4.2 Library automation using Integrated Library Management System (ILMS), subscription to e-resources including the provision of links to OER repositories, the amount spent on the purchase of books, journals and usage of library

SL.No.	Particulars	Page Number
(1)	**Library Automation**	1-8
	(a) Integrated Library Management Software- Koha (b) Book circulation through bar code scanner (c) Online Public Access Catalogue (OPAC) (d) Search Module (e) E-Library (f) N-LIST (Remote Access Full Text Database) (g) NDLI and NDLI-Club (h) Library account of Users (i) Rare Books	
(2)	**Institutional Repository**	8-10
	(a) Institutional Repository using DSpace Digital Library Software. (b) Previous year question papers (c) E-Clipping (d) New Arrival Volume	
(3)	**Library holdings and usage**	11-13
	(a) Print resources (b) Library Subscription (c) E-Resources (d) Year-wise growth rate of collection (Books) (e) Year-wise amount spent on Book Procurement (f) Withdrawn of Books (g) Usage of Library (h) Rear Book Collection	
(4)	**Library Layout**	14-15
(5)	**ICT Facilities in Central Library, YSM (Information and communication technology)**	15-16
	(a) Digital Knowledge Centre (b) Library Portal (c) WEB OPAC (d) Central Library Digital Repository	

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Jagarnathpur, Dhurwa, Ranchi-4

(e) Remote Access e-sources
(f) Library Automation
- Dedicated E-resource tab on the library website for accessing various E-resources.
- Online Public Access Catalogue (OPAC) through the college library website.
- Email alert service at the time of book issuance, return and due date
- Online book holding facility, book renewal, book purchase suggestion, user feedback, circulation details, Add to cart, favourites list, search history, etc.
- Syllabus, previous year questions and newspaper clipping services are also provided.
- Remote access to the institutional repository through D- D-Space.
- Career guidance, exam support, and research support through a dedicated tab on the library website

(6)	**Institutional Membership**	16
(7)	**New Initiative Introduced**	17
(8)	**Best Practices**	17-20

1. Library Automation**:** Central Library, Yogoda Satsanga Mahavidyalaya is a fully equipped lending library that provides information to all who wish to pursue self-learning. It supports the teaching, learning and research activities of the Mahavidyalaya by providing information resources in an appropriate range of formats, suitable study space and facilities for individuals and groups, and efficient user-focused services.

(a) **Integrated Library Management Software- Koha**: KOHA is a full-featured open-source Library Management System. It was initially developed by Katipo Communications Ltd of New Zealand, currently maintained by a team of software providers and library technology staff from around the globe. It is a Customizable Web-based Interface with full MARC support (MARC21 and UNIMARC) and Includes Z39.50 server & client for data interchange.

Central Library, Yogoda Satsanga Mahavidyalaya has been automated with the in-house KOHA integrated library management system since the year 2017 (KOHA - 17.01). Recently we shifted from in-house KOHA to the cloud KOHA (Koha – 23.11)

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to improve the service quality up to the mark. More than 36000 printed booksare catalogued and barcode enabled in our Central Library.

- **ILMS:** KOHA
- **Version:** 23.11.03.000 Rosalie (For details)
- **Type of Automation:** Partial
- **Year of Implementation:** 2017 (shifted from in-house KOHA to the cloud-based KOHA (Koha – 23.11) in the year 2023

Picture: - Version of Koha

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Picture: Staff Interface (Click to Access)

(b) __Book circulation service__: Check-in and Check-out processes (lending service) in the Circulation section are offered digitally by barcode scanning of the smart user ID and resources of the library to save the time of the user community and staff.
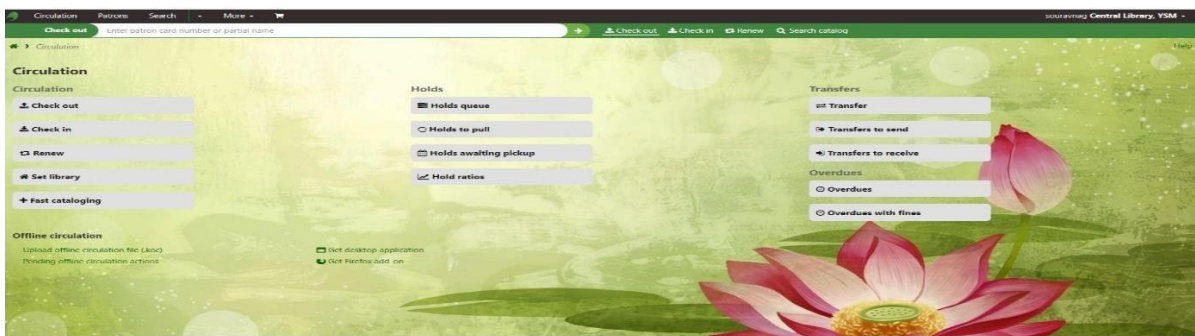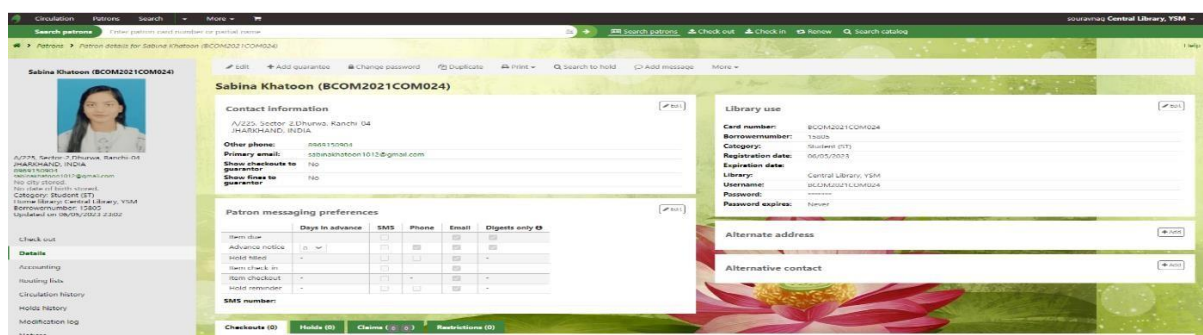

Picture: Koha Circulation Module

Picture- Patron Module

(c) __Online Public Access Catalogue (OPAC):__ Web OPAC is a Digital Library Technology, which can be accessed through the web. The entire collection of Central Library can be searched through WEB-OPAC. From the OPAC section on the website students and faculty can access online resources without any difficulty. Students can self-check the books held under their ID in their library account. Cloud-based well

customized Online Public Access Catalogue facility is offered seamlessly for 24*7 hours from off-campus also. (Click to access)


Picture: OPAC main page

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(d) Search Module: Central Library, YSM provide different search techniques to retrievecatalogued data (Books and documents) through Library Management Software: Koha

➢ Simple search by author, subject, call no, keyword, title etc.
➢ Boolean Search
➢ Limiting search
➢ Advance Search
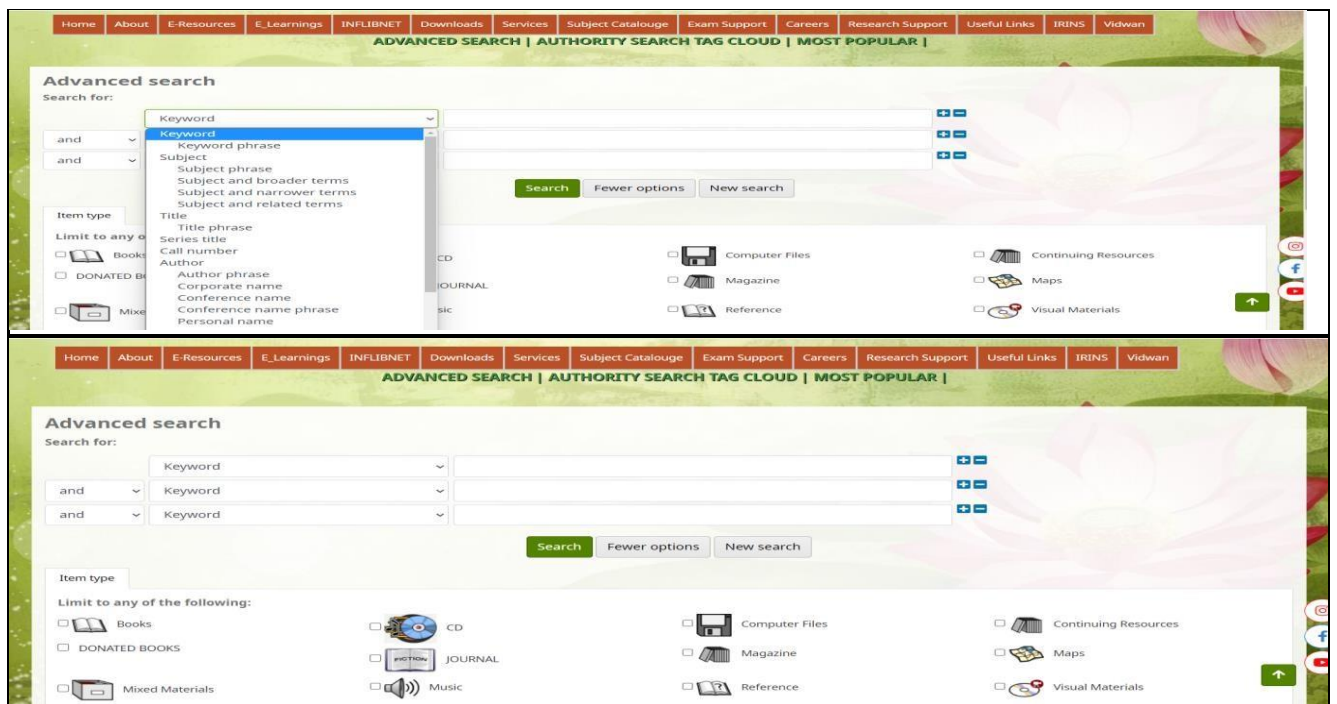
Picture: OPAC Search Module (Click to access)

e. **E-Library:** Central Library, YSM has offered a referral e-library by indexing the free e-resource in our web-OPAC, which offers books, journals, study materials, databases, data sets, government job portals, course and training portals carrier guidance flowcharts etc.
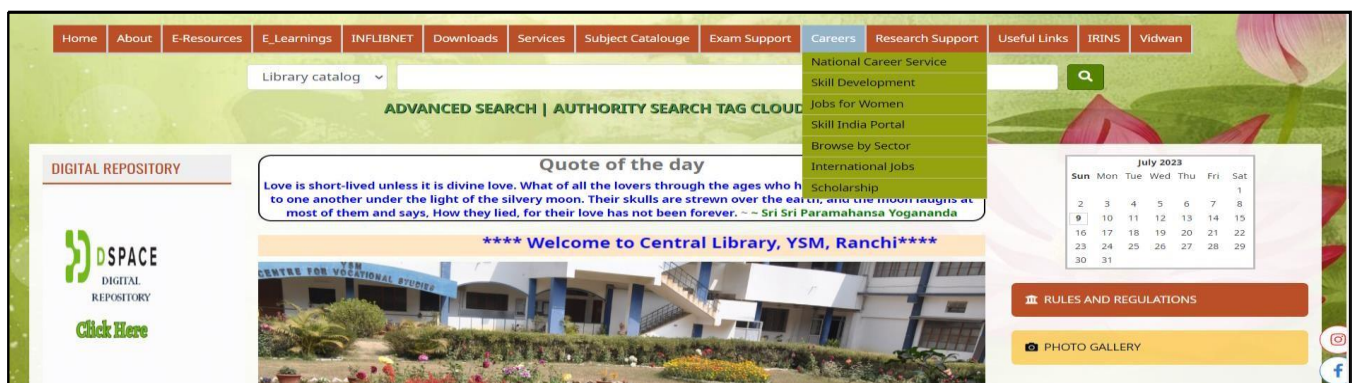
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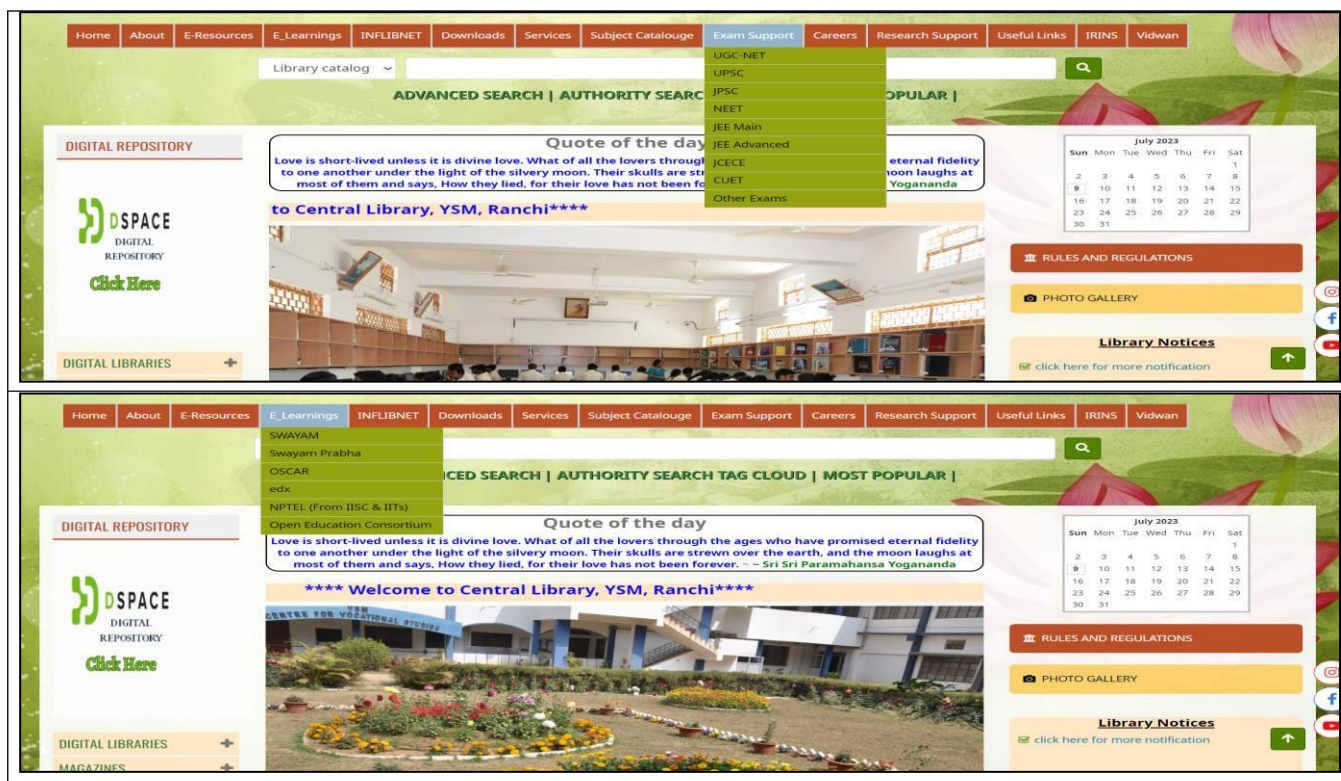
Picture: E-library

(f) **N-LIST (Remote Access Full Text Database)**: National Library and Information Services Infrastructure for Scholarly Content (N-LIST) is the college component of eShodh Sindhu. It provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. Central Library, YSM has been a member of N-LIST, INFLIBNET since the year 2017, a college component of an e-ShodhSindhu consortium with access to more than **7783491 full-text e-books and 6435+ e-journals**. Presently our Mahavidyalaya has more than 1000 active users in N-LIST.
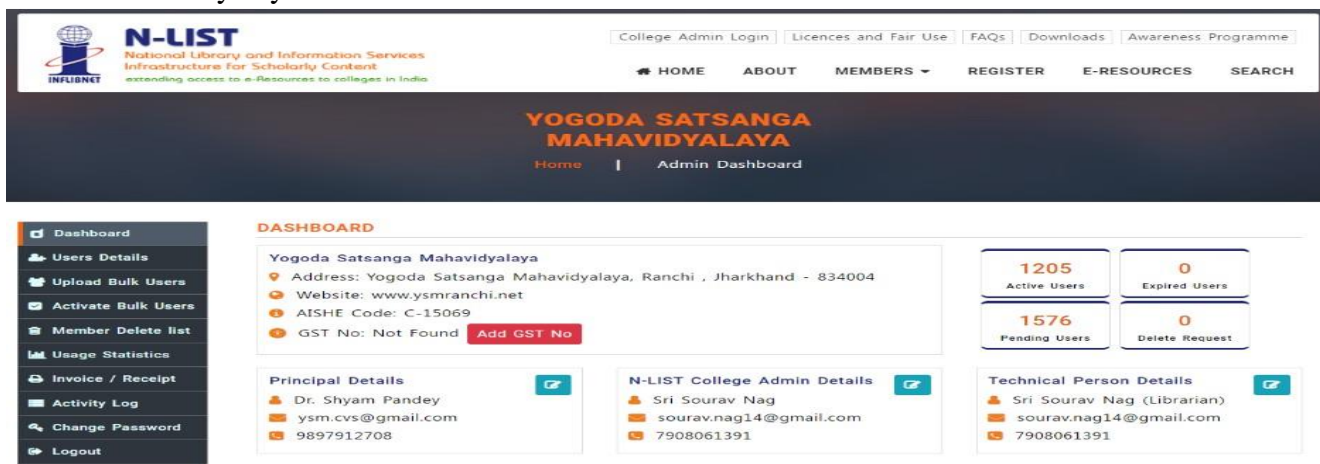
Picture: N-LIST Database

(g) **NDLI and NDLI CLUB**: The National Digital Library of India (NDLI) and NDLI Club are initiatives of Ministry of Education (MOE), Government of India, to enable learners to use NDLI throughout their journey of education while motivating them to contribute actively towards a national knowledge trove. Central Library, YSM is a registered institute of NDLI, IIT, Kharagpur from the year 2017 and users have access to the vast reservoir of e-resources and offers to attend the national and international events on different topics with participation certificate.

(h) **Library account of Users:** Central Library's users have their accounts to log in and access features such as circulation details, book renewal services, and purchase suggestion services.

(i) **Rare Book**: Central Library, YSM has taken an initiative to preserve the rare books of the library digitally through an institutional repository.

## 2. Institutional Repository: Central Library, YSM offered an institutional repository, and a digital archiving facility for the students as well as staff of our Mahavidyalaya to access digitally archived documents.

(a) **Institutional Repository using DSpace Digital Library Software**: Dspace is an open-source repository software that allows to capture, storage, indexing, preservation and distribution of digital material including text, video, audio and data. DSpace provides a way to manage materials and publications in a professionally maintained repository to give them greater visibility and accessibility over time. In the year 2023, Yogoda Satsanga Mahavidyalaya Central Library has installed institutional repository software namely dspace for archiving documents digitally to improve the service quality up to the mark. We are now using the DSpace 6. X version locally to serve the digitally archiving documents among the students as well as our faculties.

- ➢ **ILMS:** Dspace
- ➢ **Version:** 6.3 (For details)
- ➢ **Type of Automation:** Partial
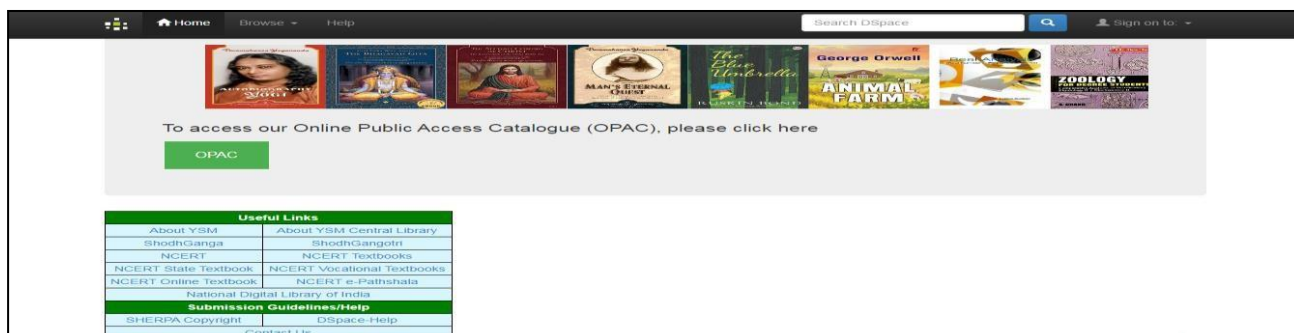
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Previous year question papers: Central Library, YSM has offered digitally archived subject-wise previous year questions for the students. This initiative has been taken in the year 2023 to improve library services up to the mark. Besides our digitally archived previous year's question paper, hard copies of the same question papers are also available for the students. (Click to access)

Picture: Previous Year Questions

9

(b) E Clipping: To improve the library awareness services up to mark, Central Library, YSM offered e-clipping of newspapers for the students. The e-clipping of the newspaper is available through our institutional repository.

- Link:(Click to access)

DSpace at Yogoda Satsanga Mahavidyalaya Central Library

News Paper Clipping : [1] Community home page

Browse

Issue Date	Author	Title	Subject

Collections in this community

प्रभात खबर   Prabhat Khabar [1]

Picture: Newspaper Clipping

(c) New Arrival Volume: To improve the library awareness services up to mark, Central Library, YSM offered subject and year-wise new arrival volume for the students and patron of our Mahavidyalaya through our institutional repository.

- Link: (Click to access)

DSpace at Yogoda Satsanga Mahavidyalaya Central Library

New Arrival : [9] Community home page

Browse

Issue Date	Author	Title	Subject

Collections in this community

2022-23 [9]

Picture: New Arrival service

3. <u>Library holdings and Usage</u>**:** Central Library, YSM contains a rich collection of more than 36000 books. (Text Books & Reference, Daily Newspapers, Employment oriented Newspapers, more than 1 Lakh e-books, and approximately 4500 peer-reviewed journals through NLIST & NDLI. Besides the textbooks and reference books, we have a separate collection of spiritual/ motivational books.

(a) **<u>Print resources</u>**:

SL NO	Particulars of collection	Total
1	Text Books	31000+
2	Reference Books	4000+
3	Spiritual Books	1000+
4	Maps and Globes	51
5	Motivational CDs/DVDs	15

(b) Library Subscription:

SL NO	Particulars of collection	Total
1	Magazines subscribed (printed) (Pratiyogita Darpan, Success Mirror, India Today, Kurukshetra, Science Reporter, Yojna, Yogoda Satsanga (English & Hindi)	8
2	Newspapers (Employment News, Hindustan Times, Hindustan, Prabhat Khabar, Dainik Jagran, Dainik Bhaskar)	6

(c) E-Resources:

SL NO	Particulars of collection	Total
1	E-Journals (Through NLIST)	6435+
2	E-Books (Through NLIST & NDLI)	7783491
3	DOAJ (Open Access)	15000+ peer-reviewed e-Journals
4	DOAB (Open Access)	68000+ peer-reviewed e-books
5	DOAR (Open Access)	84 Indian repositories

(d) Year-wise growth rate of collection (Books):

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Total books	40,305	42,310	42,313	42,420	37127*
Amounts of books purchased during the year (in Rs.)	37,136	5,57,797	680	61,106	5,77,505

*A total number of 7220 (Seven Thousand Two Hundred Twenty) books of different subjects has been weeded out on dated 02.05.2023 due to the content of the books being no more relevant to the current curriculum and poor physical condition.

(e) Year-wise amount spent on Book Procurement

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Amounts of books purchased during the year (in Rs.)	37,136	5,57,797	680	61,106	5,77,505

(f) Withdrawn of books: Withdrawal of out-of-syllabus books from the library is importantto maintain the relevance, focus, and efficiency of the collection. It helps optimize resource utilization, enhances access to up-to-date information, and supports theacademic success of students. Central Library, YSM periodically withdraws books from its collection to enhance access to up-to-date information and support the academic success of students.

* A total number of 7220 (Seven Thousand Two Hundred Twenty) books of different subjects has been weeded out on dated 02.05.2023 due to the content of the books being nomore relevant to the current curriculum and poor physical condition.

(g) Usage of Library:

Particulars	2018-19	2019-20	2020-21	2021-22	2022-23
Number of students/ faculties visiting library	11354	8912	906	4372	11202

|					
Online access through OPAC/dSPACE	-	-	-	-	2263
Online access through NLIST (Page viewed)	12	45	-	199	2284
Average footfall per-day	44	35	4	18	62
Circulations	6462	5697	488	3312	7240

Rare Books: Central Library, YSM has taken the initiative to create a small collection of rare books for students, faculties, and staff. Additionally, we have planned to preserve these rare books digitally through our institutional repository.

Picture: Some rare books in central Library, YSM

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4. Library Layout:
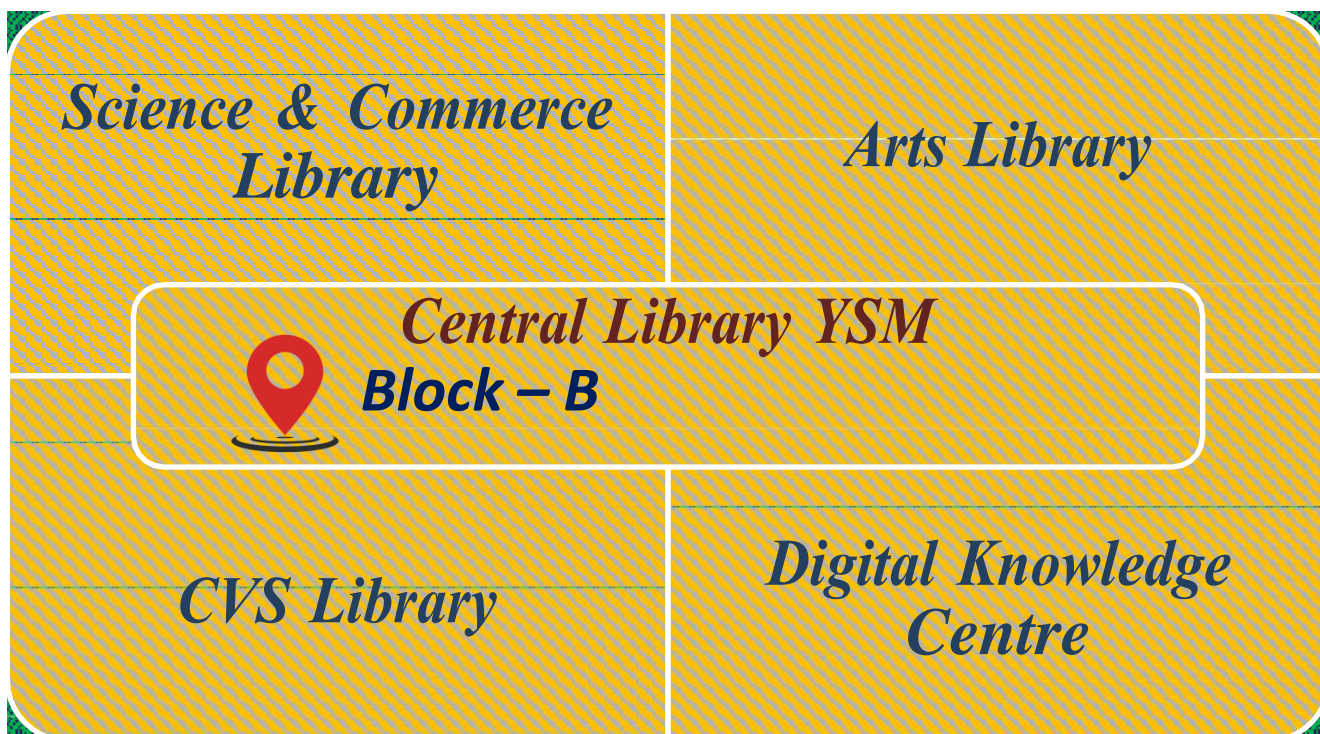
FIRST FLOOR

- ✓ Science & Commerce Library.
- ✓ Reading Room: Total Seating Capacity 30
- ✓ Open Green Reading Arena: Seating Capacity more than 60
- ✓ Reference Section.
- ✓ New Arrival Section.
- ✓ Digital Knowledge Centre.
- ✓ News Paper Clipping Section.
- ✓ Office of the Librarian.
- ✓ Notice/Awareness Board

SECOND FLOOR
- ✓ Arts Library.
- ✓ Reading Room.
- ✓ Seminar Hall.
- ✓ Bound volume Section

THIRD FLOOR OF CVS BUILDING
- ✓ CVS Library.
- ✓ Reading Room.

5. ICT Facilities (Information and communication technology):

(a) **Digital Knowledge Centre**: Central Library has a separate digital knowledge centre with 31 internet-enabled computers. These computers are available for the students to access educational resources (Self Learning).

(b) **Library Portal:** Access to all e-resources, library rules, KOHA, and Institutional Repository is available through the intranet and Internet facility. Link is: https://library.ysmranchi.net

(c) <u>WEB OPAC</u>: Central Library, YSM has an OPAC facility to search books/documents, which will give information about the availability of a particular book, and its status. The online catalogue is accessible using the intranet/internet. OPAC has basic and advanced search facilities. Users can also identify the latest books through OPAC. The link is https://ysmranchi-opac.kohacloud.in.

(d) <u>Central Library Digital Repository</u>: A new portal using Open-Source software called Dspace has been installed for developing electronic resources, previous year questions, rear books and new arrival volume. The Link is localhost:8080/jspui. The repository is only accessible within the campus using the intranet.

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(e) <u>Remote Access e-sources</u>: All hosted e-databases and e-recourses are accessible by the faculty, students and staff from outside the campus through OPAC. The link is https://ysmranchi-opac.kohacloud.in.

(f) <u>Library Automation</u>: The library is automated using the KOHA Open-Source IntegratedLibrary Management System (ILMS):

- Dedicated E-resource tab on the library website for accessing various E-resources.
- Online Public Access Catalogue (OPAC) through the college library website.
- Email alert service at the time of book issuance, return and due date
- Online book holding facility, book renewal, book purchase suggestion, user feedback, circulation details, Add to cart, favourites list, search history, etc.
- Syllabus, previous year questions and newspaper clipping services are also provided.
- Remote access to the institutional repository through D-Space.
- Career guidance, exam support, and research support through a dedicated tab on the library website

6. <u>Institutional Membership</u>:

Central Library is a Member of
- NLIST by INFLIBNET

Picture: NLIST Subscription Payment receipt

- NDLI & NDLI Club by IIT KGP

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7. New Initiative Introduced:

- 24x 7 hours' access to the library Web OPAC (Online Public Access Catalogue) along with M-OPAC
- 24x7 hours renewal facility of books.
- 24x 7 hours' access to Remote access to E-Resources.
- 24x 7 hours' access to Digital Library Portal – a single window for searching library resources.
- Access to Institutional Repository using DSpace Digital Library Software.
- Access to previous year's question papers
- Automated alert mail for issuing/returning books, reservations, overdue etc.
- Access to the National Digital Library of India (NDLI) and NLIST
- Regular Library orientation programme for the students.
- **Regular Staff training programme for the library staff**: In the Year 2023 YSM Central Library has organized a Training Programme on KOHA: Library Management Software for our Library staff.
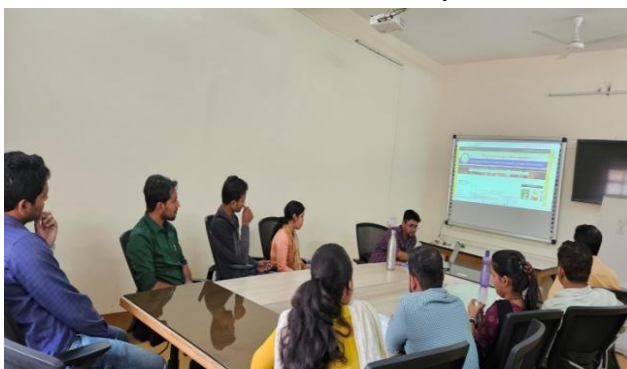
Picture: Library Training Programme

- **Engagement of Library Trainee**: In the year 2022 YSM Central Library has engagedtwo library trainees for assisting our library upgradation project.
  (Click to access notice)
- CCTV surveillance system.

8. Best Practices:

- Book Bank service: Central Library, YSM has introduced book bank facilities for the meritorious and economically weaker students. Besides our regular library facilities, they can issue at most 02 (2) books from the book bank for a full semester/Year instead of 15 days. Click to access the notice

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- Best Library User Award: To encourage the students to maximum & efficient use of the library resources, services and facilities, the 'Best Library User Award' has been started in the academic year 2023. Click to access the notice

- Information literacy programs: The library has been conducting an Orientation Program for the new students admitted every academic year. Beginning of the academic year with general presentation and periodically for need-based group.
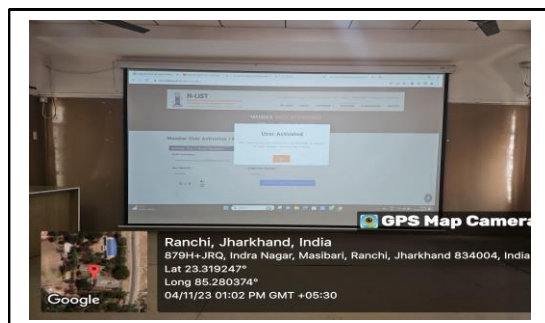
- Displaying new   arrivals of books/journals.

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- Z Z39.50 protocol: Central Library, YSM using Z39.50 protocol to retrieve cataloguing information easily and accurately from a database over a TCP/IP computer network, developed and maintained by the Library of Congress.
- Up-to-date website to disseminate current information on various subjects to all the library users in time, both online and physically, library.
- Creation of a Digital knowledge centre inside the central library premises, aiming to encourage students to become self-learners.
- Feedback from the user (Click to Access)
- Essay Writing Competition. (Details)

- Fundamental rights awareness: YSM central library offers books on fundamental rights and keeps the students aware by displaying posters on it.
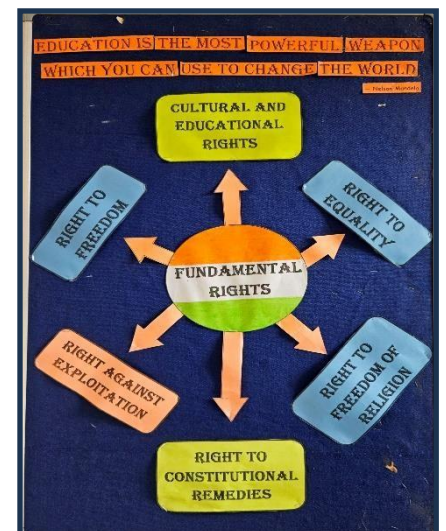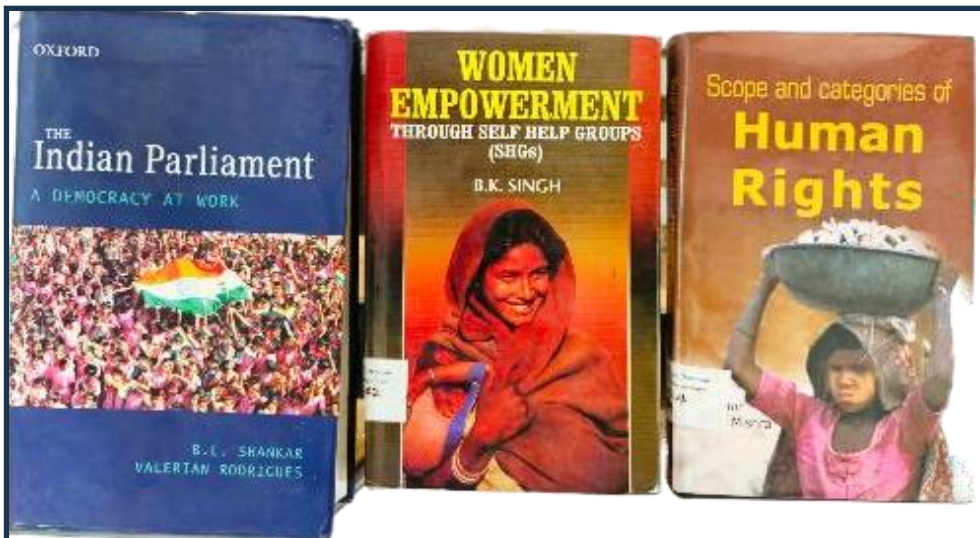
- Library information in the college prospectus.
- Career/Employment Information/ Services
- Reprographics Service
- Book Delivery Services for Especially abled students. (Details)

Yogoda Satsanga Mahavidyalaya

(Established in 1967)
NAAC Accredited B++ (CGPA 2.89)
Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act

- **All-round Development**: As part of a spiritual minority institution our YSM Central Library offers various spiritual books specially on the teachings of Sri Sri Paramahansa Yoganandaji (the author of the world-renowned spiritual classic, Autobiography of a Yogi) to help the library members develop their body, mind and soul.

- **Book Exhibition**: Central Library has taken the initiative to exhibit books on different occasions(i.e. National Library Week, Independence Day, International Yoga Day) to enhance the reading habits of the students.

Picture: Book Exhibition on International Yoga Day 2023

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