



S.K.R GOVT. DEGREE COLLEGE, GUDUR

LIBRARY REPORT: 2020-2021

1. Introduction

Library is the temple of learning and hence it occupies the most important place in any educational institution. It is treasure-house of knowledge and wisdom. It is a place where the thirst for knowledge of all types including spiritual knowledge is quenched. It not only caters to the classroom requirements but also serves as a centre of supplementary additional and recreation reading. In short, it is a place where all the mental requirements of any type of person are attended to. The visitors may be an alumnus, a faculty member, an administrator or a member of the public. It is in the library that a line is drawn between the civilized and the nomad, barbarian and the animal. Hence Prof. H.J. Laski has said that the Minister for Education is more important than the Minister of War.

2. S.K.R Govt. Degree College Library

The college library was founded along with the foundations of college in 1965. It has been attending to the needs of various faculties like Humanities, Arts, Sciences and Commerce and as well as restructured courses like Microbiology and Computer Science,. Beginning with a small nucleus, the college library has flowered into a full fledged SKR GDC library. It is housed in a separate and big tow-storied building with good seating arrangements, and drinking water facilities. Equipped with the latest books and electronic gadgets, it caters fully to the needs of students, faculty members and researchers. The greenery around the building which is fenced on all sides provides a silent and pleasant atmosphere for intellectual development.

3. Present Staff of the Library

S.No.	Name of the Staff Member	Designation
1	E. Kiran Kumar M.L.I.Sc.,NET.,	LIBRARIAN
2	A. Naga Sathish B.A	Record Assistant

4. Physical Aspects of the Library

- A. Total area of the Library ----- 4600 Sq Mts
- B. Plinth Area ----- **5000 Sq ft**
- C. Total Seating Capacity ----- **60**

5. Physical Facilities

The S.K. R Degree College Library offers the following facilities to the visitors:

- A. Drinking water facility
- B. Good Furniture

6. Working Hours

	Working Hours	Transaction Hours
Week Days	09.00 a.m–06.00p.m.	09.00 am–05.00pm

7. Library Advisory Committee

The S.K.R Library has an Advisory Committee consisting of 5 members of whom 4 members are drawn from the Science, Commerce, Humanities and Language faculties. Principal is chairmen the committee. The committee assesses the requirement of new books catering to the needs of changing curricula. While functioning, the committee keeps the needs of the students, teaching staff and non-teaching staff in view. It advises to implement the suggestions given by the students and staff.

8. Collection of Books and Journals

S.K.R GDC Library has 28485 documents as on today (November, 2019). The Library subscribes to about 33 periodicals pertaining to various faculties.

9. Purchase of Reading Materials

Library holding	2014-15	2015-16	2015-17	2017-18	2018-19	2019-20
Books	1,36,957	30,512	—	—	60,000	1,39,681
Journals/ Periodicals	5000	4000	—	—	4000	29,989
Total	1,41,957	34512	—	—	64,000	1,69,670

10. Deployment of ICT and other tools deployed to provide maximum access

- * OPAC - now in Practice
- * Library E-mail - skrgdclibrary@gmail.com
- * Library Automation - Partial Automated
- * Total number of computers for public access - 3
- * Total number of printers for public access - 1
- * Internet band width/ speed - 512 kbps

11. Automation

All the books in the library are computerized through SOUL Software. Better services are provided after fully computerization with respect to the search of books.

12. Library Users – Statistical Data

- Average number of walk-ins per week -- 50
- Average number of books issued/ returned per day -- 20
- Ratio of library books to students enrolled (books for 1 student) -- 1:450
- Average number of books added during last three years -- per annum 1005
- Average number of login to OPAC per week --- 20

13. Specialized Services

- * **Reference:** We have separate reference Books Row to which every student has access
- * **Reprography:** We provide Reprographic Service to the users of the library on Free (Limited Papers)

14. Information and Networking Service

- * **Information deployment and notification :** There are separate display boards in the General Verandah of the library separately for Job Notices, Book Reviews, General Information and News of the day.
- * **Download:** Downloading facilities are provided with respect to Job application, Courses, Syllabi, competitive and Entrance exams by Librarian
- * **CD/ DVDs Service:** About 40 CDs/ DVDs are available in the Periodical Section kept in a separate Cabinet. They are loaned to the members of the faculty as well as to the students.
- * **Networking Centre:** The Net-work Service is available to the faculty members as well as to the students. They may download as well as print the required information with respect to
 - Career guidance
 - Job opportunities
 - Employment News
 - General Knowledge and Awareness
 - On-line Applications etc

15. Services provided by the Library Staff

The following support services are provided to the teaching faculty and the students.

1. Help by the library staff with respect to the location of a book either in the general section or reference section,
2. Information about the arrival of new books and journals and in some cases with respect to special articles published.
3. Information about the Current Book Reviews and new Research Papers published in various journals and magazines.
4. Book Lending Service
5. Reader's Advisory Service
6. **Question Paper Service:** Question Papers of the Sri Venkateswara University and the newly founded Vikrama Simhapuri University are bound and preserved. They are available
 - a. University wise
 - b. Year-wise i.e. first year, second year and third year

They are readily available in a separate rack in the Book Stacking Section of the Library.

16. **User Orientation and Awareness**

At the beginning of every academic year we interact with the students section wise with respect to the importance of the library as well as the books, journals and facilities available with us, the borrowing system of the books and conditions loaning. Every year prize is given to the best student user of the library.

Whenever there are new arrivals, they are immediately put on the library notice board. The list of new arrivals is sent to the various departments for information. Moreover, whenever the staff members and the students come to the library for borrowing books, they are personally informed about the new arrivals. The new arrivals are put separately in a special rack for a considerable period with a display card stating "*You are the First Reader*".

Display of news paper clippings with reference to Jobs, Competitive Examinations, new academic courses and new colleges or universities offering latest courses of study.

Display of the titles of important articles published recently in various journals.

Reprographic printouts and downloading of printed applications etc., are offered at cost to cost basis.

17. Library Extension Services:

The following Extension Services are available in the library

- a. Keeping the library open an hour before and after the working hours of the college.
- b. Celebrating National Library Week from 14th to 20th November.
- c. Guest lecturers, specially during the Library Week
- d. Conducting competitive Examinations Specially Those who are applied APPSC examinations, Quiz Competitions Monthly wise.
- e. Conduct of survey by the library staff through a questionnaire with respect to the books which have influenced them most. The questionnaire is supplied to the students, staff members, old students and the elites of the town.

18. Feedback from the users

Besides the oral feedback from the visitors, there is a separate box inviting suggestions from the users. They are implemented as far as possible. If needed the suggestions or requirements are brought to the notice of the Principal, Library Advisory Committee and the Management for implementation.

19. Conclusion

Thus the S.K.R GDC library plays a pivotal role in the academic growth of the college. Efforts are being made to enrich it further so that the visitors to the library are kept abreast of modern needs in a competitive global society. We realize that the library is the heart that pumps out knowledge through various sinews to the different departments and wings of the institution. We also realize that the future academicians, administrators, scientists, reformers, community leaders sand social servants are made and shaped here. Our motto is:


PRINCIPAL
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Sri Potti Sreeranga Nellore Dt.