

MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE COLLEGE

MUKKAM, MANASSERY P.O, KOZHIKODE – 673602

LIBRARY AQAR 2017-2018

4.2 Computerization of library

- Library is fully automated with BOOKMAGIC software.
- Circulation of books in the library by using bar code technology.
- E-Gate register maintained
- Library Blog and Library Face book Page.
- Nlist and British Council Digital Library Subscription
- Internet facility

4.3 Library services:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
TEXT BOOKS	15997	2807420	122	33482	16119	2840902
REFERENCE BOOKS	2679	1607076	21	16357	2700	1623433
e-Books	31,35,000+ e books (e-Books provided by Nlist and British Council Digital Library)					
Journals	32	42305			32	50305
e-journals	7 e journals from sage & 6000+e journals provided by Nlist and British Council Digital Library				7 e journals from sage & 6000+e journals provided by Nlist and British Council Digital Library	
Digital Database	4	6749			4	7100
CD & Video	243	11797	1		244	11797
Others	53	37379			53	32638

6.3.5 Library, ICT and physical infrastructure / instrumentation

- To make the library more learners centric and user friendly, a Library Advisory Committee is constituted in which the principal, librarian, staff and student representatives are members.
- Library is fully computerised with CCTV surveillance and follows open access system.
- Library has Nlist and British Council Digital Library Subscription.
- During the academic year 143 text books were added to the college library with a cost of Rs. 49839/-

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Goal	Action taken
Develop outreach and instructional programs for library users	Conducted user orientation. Disseminated useful information by using latest communication facilities. Provided Best user award to Shahna Febin C.V , III BSc Microbiology and Nihal.M.P. II MSc Physics. During this year various external users visited library for reference for phd and competitive examinations
Provide proactive library services	Updated library blog and Digital library by adding various links and documents.
Provide and improve access to information resources	Purchased 143 books. Continued the subscription of journals and periodicals. Renewed Nlist & British Council Digital Library Membership
Develop facilities & infrastructure of the library	-
Maintenance of library collections and equipments	Done maintenance of books and equipments as and when required. Stock Verification of library collection is done on june 2017. An auction is organized on 02/05/2018 to weed out old newspapers and magazines

Collect information for improvement	A complaints and Suggestion Box is maintained in the reading room
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8. Action Plan for the year 2018-19

Our library supports the teaching and other educational function of the M.A.M.O College and creates a conducive learning environment for its users through the acquisition and management of materials including but not limiting to books, periodicals and electronic resources. The sole objective is to serve the right information to the right user at the right time. In order to serve this objective the library has chalk out the following action plans for the year 2018-2019

Goal 1. Develop outreach and instructional programs for library users.

- Provide user orientation
- Use latest communication facilities to disseminate information
- To encourage the use of library implement a “Best user award”
- Extend the library services out of the campus by providing access to the library resources to those needed

Goal 2. Provide proactive library services.

- Train the staff in providing various services
- Attend training, seminars and workshops
- Updating blogs
- Updating digital library
- Proper Guide Boards

Goal 3. Provide and improve access to information resources

- Purchase books relevant for the course of study, personal development, for preparing for competitive examinations and for leisure reading
- Increase the number of computers
- Subscribe Journals and Magazines
- Grow and promote e-book and streaming media collections
- Subscribe Journals to provide latest information in the field of interest of library users
- Increase the number of general magazines
- Subscribe the magazines helping to prepare for competitive examinations
- Increase the number of books in book bank.
- Digitalize old university question papers to make it easily accessible.

Goal 4 Develop facilities & infrastructure of the library

- Increase the number of seating
- Increase the number of shelves
- Provide Proper lighting

Gaol 5 . Maintenance of library collections and equipments

- Send useful damaged books for binding.
- Make necessary repairs for the books whenever necessary
- Proper maintenance of the equipments and computers in the library.

Goal 6. Collect information for improvement

- Keep complaints and suggestion box