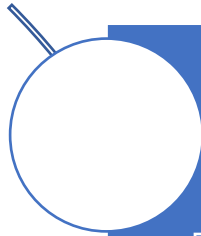
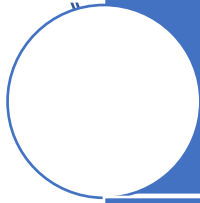


# About Library 1

1



The college was established on 14.8.1981 as a private college. It was taken over by the Government of M.P. on 1.10.1982.



It is a leading college of Ujjain Division.

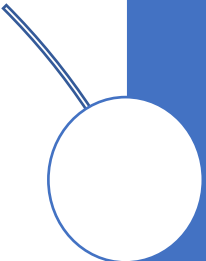


Library first started in a small room and afterwards, in 2006 in a hall in the premises of rented college building in Budhawaria, Ujjain.




In 2019 it was shifted into newly built building of the college near Ramjanardan Temple in a hall since library part of college building was incomplete due to corona pandemic.

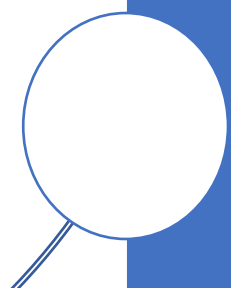
# About Library 2



In 2020 it has been re shifted to ex Madhav Arts and Commerce College, Dewas Gate, Ujjain since the newly built building at Ramjanardan Temple was situated in a remote place at 7 KM away from centre of city and was very inconvenient to girl students.



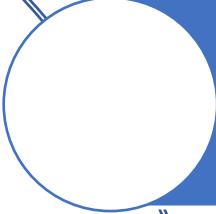
The present library building is an independent and specious. Many library facilities are being developed in it.



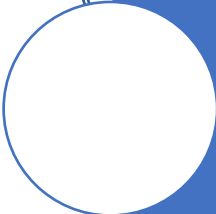
Miss Rehana Odniwala was first Assistant Librarian on contract basis on 1990-91. Miss Veena Sharma followed as Librarian in 13 Nov 1991 after retirement of Veena Sharma in Aug 2007 Dr. Abdual Wazid Kureshi was in-charge of Library till 20 Sep.2008. Dr. Leena Shah, presently working as Librarian from 21.8.2008. The library uses 2.0. SOUL Software from

# About Library 3


3




2003. Data entry of 28824 books have been completed in SOUL software.



Year 2023-24 all 30831 books and staff and students' data entries has been done through E- Granthalaya Software.

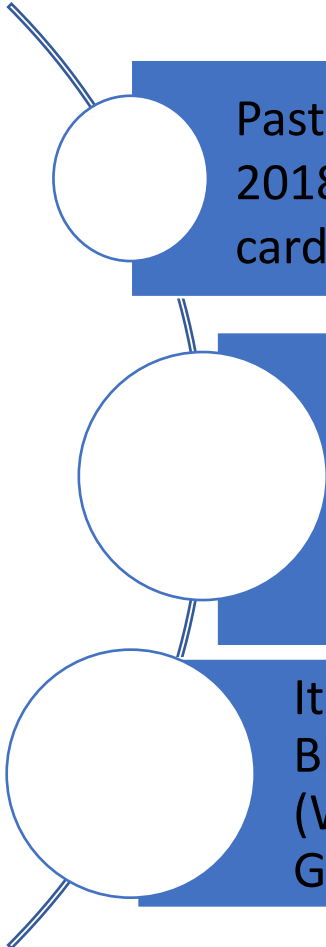


Also has 251 E-books provided by Higher Education for access on E-Granthalaya Portal from Jan.2024.



Prepared barcodes and pasted them on spines, front page and secret pages of the useful books for circulation.

# About Library 4



Pastes cello tape on barcodes for their security. From 2010 to 2018-19 all students and staff were provided laminated library cards with barcodes.

At present the library is providing facilities to 2431 (24-25) students of the college. Library has 30856-3476 W/O = 27380 books. Also has more than 4000 e-journals in ONOS and 6,00,000+ E-Books are accessible on line through NDLI.

It subscribes 5 Newspapers (4 Daily News Papers: Dainik Bhaskar, Naiduniya , Patrika and Free Press, Rojgar Nirman (Weekly), 3 Magzines , Pratiyogita Darpan, India Today ( Hindi), Grahshobha .

# About Library 5

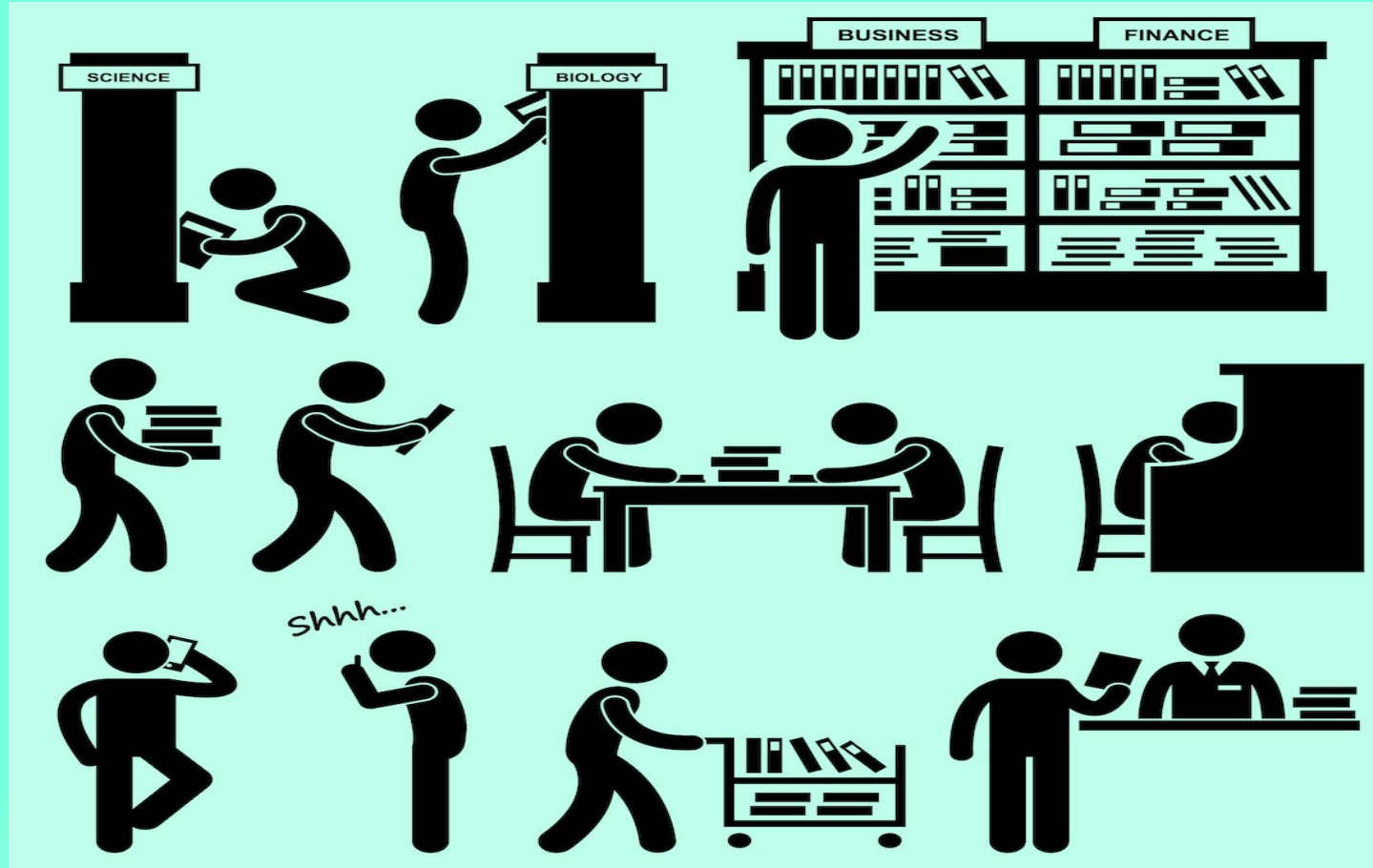
5

- ❑ The library has rich collection comprising of books on all relevant subjects, print journals, e-journals, special collection includes books on literature (Hindi, Urdu, English), religious, spiritual books, English language, sports, biographies and Indian Knowledge System, general interest titles and competitive books to take care of the future and carrier base needs of the users.

# Know your library

5

## LIBRARY



# Glimpses into the strength of our collection

12

**Printed books**

**30856**

**E-books (Access through  
E-Granthalaya)**

**251**

**Online Database  
{EBSCO,PROWESS-CMIE,  
N-LIST}**

**ONOS  
Subscription**

**Newspaper**

**05**

**Magazines**

**03**

**CD/DVD**

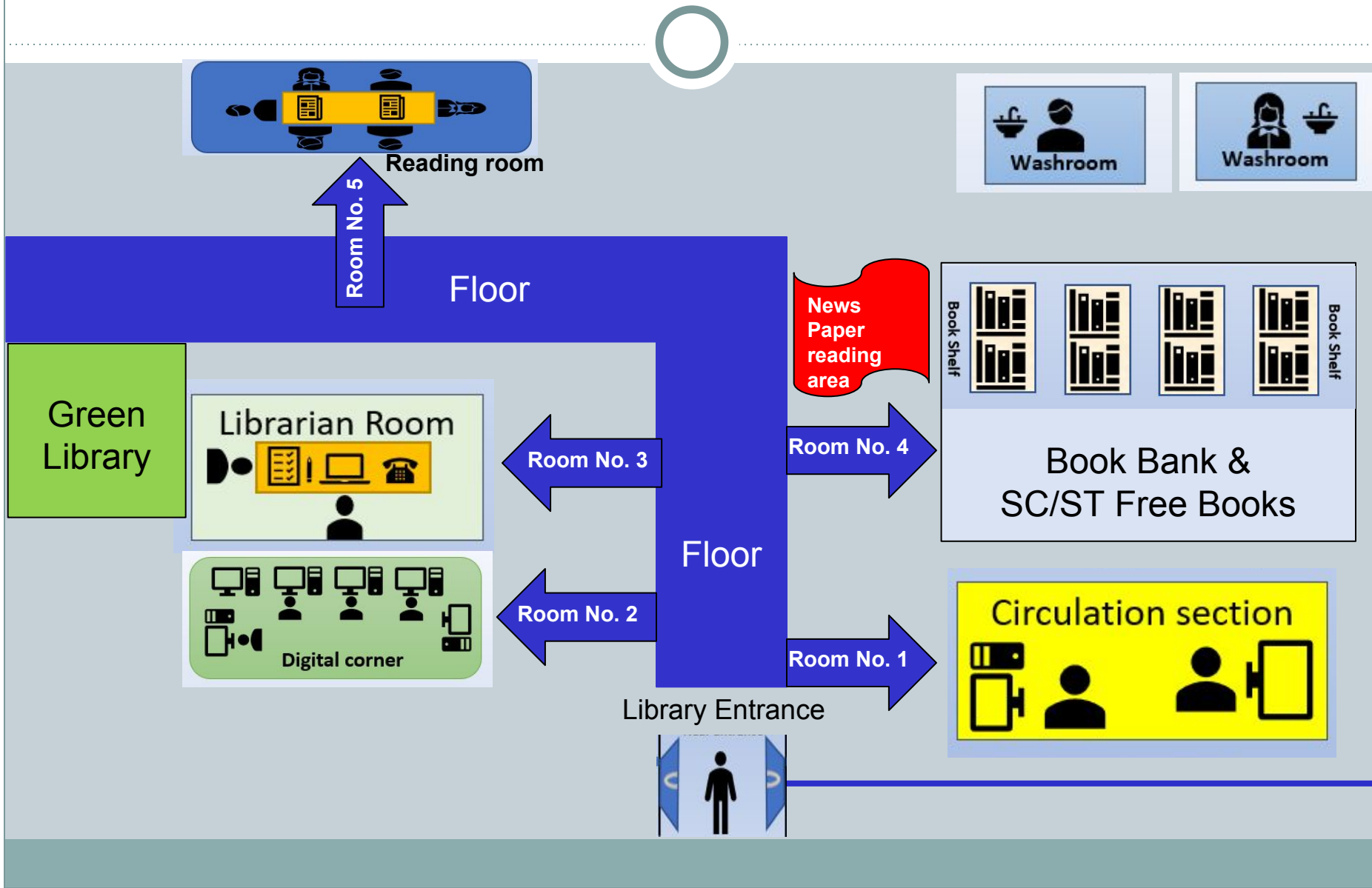
**20**

**In-house database (ONOS)**

**01**



# Library Layout







# Library Services

- ❖ **Circulation (Issue/returns of books and renewal)**
- ❖ **Web OPAC**
- ❖ **Fully automated and wi-fi enabled**
- ❖ **Open access system for readers**
- ❖ **Display of New arrivals magazines and journals**
- ❖ **Reading room facility**
- ❖ **Reference service**
- ❖ **Alert service through e-mails**
- ❖ **Old Question Paper**
- ❖ **Help in Project**
- ❖ **Free books and Stationery for SC-ST Students**

# Library Rules: Issuing Books

46

- Library card /Identity card is must while visiting and using the library.
  - Readers shall not 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 to any book shall point out the same to the Library Staff immediately.
  - Borrowers must satisfy themselves about the physical condition of the book before borrowing. Other wise they will be responsible for any damage at the time of returning.
  - Books borrowed on a particular day will not be accepted for return on the same day.
- . After Issue book student must cover it transparent sheet .

# Efforts for Students by Library 1



# Efforts for Students by Library 2



# Efforts for Students by Library 3



# Library Programs and Events



we offer range of Programmes and events to promote learning and reading including training sessions on different e-resources for access.

- General Knowledge Competition Each Month
- Today's Question Daily
- Today's Thought Daily
- Library Visit
- Inculcating Reading Habit
- Practical in Green Library
- Book Exhibition
- Book Fair
- Workshop and Training Program for access e-resources

- Guidance in Project Work
- Inter College Guidance in Free Wi-Fi Facility
- Book Reading Club
- Role of Lead College Library

# Information Infrastructure of Library

76

- ❑ The Library has developed infrastructure with the objective to provide effective and efficient IT based library and information support service to users.
- ❑ Wi-Fi connectivity
- ❑ E- Granthalya (Library Management Software)
- ❑ Web OPAC
- ❑ Digital corner for E-Resources
- ❑ Desktop computers (05)
- ❑ Reading Room
- ❑ Green Library with seating facility
- ❑ Toilet Facility

# Location of Books and Journals

77

- Stack (1<sup>st</sup> Room) - Covering class numbers 000—999
- Stack (2<sup>nd</sup> Room) Reference book of SC ST Book Bank
- Stack (3<sup>rd</sup> Room ) for Reference Books
- Stack (4<sup>th</sup> Room) Book Bank book and Sc – ST free books
- Periodical Section (5<sup>th</sup> Room)- Journals/ Magazines/ Newspaper
- Reading room (5<sup>th</sup> Room )- Girls

**Please take a library tour to become familiar with this important facility**



# Sources of information

There are various sources from which we can get information on different topics

Words, meaning, pronunciation

**Dictionaries**

general information/ overview of a topic, background information

**Encyclopaedia**

Name & address of people organisation intuitions and companies etc.

**Directories**

Formula tables, how to do it

**Handbook and Manuals**

place maps geographical information

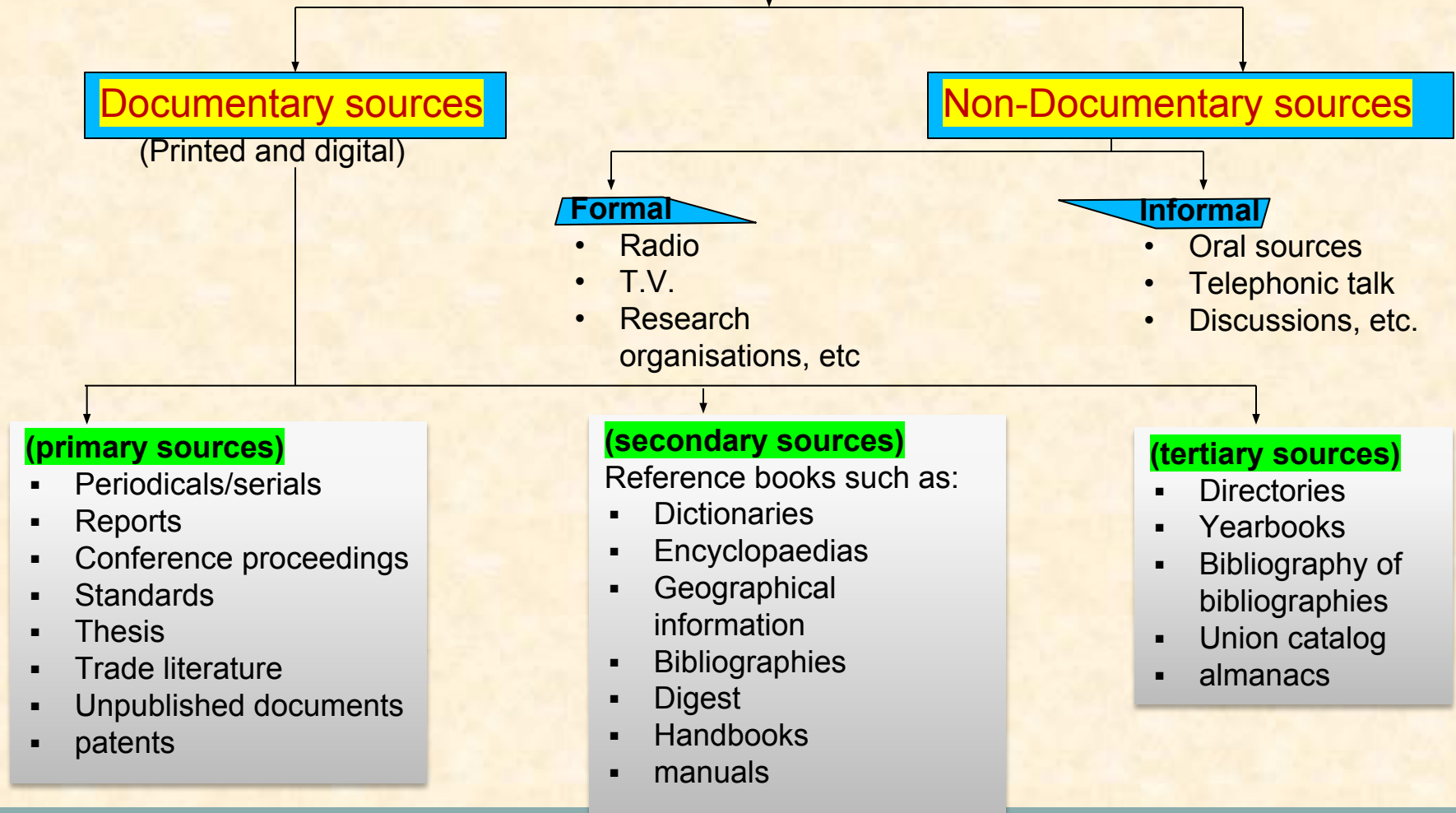
**Atlases, Gazetteers**

Facts (statistical and astronomical)

**Almanac**

# Types of information sources

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← → ↺ 🌐 onos.gov.in

 **Contact Us**



## Notices

An Initiative of Govt. of India

# **We request you to**

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- Bring your Id card when you visit library
- Co-operate with library staff
- Feel free to take assistance
- Maintain silence in the library premises
- Take care of library materials

# Some dont's

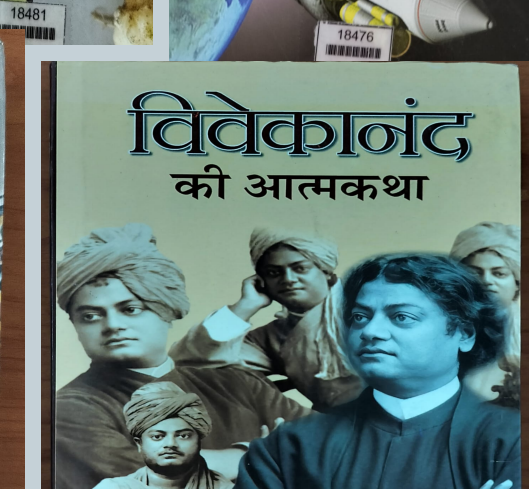
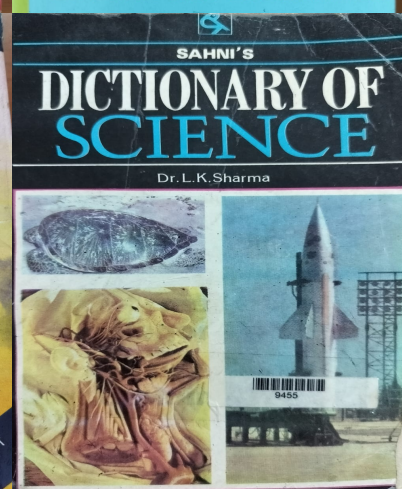
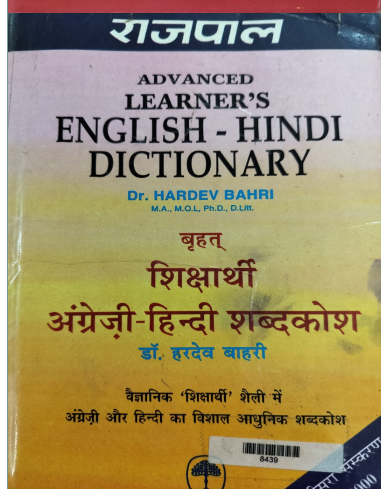
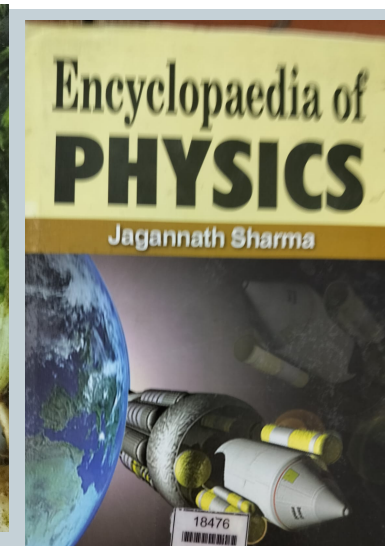
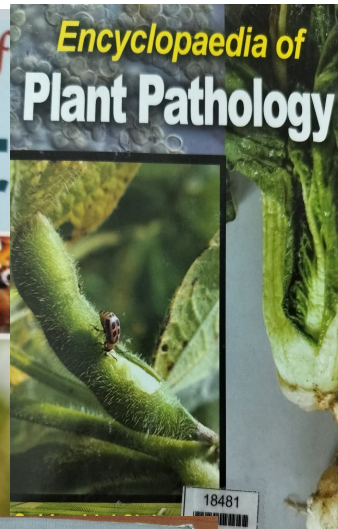
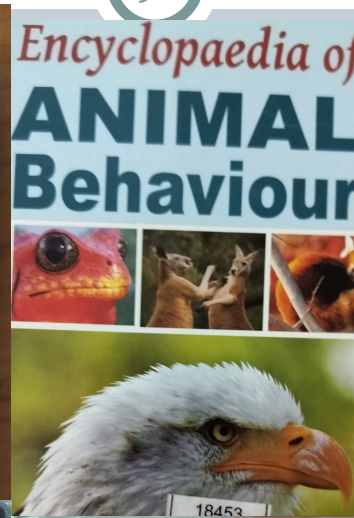
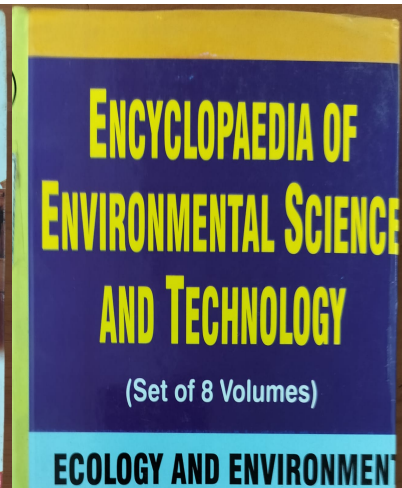
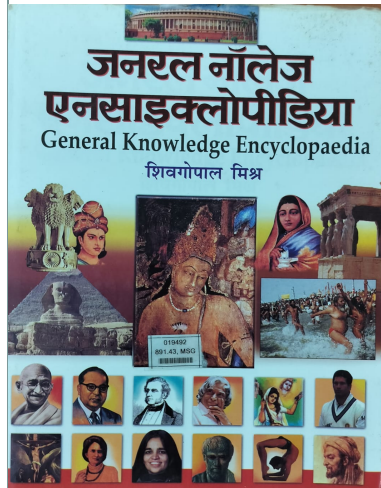
89

- Do not take out library document/material without getting issued
- Do not play music and other gadgets in the library
- Do not use library computer/network for non academic purposes
- Do not mark, write, underline in library reading materials
- Do not bring any eatables and drinks



# Encyclopedias , Dictionaries and Autobiographies

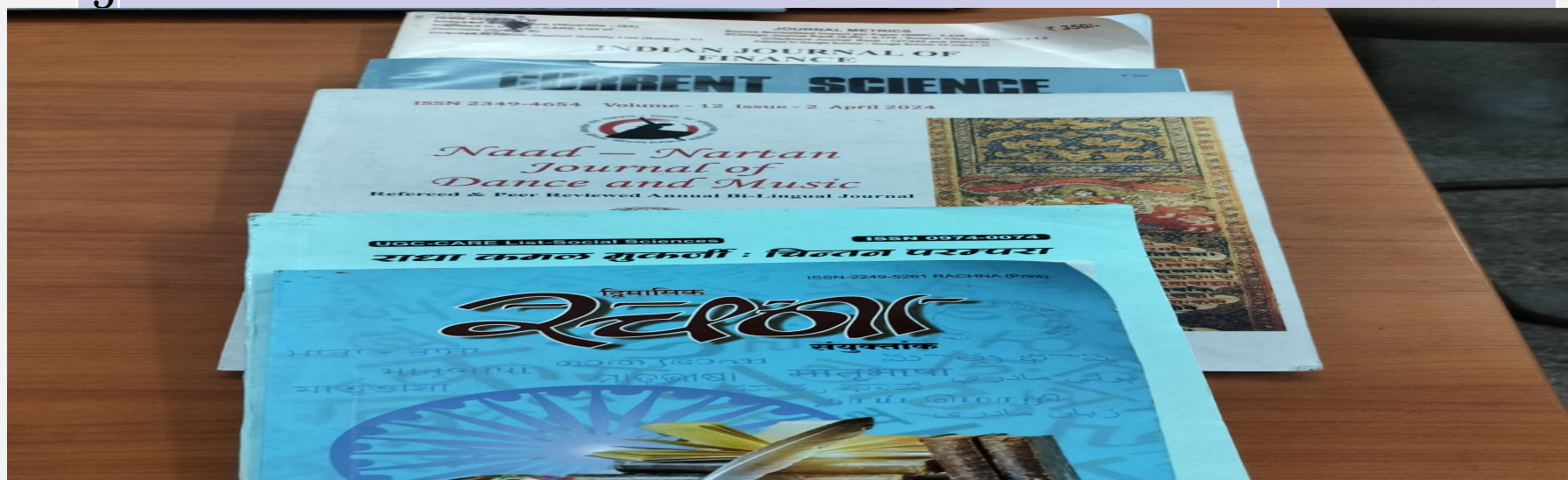
91



Available in library

# List of subscribed Journals(Print)

S N o	Titles	Periodicity
1	Indian Journal of Finance	Monthly
2	Current Science	Fortnightly
3	Naad – Nartan Journal of Dance and Music	Annual
4	Radha Kamal Mukherjee : Chintan Parampara	Biannual
5	Rachna	Bimonthly





# List of subscribed Magazines (Print)

S No	Titles	Periodicity
1	Pratiyogita Darpan	Monthly
2	India Today ( Hindi)	Weekly
3	GrahShobha	Fortnightly
4	Panchyajanya	Weekly





# List of subscribed Newspapers (Print)

S N o	Titles	Periodicity
1	Free Press	Daily
2	Patrika	Daily
3	Naiduniya	Daily
4	Dainik Bhaskar	Daily
5	Rojgar aur Nirman	Weekly



# Best Library user/reader award



- Who makes the maximum use of library resources and facilities.
- Five students will be selected for the best library user award on the basis of library usage.

Reading Award

This certificate is presented to

for

at

Date

Signed

# Suggestions

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Suggestions are most welcome to improve the library and its services.

