of membership with different Consortia.</td>
<td>Get accredited with a regular interval. The college library is also accredited by ALA, ACRIL.</td>
<td><a href="http://www.william.edu/library">www.william.edu/library</a>, Detailed library information is available from the website.</td>
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<tr>
<td>Trinity College Library, Connecticut (1823)</td>
<td>It contains 832,661 monograph, 176,040 Govt. documents, 916 computer files, 21,192 slides, 47,291 micro-tests, 7,161 audio disks, 4,992 video cassettes and app, 10,000 online journals. Library subscribes to 1,700 journals, 200 databases.</td>
<td>Library Directors(2) Librarians (data not available) 20 libr-professionals 37 Computer-professionals, 15 support staff are working there. Library Directors are getting the faculty status.</td>
<td>204 faculty members, 2,176 Graduate students, 73 PG students and 476 other members.</td>
<td>Open Access. Documents are properly classified with LC. Provides cross-indexing and other search facilities.</td>
<td>It provides lending service, reading room service. ILL service through consortia, OPAC through web catalogue, photocopystory service, information literacy programme.</td>
<td>By the College Fund and different Endowments. Taking help from &quot;Friends of the Libraries&quot;.</td>
<td>The library uses IT at the optimum level. The library uses Endeavor’s Voyagers system. OPAC &amp; Internet facility are available.</td>
<td>The library uses both Internet and Intranet. It uses wide area network system and having a number of membership with Consortia.</td>
<td>Get accredited with a regular interval. The college-library is also accredited by ALA, ACRIL.</td>
<td><a href="http://www.trincoll.edu/library">http://www.trincoll.edu/library</a>, Detailed library information is available from the website.</td>
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<tr>
<td>Physical facilities</td>
<td>Collection</td>
<td>Manpower</td>
<td>Number of user</td>
<td>Library access and organization</td>
<td>Library services</td>
<td>Library finance</td>
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<tr>
<td>4. Oberlin College Library, Ohio (1834)</td>
<td>The library holds 280,000 documents. The collection comprised of books &amp; bound volume of periodicals. The library follows offline storage policy for old valuable documents.</td>
<td>18 professionals including Directors and Librarians are working. 32 para-professionals and other support staffs (data not available) are also working in the library. Library Directors are getting the faculty status.</td>
<td>Full College community &amp; local community people are using the library. No. of user - Data not available.</td>
<td>Open Access. It is a well organised library. The library is using LC and MARC21. Documents are marked by both DDC and LC number. It follows participative management policy. Library Committee looks after the management of the library.</td>
<td>All sorts of service along with the facility of digital library.</td>
<td>By the College Fund and different Endowments. Taking help from “Friends of the Libraries”.</td>
<td>The library uses IT at the optimum level. It uses Innovative Millennium Software. OPAC &amp; Internet are available</td>
<td>Get accredited with a regular interval. The college-library is also accredited by ALA, ACRL.</td>
<td><a href="http://www.oberlin.edu/library">www.oberlin.edu/library</a> Detailed library information is available from the website.</td>
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<tr>
<td>5. Elmira College Library, New York (1855)</td>
<td>It possess Gannett-Tripp library having 400,000 title, 859 serial subscription, 4561/audiovisual materials. Library housed a separate periodical unit having 2500 bound volumes along with number of online journal facility.</td>
<td>Library is administered by Directors. Librarians are working under directors. Para-professionals and other support staffs are working also in different position in the library. Library Directors are getting the faculty status. Total number of staff - Data Not Available.</td>
<td>Full College community &amp; local community are using the library. No. of user - Data not available.</td>
<td>Providing open access. It is a well organised library. It uses LC and MARC21 for the organization. It follows participative management for organizational structure.Library Committee is administering the library.</td>
<td>The library provides all sorts of routine library services, (Ill through consortia). It provides uninterrupted library service for on-campus &amp; off-campus student.</td>
<td>By the College Fund and different Endowments. Taking help from “Friends of the Libraries”.</td>
<td>The library is using IT at the optimum level. It is using Innovative Interface Software. OPAC &amp; Internet service.</td>
<td>Get accredited with a regular interval. The college-library is also accredited by ALA, ACRL.</td>
<td><a href="http://www.elmira.edu/library">www.elmira.edu/library</a> Detailed library information is available from the website.</td>
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<tr>
<td>6. Wellesley College Library, Wellesley, Massachussets (1870)</td>
<td>The library contains 1.3 million volumes of monograph, 2500 periodicals, Govt. documents, (data not available) audio-visual materials. There are some special collections include rare books, manuscripts, and English and American poetry.</td>
<td>Library Directors, Librarians and system managers (computer professionals) are working in the library.Library Directors are getting the faculty status. Total number of staff (Data not available).</td>
<td>Full College community &amp; local community are using the library. No. Of user (Data not available)</td>
<td>Open Access and well organised library. They follow participative management policy</td>
<td>All sorts of service along with the facility of digital library. Service available in an uninterrupted mode for the on-campus and off-campus student community.</td>
<td>By the College Fund and different Endowments Taking help from “Friends of the Libraries”.</td>
<td>The library uses IT at the optimum level. It uses Innovative Interface Software. OPAC &amp; Internet available.</td>
<td>Get accredited with a regular interval. The college-library is also accredited by ALA, ACRL.</td>
<td><a href="http://www.wellesley.edu/library">www.wellesley.edu/library</a> Detailed library information is available from the website.</td>
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### Physical facilities  
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<tr>
<th>Collection</th>
<th>Manpower</th>
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<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page</th>
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#### 7. Smith College Library, Northampton, Massachusetts (1871)
- It is centrally located in the college premises.
- It is beautifully furnished. The library architecture follows ALA standard. There are different branch libraries. Libraries provide uninterrupted service to users. Library space - 100000 sq ft. Library works for 100 hrs a week.
- It possesses a huge number books (1.3 million) and Non-book materials.
- Full College community & local community uses the library. No. of user - Data not available.
- Open Access and well organised library. They follow participative management policy.
- All sorts of service along with the facility of digital library. Uninterrupted on-campus & off-campus services available.
- By the College Fund and different Endowments. Taking help from "Friends of the Libraries".
- The library uses IT at the optimum level. It uses Innovative Interface Software. OPAC & Internet are available.
- It uses wide area network and having a number of membership in different Consortia.
- Get accredited with a regular interval. The college-library is also accredited by ALA, ACRL.
- www.smith.edu/library
- Detailed library information is available from the website.

#### Religious Colleges Libraries.

#### 8. Boston College Library, Massachusetts (1863)
- It is beautifully furnished. Library is providing services beyond the college hours. Main library and its branches (8) are following the standard library architecture. Library works for 100 hrs a week.
- Contain 2.3 million printed volumes (approximately), 22000 Govt. documents; 6735 manuscripts and more than 5 millions item of microform. Library possesses electronic journals also.
- The college library has 8 branches. A huge number of competent professional staff are working in different branches. Out sourcing is a regular practice of BC library. Part-time UG student are working at BC library through out the year. Library Directors are getting the faculty status.
- Whole college community & local community. No. of user - Data not available.
- Open Access and well organised library. They follow participative management policy.
- All sorts of service along with the facility of digital library. It provides uninterrupted library service for on-campus & off-campus student. BC consortia plays an important role for the USA-college community. Boston college is an active member of this consortia.
- Contributions of Trust Body, Endowments and College Fund. Taking help from "Friends of the Libraries".
- The library uses IT at the optimum level. All present the library has installed ALEPA (Exlibris) system. OPAC & Internet available.
- The library uses both Internet and Intranet. It uses wide area network and having a number of membership with different Consortia.
- Get accredited with a regular interval. The college library is also accredited by ALA, ACRL.
- www.boston.edu/library
- Detailed library information is available from the website.

#### 9. Canisius College Library, New York, Buffalo (1870)
- The reading space is scattered encompassing the open stack. There is an arrangement of 700 hundred readers. The Andrew Bouwhis library having 9600 sq ft area. Library hours - 100 hrs a week.
- Acquired total 800,000 documents. The library holds 256,000 books, more than 100 print format journals, 2000 electronic journals, more than 100 online data bases, 6000 microfilm along with a good number of computerised reference tools on CD-ROM.
- There are 12 library staffs are working together. Out of 12 staff only 2 are computer professional working as system librarian. 5 librarian, 7 tech staff 12 support staffs working at the time of utter need.
- Whole college community & the local community. No. Of user - Data not available.
- Open Access and well organised library. They follow participative management policy.
- All sorts of service along with the facility of digital library. Providing service through the WNYLRC(West New York Library Resource Council).
- Contributions of Trust Body, Endowments and College Fund. Taking help from "Friends of the Libraries".
- The library uses IT at the optimum level. It uses Innovative Interface Software. OPAC & Internet are available.
- The library uses both Internet and Intranet. It uses wide area network system and having a number of membership with different Consortia.
- Get accredited with a regular interval. The college-library is also accredited by ALA, ACRL.
- www.canisius.edu/library
- Detailed library information is available from the website.
<table>
<thead>
<tr>
<th>Physical facilities</th>
<th>Collection</th>
<th>Manpower</th>
<th>Number of user</th>
<th>Library access and organization</th>
<th>Library services</th>
<th>Library finance</th>
<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page</th>
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</thead>
<tbody>
<tr>
<td>10. St. Olaf College Library, Northfield, Minnesota (1874)</td>
<td>Main library is centrally placed in the college premises. It is beautifully furnished and well planned. Library space - 8600 sq. ft.</td>
<td>The library consists over 525,000 books, and bound periodicals, and 265,000 non-book items (CDs, videos, sound recordings, software. More than 1,600 periodicals.</td>
<td>Library administration 2, Science library 2, reference and instruction 7, music library 4, circulation and ILL 4, technical service system 7,</td>
<td>Total college community and local community - Data not available</td>
<td>Open Access and well organised library. They follow participative management policy. It uses LC scheme for document organization.</td>
<td>All sorts of service along with the facility of digital library ILL service available through different consortia.</td>
<td>Contributions of Trust Body, Endowments and College Fund. Taking help from &quot;Friends of the Libraries&quot;.</td>
<td>It uses innovative Interface, INC. OPAC &amp; Internet are available.</td>
<td>The library uses both Internet and Intranet. It is using wide area network and having a number of membership in different Consortia.</td>
<td><a href="http://www.stolaf.edu/library">www.stolaf.edu/library</a></td>
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<tr>
<td>11. Grand View College Library, Des Moines, Iowa (1896)</td>
<td>Main library is centrally placed in the college premises. It is beautifully furnished. Library remains open from 7.30 AM to midnight in week days. Friday 7.45 AM to 4.30PM. Saturday &amp; Sunday from 3 PM to midnight. Library space - data not available. Works for 100 hrs. in a week.</td>
<td>The library possess 103,468 titles, 3,412 serial subscriptions, 6,360 audiovisual materials.</td>
<td>6 posts in library. Interim Library Director 1, Research Service Librarian 1, Archivist 1, Design Librarian 1, and Professional Assistants 2.</td>
<td>1,162 full time UG, 448 part time students, and 73 full time faculty members. 62 part time teacher.</td>
<td>Open Access and well organised library. They follow participative management policy. Using LC and MARCII.</td>
<td>All sorts of service along with the facility of digital library ILL service offered through different consortia.</td>
<td>Contributions of Trust Body, Endowments and College Fund. Taking help from &quot;Friends of the Libraries&quot;.</td>
<td>It uses Endeavor Information System. OPAC &amp; Internet available.</td>
<td>The library is using both Internet and Intranet. It uses wide area network and having a number of membership in different Consortia.</td>
<td><a href="http://www.gvc.edu/library">www.gvc.edu/library</a></td>
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<tr>
<td>12. Whitworth College Library, Spoken, Washington (1890)</td>
<td>The library is centrally placed in the college premises. It is beautifully furnished. Library space - Data not available. Library works 100 hrs a week.</td>
<td>There are a number of competent Library directors shouldering the academic responsibility of the colleges. It possess a good library and information system. There is number of specialist staff are working in acquisition section, reference section, circulation section, archivist section for the college library. Total number of staff - Data Not Available.</td>
<td>There are 1700 students in the UG and PG level. No. of user - data not available.</td>
<td>Open Access and well organised library. They follow participative management policy.</td>
<td>The library provides audio-visual services along with the all other routine services of the library. There is a provision for separate testing center for its users, it provides laptop for each individual user. There is a number of coordinator and reference service department, technical service department, instructional service department of the library. All sorts of service available along with the facility of digital library. Hours of library operation varies in different seasons. Library is working beyond the class hour.</td>
<td>The library provides audio-visual services along with the all other routine services of the library. There is a provision for separate testing center for its users, it provides laptop for each individual user. There is a number of coordinator and reference service department, technical service department, instruction service department of the library. All sorts of service available along with the facility of digital library. Hours of library operation varies in different seasons. Library is working beyond the class hour.</td>
<td>Contributions of Trust Body, Endowments and College Fund. Taking help from &quot;Friends of the Libraries&quot;.</td>
<td>At present the library is using Endeavor information system.</td>
<td>The library uses both Internet and Intranet. It uses wide area network and having a number of membership in different Consortia.</td>
<td><a href="http://www.whitworth.edu/library">www.whitworth.edu/library</a></td>
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<td>Main library is centrally placed in the college premises. It is beautifully furnished. Library possesses 51,000 sq ft area. It contains several study rooms and an auditorium. The library is working from the morning to night. Library works for 100hrs a week. The library consists of 166,395 volumes collections. The library possess 791 serials on subscription, 2500 audio-video visual materials and OPAC and interactive web page.</td>
<td>Main library is centrally placed in the college premises. It is beautifully furnished. It provides spacious reading room for its users. Conveniently located near the student center and dormatories. Library space - Data not available. It works for 100 hrs a week. The library has more than 140,000 volumes Monograph, 1100 periodicals and 13000 microfilm.</td>
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<td>Library managed by Library Director, Librarians &amp; other supporting staff. Total number of Staff is 13. 4-Faculty status and 9-technical assistant (supporting position).</td>
<td>Library managed by Library Director, Librarians &amp; a considerable number of supporting staff. UG student support are also available. Total number of staff data Not Available.</td>
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<td>Student 2000 (approx) 114 full-time and 69 part time faculty member.</td>
<td>There are 1500 students with whole college community &amp; the local community.</td>
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<td>Open Access and well organised library. They follow participative management policy, MARCII and LC has been used for its file organisation.</td>
<td>Open Access and well organised library. They follow participative management policy.</td>
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<td>All sorts of service along with the facility of digital library. ILL service through consortia. It provides Government information, USA department of labor (Bureau of labor statistics).</td>
<td>All sorts of service along with the facility of digital library. ILL service through consortia.</td>
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<td>It uses Horizon Information Portal (Dynix). OPAC &amp; Internet is available.</td>
<td>At present the library uses Endeavor Information system IT center of the college and the library are working together to keep pace with the fast changing technological advancement. The IT center houses a micro-system servers for linking the library, dorms, campus Intranet and Internet. OPAC is available.</td>
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<td>Library is accredited by ALA, ACRL.</td>
<td>Get Accredited with a regular interval. the college. Library is accredited by ALA, ACRL.</td>
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<td><a href="http://www.kings.edu/library">www.kings.edu/library</a></td>
<td><a href="http://www.eckerd.edu/library">www.eckerd.edu/library</a></td>
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<th>15. Wayne State College library, Nebraska (1910)</th>
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<td>Main library is centrally placed in the college premises. It is beautifully furnished and well planned. The library possesses a beautiful reading room for its readers. Library space - data not available. It works for 100 hrs a week. There are 130172 books, 39680 bound volume of journals, and a huge number of on-line journals in the library. The Govt. Documents are kept in a separate unit (data not available for Government documents).</td>
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<td>Library is managed by 1 interim Director. 7 library professional, 8 non-professional support staff 50 student workers.</td>
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<td>There are 3500 students and whole college community and the local community.</td>
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<td>Open Access and well organised library. They follow participative management policy. Library uses DDC and MARCII for its file organisation.</td>
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<td>Library provides reference service, lending service, ILL service (through consortia) on-line database service, photocopy service along with community service.</td>
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<td>Library maintains a new collaborative programme for database subscription with Nebraska Library Commission. It is working as a part of the University of Arkon Library System</td>
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<td>Get Accredited with a regular interval. the college Library is accredited by ALA, ACRL.</td>
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<td><a href="http://www.wayne.edu/library">www.wayne.edu/library</a></td>
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<tr>
<th>Physical facilities</th>
<th>Collection</th>
<th>Manpower</th>
<th>Number of user</th>
<th>Library access and organization</th>
<th>Library services</th>
<th>Library finance</th>
<th>Use of IT</th>
<th>Networking</th>
<th>Accreditation</th>
<th>Provision of Web-page.</th>
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<td>Physical facilities</td>
<td>Collection</td>
<td>Manpower</td>
<td>Number of user</td>
<td>Library access and organization</td>
<td>Library services</td>
<td>Library finance</td>
<td>Use of IT</td>
<td>Networking</td>
<td>Accreditation</td>
<td>Provision of Web-page</td>
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<td><strong>16. Queens College Library, New York (1937)</strong></td>
<td>The print collection</td>
<td>The library staff consists of 20 library faculty and 24 full time clerical and information services support personnel. They are assisted by many part time employees working in a variety of information assistant, collection management, technical support positions.</td>
<td>Whole college community &amp; the local community. No. Of user - Data not available</td>
<td>Open Access and well organised library. They follow participative management policy. Using LC &amp; MARCII.</td>
<td>All sorts of service along with the facility of digital library. An uninterrupted on-campus &amp; off-campus services available.</td>
<td>Library is funded by the college and the state support. Taking help from “Friends of the Libraries”.</td>
<td>The library uses epixtech inc. OPAC &amp; Internet available.</td>
<td>The library uses both Internet and Intranet. It uses wide area network and having a number of membership with different Consortia.</td>
<td>Get Accredited with a regular interval. the college. Library is accredited by ALA, ACRL.</td>
<td><a href="http://www.queen.edu/libr">www.queen.edu/libr</a></td>
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<tr>
<td>It possesses two treasure house - Benjamin Rosenthal Library and and Louis Armstrong Archives. Library space - data not available. It works for 100 hrs. A week.</td>
<td>The print collection 985,550 volumes with the annual additions through purchase and gifts about 10,000 volumes. The library subscribes to 2700 print journals and procures online access to over 20,000 journal and periodical titles. The library also has a large (916,000 unit) microform.</td>
<td>Library is funded by the college and the state support. Taking help from “Friends of the Libraries”.</td>
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<td>Detailed library information is available from the website.</td>
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Appendix - IV

Government of West Bengal
Education Department
College (Sponsored) Branch

No. : 995-Edn (CS) Dated, Calcutta, the 17th June, 1986
4E-17/78P II

From : Shri S. Sengupta,
Deputy Secretary to the Government of West Bengal

To : The Director of Public Instruction, West Bengal.

Sub : Procedure of submission of proposal for creation of new non-teaching post/filling up of existing vacancies in appropriate non-teaching posts in non-Govt. College.

For LIBRARY

<table>
<thead>
<tr>
<th>No of Books</th>
<th>Librarian</th>
<th>Asstt. Librarian</th>
<th>Clerk</th>
<th>Peon</th>
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<tr>
<td>Upto 10000</td>
<td>1</td>
<td>—</td>
<td>1</td>
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<td>Between 10001 &amp; 20000</td>
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<td>Between 20001 &amp; 40000</td>
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<tr>
<td>Above 40000</td>
<td>1</td>
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</tbody>
</table>

No. : 831-Edn (CS) Dated, Calcutta, the 31 December, 1995

10M-24/92

From : Shri S. K. Das,
Deputy Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Rationalisation of Non-Teaching Staff Pattern of Non-Government Colleges.

For LIBRARY

<table>
<thead>
<tr>
<th>Book Strength</th>
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</tbody>
</table>

1. Librarian — — 1 1
2. Asstt. Librarian 1 1 1 1
3. Library Clerk — 1 1 1
4. Library Peon 1 1 1 2
Appendix - V

A PRFORMA SUGGESTED FOR SELF-APPRAISAL
REPORT OF COLLEGE LIBRARIAN

1. Name

2. Name of the College

3. Year of Appraisal From To

4. Performance
   A. Official Duties
      i) No. of Documents accessioned
      ii) No. of Documents classified
      iii) No. of Documents catalogued
      iv) No. of Documents issued
         Lending
         Day Issue
      v) No. of articles/pages photocopied

   B. Professional Activities
      i) Attachment with Professional Organizaton
         (Nature of attachment, Please specify)
      ii) Professional Writings / Publications
         (Please give details)
      iii) Seminar/Conference attended
         (Please give details)
C. Professional Competency

i) Professional course completed during the year
(Please specify)

ii) Information regarding CEP
No. of Continued Education Program attended during the year

D. Extension of Library Service Provided
(Please specify the nature of service)

E. Publication from College Library

i) Annual Report of the Library

ii) Newsletter of the Library

F. Relevant Information (if any)

__________________________  __________________________
Countersigned by the Principal  Signature of the librarian

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Appendix - VI

Questionnaire for

COLLEGE LIBRARY PERFORMANCE APPRAISAL

1. Name of the College Library

2. Address

3. Year of Establishment

4. Number of Staff Members

5. Number of Post Vacant

6. Number of User
   - Students [ ] UG [ ] PG [ ] Research Scholar
   - Faculties
   - Other (Please Specify)

7. Physical Facilities
   - Reading Space in the library
   - Service Area in the library
   - Library hour From [ ] To [ ]

8. Service
   - No. of Documents accessioned
   - No. of Documents classified
   - No. of Document catalogued
   - No. of Document issued
     - Lending
     - Day Issue
   - No. of articles/pages photocopied
9. **Amount of grant during current year**

   Department of Higher Education, Govt.of WB
   
   UGC
   
   Special grant (if any)

   [*Please give the detailed process of utilization.*]

10. **Document Organisation**

   Classification Scheme used
   
   Catalogue Code used
   
   Library database follow ISBD
   
   Yes  No
   
   Name of Library Software
   
   Library is connected with
   
   LAN
   
   Yes  No
   
   INFLIBNET
   
   Yes  No
   
   Any other network
   
   (Please specify)

11. **Co-operation and Co-ordination**

   Inter library loan
   
   Yes  No
   
   Co-operative cataloguing /others
   
   Yes  No
   
   Any other (Please specify)

12. **Any problem/problems the library suffer from (please specify).**

13. **Opinion of the librarian regarding the functioning of the library.**

   ________________________________  ________________________________
   Countersigned by the Principal / Officer-in-charge    Signature of the Librarian

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