

ICT Best Practices in Library of Modern Law College (MLC), Pune

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Abstract: - *Best practices are not one time solution but a continuous process; by adopting these practices in libraries they can provide information service more effectively and efficiently. This paper is mainly focused on various best practices adopted by Progressive Education Societies, Modern Law College, Pune. Here we try to introduce traditional best practices, Information Technology (IT) based and general, practices which are useful guide to other academic libraries, as well as special libraries to get idea about various methods which can be adopted in their respective libraries to render their services in effective manners.*

Keywords: Best Practices, Special Libraries, Law Libraries, NAAC, ICT, Digital Services

Introduction

In the present day scenario, with the fast-accelerated educational innovations, it has become necessary for continuous review and improvement of the overall functions of the library and information centres. In the present age of information explosion the libraries and information resource centre play not just an important learning-support function, but the library itself has been emerging as a site of learning, sometimes more important than even the class-room. Information and communication technologies (ICT) have made a tremendous impact on the functions of the academic libraries and knowledge resource centre. The developments and changes in the ICT have

changed the user's expectations from the academic libraries and special libraries in different ways.

Special library

Special libraries have a more specific clientele than libraries in traditional educational or public settings, and they also deal with more specialized kinds of information. They are developed to support the mission of their sponsoring organization and their collections and services are more targeted and specific to the needs of their clientele. Special libraries are special in their collection, clientele/users and services. All of them provide pinpointed, exhaustive and expeditious service to their users. For example, in a research institute library, the scientists may not

be having time to visit the library for information gathering.

Law library

Law library is a library designed to assist law students, attorneys, judges, and their assistants and anyone else who finds it necessary to correctly determine the state of the law. The law library is differentiated from other libraries because of its specialized and highly technical documents available therein. Another characteristic feature of the law library is the special needs of its clientele. Several specialized groups of persons who need to make regular use of the extensive law collection have their own view point. Probably most numerous are law students, law teachers, practitioners of law and judges. It also includes many other sizable groups, such as civil servants, local government officers, research scholars, legislators etc. Law librarianship has been linked commonly to the nature of legal information. Their duties were shaped by the information that they were influencing, without giving importance to the settings in which they worked.

Modern Law College Library

As the library is functioning since last 15 years, it has got about Nine Thousand bare text acts, law reports and journals of 44 titles, and also the commentaries of the different authors on various act and rules. The library has collection of various regulations and manuals also. It also has the manuals of local acts and central acts. The

arrangement of law reports is generally stacked in a separate sequence by the yearly order and law journals kept in two parts: one sequence is for Indian Journals and rest are for foreign journals.

Best Practices

Best practice is an activity that leads to a superior performance. Successfully identifying & applying best practices can reduce cost and improve quality. These practices will help to inculcate good environment among the user community. Best practices are developed in the library to execute the five laws of library science, to magnetize & meet the user demand, to maximize the utilization of library and to market library services and products.

ODLIS (Online Dictionary of Library and Information Science) describes best practices as follows: “In the application of theory to real-life situations, procedures that, when properly applied, consistently yield superior results and are therefore used as reference points in evaluating the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success.”

Oxford English Dictionary describes 'Best practices as quality of most excellent or desirable type or most appropriate, advantageous, highly improved, outstanding, par excellence services or the customary or expected procedure or way of doing something that is usual or expected way in a

particular organization or situation, guidelines for good practices. In this process of developing best practices we take action rather than good ideas, and we improve our skills.’

According to National Board of Accreditation and Assessment (NAAC) “Best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solve a problem or create new opportunities and positively impact on organizations. Institutional excellence is the aggregate of the best practices followed in different areas of institutional activities.”

National Accreditation and Assessment Council (NAAC) and Best Practices

University Grants Commission created a higher education body (whose job is to assess the quality of university and college institutions) in 1994 in Bangalore on the recommendation of National Policy of Education (NPE) in 1986. This is National Accreditation and Assessment Council (NAAC) which strives for quality and excellence in higher education and advocated for enhancing the role of library and information services in improving academic environment.

Best practices as recommended by NAAC

Best practices are available on NAAC website and they assure that regular updating will be made with consultations on contributing institutions. For college and university libraries NAAC has developed the list as below. Some of the best

practices that can enhance the academic information environment and usability are:-

- Computerization of library with standard software.
- Inclusion of sufficient information about the library in the college/ university prospectus.
- Compiling student/teacher attendance statistics and locating the same on the notice board.
- Displaying newspaper clippings on the notice board periodically.
- Career/Employment Information/ Services.
- Internet Facilities to different user groups.
- Information literacy programs.
- Suggestion box and timely response.
- Displaying new arrivals and circulating a list of those to academic departments.
- Conducting book exhibitions on different occasions.
- Organizing book talks.
- Instituting Annual Best User award for students.
- Organizing competitions annually.
- Conducting user surveys periodically.

In order to be able to provide best services to the users, the library adopts processes and practices that are not only considered to be the best but are comparable with the best in the market. The best practices are mainly classified under the following broad areas are:



Figure 1: Areas of Best Practices

A. Traditional Best Practices:-

i)Book Exhibitions: -MLC Library arranges book exhibitions from time to time with the help of publishers and distributors. The motive is to bring awareness among the students on the latest books available in their subjects as well as to enable them in book selection process.



Figure 2: Book Exhibition: College staff & students are purchased books from Eastern Book Publisher and Hind Law Book Seller

ii)Extended Library Hours: -MLC Library remains open from 9.00 am to 5.00 pm. Its extended library hours are four (4) hours per day than their regular working hours in exam period only. Reading hall remains open with 100% occupancy.

iii)New Arrivals:-Cupboards for new arrivals are available in the Reading Hall, to make the reader aware about the new reading material so that accordingly they could demand for those new books. Whenever new books arrive the library staff send messages to every faculty members so that they can also demand the valuable books.

iv)Orientation Programme:-MLC Library has been conducting Orientation program to the new students admitted every academic year. Library has drawn up formal orientation classes in the library. Students attend the program according to the time-table drawn by the library. Students are explained about the resources, facilities, available services in the library. They are taken round the library apart from training them in searching the library databases, e-journals, e-mail and Internet/ Intranet browsing etc.



Dr. Sunita Mane (Librarian) delivers all library details to UG & PG Students

v)**Library Brochure:** It is one of the important sources for creating exactitude about the library environment, services & collection of the library. Students can be provided the information brochure at the time of Admission which is included in college brochure and also available on College website (<http://www.modernlawcollege.org/library-at-a-glance.html>).The information brochures include information about the library facilities, like Xerox, internet etc, latest publications, latest editions to the library, CD / DVD list, book bank facilities, library rules & regulations, electronic resources & online information services etc.

vi)**ReadersClub:** MLC Library also provides its facility to outside reader i.e. Lawyers, Judges,

Police Officers, Alumni and Sister institutes faculty members. They are using the updated laws for their knowledge and helpful work.

vii)**Best Library User Award:** MLC Library announces every month the “Best Library Users Award” to attract more students to visit the library and use the resources. Data is gathered through students register maintained in the library. Usage data is compiled through circulation of library items. Based on the above data, Observations of the library and best academic performance, One Best Library Users Award, in the form of a reference book is given to the student who has made maximum use of the library.

viii)**Training to Use E-Resources:** Training programmes are conducted for students, teachers every year for two to three days as per their need. In this programme students are trained to find out library books by using Library OPAC, AIR Database, Online journals by N-list, use of library consortiums, free online journals, link to various useful websites etc. training should be given by expertise so that library resources, services use more effectively & efficiently.

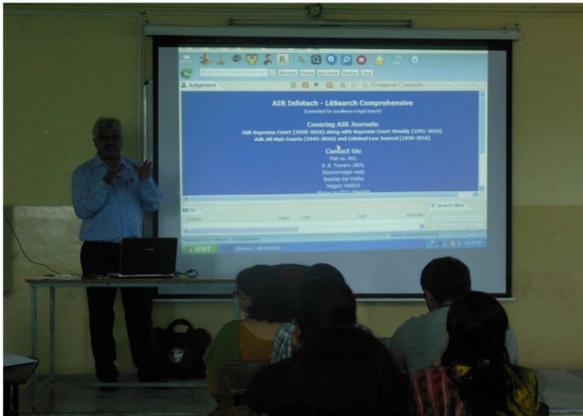


Figure 3: Mr. Suresh Ayer (AIR Infotech Services) deliver the lecture

ix) Indexing & Abstracting Services: An indexing and abstracting service is a service that provides shortening or summarizing of particular documents and assigning of descriptors for referencing documents.

x) Guest Lectures and Career Guidance Cell: User comes to library for searching information regarding their carrier or educational development. Library should have very rich collection of competitive examination books. Library should invite guest lecturers for guiding the users to shape their carrier.



Figure 4: Prof. Dr. Rajendra Kumbhar (Professor, Library & Information Science Dept., SPPU) delivering the lecture on "Legal Database & Plagiarism"



Figure 5: Dr. Sudhir Ujalamkar (HOD, chemistry Dept., Modern College of Arts, Science & Commerce, Pune-05) deliver the lecture on the topic "Dr. APJ Abdul Kalam"

B. ICT based Best Practices:-

i) Computerized Library with Library Software: The MLC Library uses "Vridhhi software" which consists of Library Module, College Administration, Student Examination, Employees Module, Account and Finance module, Hostel Module and Online Public Access Catalogue

(OPAC). It is useful to our whole system of college and user friendly.

ii). *Libraryhomepage:*MLC Library regularly displays information about the latest additions of library resources. There have subtitles of Headings like Library At a Glance, Library Services, Library E-resources, Library Facilities; Total Expenditures are displayed on the notice board as well as the library website. A good number of faculty and researchers regularly use this service and make effective use of their academic and research interests.

iii). *Online Public Access Catalogue (OPAC):*Online Public Access Catalogue is made available in front of the Circulation Section. Students can access it to search library materials. The Card Catalogue is converted into machine-readable format to make it available for access through the computer.

iv)*CAS & SDI Services:* A selection of current-awareness services in the form of Table of contents' (TOC) alerts, List of new arrivals of journals and Books, Press Clippings, Research Digest, including Abstracting and Indexing Service provided by MLC library. Selective Dissemination of Information refers to tools and resources used to keep a user informed of new resources on specified topics.

v)*On-line Information Retrieval:* Access to current and comprehensive information is

important to improve teaching and learning activities. For this purpose, MLC Library provides ten computers with Wifi connection to the staff, students and researchers with a free of cost for unlimited access online information resources. Library staff members monitor this service during the working hours of the library. Within a short span of time, it became one of the most utilized services of the library.

vi) *Free browsing/ Downloading Unit:* Large numbers of resources are available on the Web and students need to be provided with the required facility to access the same. MLC Library provides for e-mail, browsing/ downloading Internet, accessing e-journals, AIR databases, N-list consortium institutional repository with 10 computers with Internet connectivity

vii) *Electronic Resources:*

MLC Library Database has over 2,09, 381 records with 6000 e-journals and 97000 e-books material including multi-lingual scripts on Intranet (LAN) connecting in the form of OPAC. The automated environment facilitates integrated library services & training sessions for the library users.

viii)*Institutional Repository:* An institutional repository is an online archive for collecting, preserving, and disseminating digital copies of the intellectual output of an institution. MLC Library has developed an institutional repository of College Seminar Reports, Faculty members

Research papers, Question paper, Syllabus, Students Research Articles, Students Dissertations, Notes, carrier guidance etc can be made available for user community.

C. Library Extension Services:-

i) Inter Library Loan (ILL):MLC Library has membership of two sister institutes -Modern College of Arts, Science & Commerce College, Shivajinagar, Pune-05 and Modern College of Arts, Science & Commerce College, Ganeshkhind, Pune-16,from where books may be borrowed.

ii) Document Delivery Service (DDS):DDS delivers copies of journal articles and book chapters owned by users to request these items and have them delivered electronically to their desktop. For many campus users this is a free service.

iii) Earn and Learn Scheme: Earn and Learn Scheme is an Internships program which followed by Savitribai Phule Pune University for needy college students. These students work in library the for routine library work i.e. new books processing, Stock Verification, arranging library books in racks etc.,

iv) Reprography: Reprography service also made available in MLC library with nominal charges for students.

v) Suggestion Box: Suggestion box is available in front of library, users can share their ideas/ views regarding the maintenance of the library, services etc. they can drop their valuable suggestions in this box.

vi) Newspaper Clipping Services: Newspaper Clipping is made available in library for users. It maintains the records by subject topic, Institutional News records and Valuable information related legal firm.

vii) Feedback Register: It is very useful register for library activities. It covers library collection, library services etc, the library users can write their opinions in this register.

viii) Library Security: Total eight CCTV cameras available in MLC Library for the security purpose i.e. Baggage Counter, Reading Hall, Text books Section, Periodical Section, Reference Section, Reprography Section etc.,

D. General Best Practices:-Listed below are the best practices adopted by the Modern Law College (MLC) Library in law and administration of the library system. An effective management of library supports excellence in the students, supports divergent research needs on and off campus, continues to adopt changes, and contributes in strengthening the academic life in the campus of the college.

- i) Regular Library Advisory Committee Meeting.
- ii) Binding of books & periodical Volumes.
- iii) Inclusive of Library Information in prospects & College Websites.
- iv) Intercom facility for easy communication among various departments.
- v) Pasting of barcode, spine label and stamping in a definite place on the books.
- vi) Question Paper sets of previous examinations.

- vii) Use of pesticides for keeping away book worm & damage of books.
- viii) Display of various library chart
- ix) Keeping the library premises neat & clean.

Conclusion

In this paper researcher has found that as per NAAC guidelines PES Modern Law College Library has adopted various best practices in its Traditional, Information Technology based, Extension Services and General Best Practices try to take care of user's expectations and to provide maximum best service. ICT is helping us in providing right information to right user in right time. Best library practices result in smooth functioning of the library. For providing best practices to our clientele, first we should understand their needs and then we can chalk out the activities. With the help of above best practices the library creates its good image in the mind of students, faculty & society.

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