



# **LOKAPRIYA GOPINATH BORDOLOI GIRLS' COLLEGE, TEZPUR**

## **CENTRAL LIBRARY**

### **PROFILE**

#### **Introduction**

The Central Library of Lokapriya Gopinath Bordoloi College, Tezpur was established in the year 1979. The old Library was situated near the old office (old administrative block) which looked like a traditional Assam type house. It was constructed keeping in mind several factors like economic and physical (area) and the Library was managed by the office staff. After that the old Library was shifted to the ground floor and then again shifted to the second floor of the three storey building then since its inception the Library is look after by the trained Librarian. The present Librarian has been appointed as the first professionally qualified Librarian of LGB Girls' College in the year 2010. Since then the Library has made consistent progress in terms of collection of books, periodicals, services & infrastructure provided. In 2021 the Library was once again shifted to the ground floor of the newly built three storey building. The Central Library has a sizeable collection of books & other reading material to meet the information needs of the members. The Central Library membership encompasses the college students, faculty members and non-teaching staff. We allow open access to the collection and encourage students to browse through the stacks. The Central Library is also used for recreation and leisure as it provides light reading materials like magazines, novels etc.

#### **Vision**

To develop, organize, provide access to and preserve materials to meet the needs of present & future generation of Library Users. To provide right information to the right users at the right time and in the right format.

## Mission

1. To provide College students with the information they need to achieve their highest academic potential and help them to acquire life long learning.
2. To support and supplement the academic programme by providing teaching-learning resources required by the faculty members as well as students.
3. To support teaching faculty to participate in interactive information to exchange with the wider Library/Educational Community.

## Objectives

- Extend support to teaching, learning and research initiatives of the college.
- Provide access to OPAC and e-resources.
- Assist in retrieval of reading material and e-resources.
- Upgrade and develop a Digital Library.
- To inspire and encourage the student.
- To inculcate a reading culture to every user of the Library.

## Total Area of Library

Total- 1626 sq.ft. (Approx.)

Reading Room- 400 sq.ft

Reference Section- 897 sq.ft

Digital Library- 299 sq.ft

## Working Hours

10:00 a.m. to 4:00 p.m.

**Library website:** <http://lbgirlscollege.ac.in/library.php>

**Library E-mail:** [lgblibrary10nov2022@gmail.com](mailto:lgblibrary10nov2022@gmail.com)

## Library Learning Resources

1. Total Number of Books  
10,521 (+2153 Others=12674)
2. Total no. of Books- Year: 2017-2022

2017-18	2018-19	2019-20	2020-21	2021-22
9307	9375	9551	9716	10,521

3. Book Bank- 320
4. Reference Books- 548
5. Dept. Library Books- 1674
6. No. of Journals- 11
7. No. of e-Journals- As in N-LIST (6,150 e-Journals)
8. No. of Magazines- 02
9. No. of Newspapers (Regional) - 05, (National) - 01
10. Binding Volume- 24
11. College Magazines (Annual) & Seminar Proceedings

### Library Software Used

SOUL 2.0 (ILMS)

### Total Number of Newspaper subscribed

S I. No.	Name of the Newspaper	Language
1.	Amar Asom	Assamese
2.	The Assam Tribune	English
3.	Dainik Agradoot	Assamese
4.	Asomiya Pratidin	Assamese
5.	Niyomiya Barta	Assamese
6.	The Times of India	English

### Total Number of Journals & Magazines Subscribed

S I. No.	Subject	Category
1.	Prantik	Magazine
2.	Gariyashi	Magazine
3.	Drishiti: the sight (Enlisted in the UGC-Care list)	Journal
4.	Bulletin of Political Economy	Journal
5.	Indian Development Review (An International Journal of Development Economics)	Journal
6.	Journal of Educational Review	Journal
7.	Indian Journal of Environment & Development	Journal
8.	Indian Journal of Mobile Communication, Networking and Applications	Journal
9.	Indian Journal of Information and Communication Systems	Journal

10.	Dogo Rangsang (Indexed in UGC-Care List)	Journal
11.	Journal of History, Art and Archaeology	Journal

### Services offered by Library

- Membership service.
- Circulation service.
- Reference service.
- OPAC service.
- Current awareness service.
- Reprographic service.
- Reading Room service.
- Preservation of old Question Papers.
- News Paper Clipping.
- Orientation programme for fresher's- To introduce new users with Library resources and services, the Library staff has been conducting orientation programme for TDC 1st Semester students and H.S. 1st Year students at the beginning of each academic session since 2017-18.

### Area of Library Automation

- Status- Partially Automated.
- At present following modules are available- Catalogue module, OPAC module, Circulation module (very soon in operation).

### Membership of Library Networks

The Library is an active member of INFLIBNET centre. On 2nd March 2022, our college Library has been registered under N-LIST programme successfully. On 27th June 2022, the Central Library of our college started accessing e-resources from N-LIST. Through N-LIST students and faculty members of college can access N-LIST e-Journals and consortium.

### Digital Library Initiative

Newly install SOUL 2.0 software & Cataloguing process with data operation of Book Bibliographic Details is going on. Digital library software is also accessible through College Website.



## List of Equipments

S I. No.	Name of Item	Qty.
1.	Computer	1
2.	Xerox	1

## Library Advisory Committee

The Library has an Advisory Committee consisting of teachers from different subjects.

The composition of the Library Committee is:

Principal- Chairperson: Dr. Tapan Kumar Kalita

Librarian- Secretary: Mrs. Leenakshi Das

Members:

(i) IQAC- Co-ordinator: Mr. Simanta Hazarika,

Asst. Co-ordinator: Mrs. Sandhani Dutta

(ii) Vice Principal &

(iii) Three Heads of the Department.

## Number of Library Staff

Four Staff

S I. No.	Name	Designation	Qualification
1.	Mrs. Leenakshi Das	Librarian	M.LISc
2.	Mrs. Mainu Saikia	Library Assistant	M.A
3.	Mr. Ronit Baba Deka	Computer cum Library Assistant	M.LISc
4.	Mr. Koushik Kumar Nath	Library Bearer	HSLC

## Best Reader Award

To motivate the students for using the Library, the Library has a practice of giving away “Best Readers Award” to maximum one student & one teacher at the end of each session.

## Rules & Regulations

The Central Library of the college framed its own rules and regulations during its birth year. These rules are amended from time to time, and these are as follows-

- IDENTITY CARD and COLLEGE UNIFORM are must while visiting and using the library.
- Book is issued for a period of maximum 15 days.
- Students have to submit the book before the due date. An overdue charge of Rs. 1/- for each book per day.
- Library will remain open from 10:00 A.M to 4:00 P.M.
- Books in the Reference books, Rare books, and Periodicals are not issued to anyone.
- Edibles are not allowed in the Reading Room.
- Students must not write or scribble anything on the Reading Desk.
- Students have to keep their personal belongings at the property counter while entering the library. Valuable things like mobile phones, ornaments are not to be kept in the property counter. However library will not be held responsible for loss of any items.
- Readers are not allowed to write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the library.
- Any reader observing a defect, or damage, or page missing to any book or manuscript shall point out the same to the Library Staff immediately.
- Borrowers must satisfy themselves regarding the physical condition of the book before borrowing. Otherwise they will be held responsible for any damage to the book at the time of returning.
- Altogether two (2) books are given to the major student and two (2) to the H.S students.
- Books borrowed on a particular day will not be accepted for return on the same day.
- Students must keep Books, Periodicals and Newspapers in proper place before leaving the reading room.
- Uses of MOBILE PHONES are strictly prohibited within the library.
- Users are allowed to check the availability of books in the computer through OPAC.

- Users are advised to maintain SILENCE within the library.
- Students found violating the above rules are liable to be punished or shall not be allowed to use the reading room in future.

### Future Plans

- Library Automation with Barcode.
- Conducting National Seminars & Workshops periodically.
- Creating Digital Library.
- E-Books, E-Journals.
- Online Database, Consortia.
- Subscribing more printed Journals like Aitihya- The Heritage and Economic and Political Weekly.
- One post of Library staff has to be sanctioned in near future by the Government of Assam.
- Organizing college level Book Exhibition and Book Fair.

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ESTD : 1979