



Post Graduate Govt. College For Girls, Sec-42, Chd.



Library Profile

Introduction To The Library

The college has a fully air-conditioned, fully-automated & user-friendly library which caters to the academic and educational needs of the students and the staff. The library has a vast compendium of 38,010 books. In addition to this the library subscribes to 46 magazines, 74 subject journals and 18 newspapers in Hindi, English and Punjabi to keep the students and staff abreast with current affairs home and abroad. With INFLIBNET facility to access E-Books & Journal .OPAC (Online Public Access Catalogue) facility is available in the library using which the staff and students can search the books through various approaches like author, title, accession number, publisher, subject, or a combination of these. Photostat facility is available in the Library for the convenience of the students & faculty. Five terminals have been added for the use of Internet facility to the students. Three library activities were held during the year i.e. Essays writing contest, Library Quiz and Readers Club to inculcate reading habits among the students. Orientation programmes are also held for the new students.

Layout of the Library:

The library is located in a separate independent wing of the college comprising one hall (100'×45'11), one room(Magazine Section) (25'×20'each) one room Conference Room(25'×20'each) and one small store (6'×8'). The whole library has been divided into following section to provide different library services to its readers/ users as per needs.

- a) Circulation Section
- b) Text Book Section
- c) Reference Section
- d) Magazine Section
- e) PG Students & Research Section
- f) Computer Terminal Section
- g) Computer Terminal Section
- h) Acquisition Section
- i) Technical Section

LIBRARY STAFF:

LIBRARIANS:

- Mrs. Anita Mahajan M.A. ,MLib.& Inf. Sc.
- Mr.Balwinder Singh M.A. ,MLib.& Inf. Sc.

LIBRARY RESTORERS:

- Mrs. KusumLata B.A., B.LIB.
- Mrs. SuharshKanta B.A., B.LIB.
- Mrs. Shivani Mehta B.A., B.LIB. (On Contract)

DATA ENTRY OPERATOR:

- Mrs. Monika B.A. , B.LIB., PGDLAN (On Contract)

LIBRARY ATTENDANTS:

- Mr. Charanjit Singh Matric
- Mr. Gurcharan SinghB.A., B.LIB.
- Mr. Manish B.A. , B.ED (On Contract)
- Ms. Nirmala Matric (On Contract)

Library Corpus

Total Books as (on 31stAug.15) 38,010

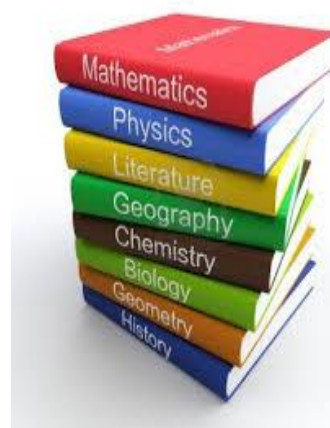
Magazines 46

Journals 74

Newspapers 18

CDs & Cassettes

97+182 = 279 (CDs and DVDs as received with Books as a part)



Library Membership

Students 4000

Staff

- Teaching 129
- Non Teaching 116

Library Timings

- Monday to Friday 9 am To 4 pm.
- Saturday 9 am To 2 pm.

Magazine Section

- Monday to Friday
- Saturday

9 am To 5 pm

9 am To 3 pm.

During Summer Vacation

8 am To 2 pm.

Seating capacity

- Main Hall (for students) - 175
- Reference section- 25
- Carrels for PG students 10
- Magazine Section - 50
- Separates area for Teaching Faculty

Statistical data of library services

Daily entry of students	250 (Reading Hall) 150 (Periodical Section)
Daily Issue/Return of books	200
During Exams - Issue/Return	250

PROGRESSION REPORT OF THE COLLEGE LIBRARY DURING THE SESSION 2014-15

Infrastructure added 2014-15



Name of Item

Name of Item	Quantity
Double Face Book Rack s (7)	1 Unit
Magazines display stands	2

Addition of New Books purchased out of M/SPLAN& other funds

Books	Session	No. of Books	Amount(In Rs)
General /Text Books	2011-12	2753	9 Lacs
General /Text Books	2012-13	1091	3 Lacs
General /Text Books	2013-14	754	3.25 Lacs

New Books purchased out of M/S PLAN& other funds 2014-15

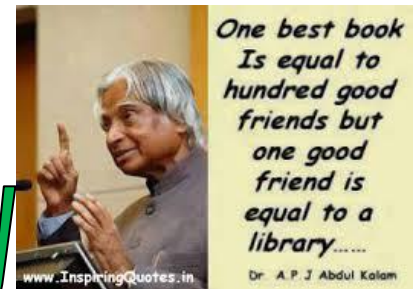
Books/ Journals	No. of Books	Amount(In Rs)
General /Text Books	763	3.25 Lacs
Gift Books	260	-----
Journals	06	2675/-

No. of Books Written - off till date

Sr.no.	Year of Unserviceable	No. Of Books	Amount
1	2002	120	4307/-
2	2008	3473	1,42,174/-
3	2011	1102	55201.6/-
4	2012-13	445	7326.81



Sections of the Library



ACQUISITION SECTION

The function of this section is to purchase and acquire new books, reference books, textbooks and requisite stationary and printing of library material. Books on various subjects are recommended by the concerned Head of Departments. General reference books are however recommended by the library staff depending upon the demand and requirements of the students. The library would then check these recommended books for duplication and prepare the final

lists of books and obtains financial sanction from the Principal accordance with grants sanctioned for the library.

On the recommendation of faculty, the library may purchase multiple copies of only those books which are found to be in great demand.

TECHNICAL SECTION

The technical section plays a key role in the library and it forms a bridge between the acquisition of books and bringing them into circulation. This section handles cataloguing, classification, assigning subject headings, data entry and preparation of books (stamping, labeling and pasting of library slips, cards and pockets, etc). One computer is kept exclusively for the readers for accessing the books online (OPAC)

CIRCULATION SECTION

The academic session, all the bona fide students of the college get their Identity cum Library Cards made from the Library. These cards enable them to avail the Library Services The circulation section looks to the issue and return of books, preparation of Identity cards, duplicate Identity cards, imposition of delay fine, settlement of cases related to mutilation/ defacement or loss of books and issue of No-Dues to students. This is the front end of library operations providing the lending services to the library users. All the functions of this section are computerized and the transactions in this section are based on the barcode technology. All the Registered Library Users are provided with a Bar-coded ID card and all the books in the library are bar-coded. Circulation section is open from 9.45am to 3.45pm for issue/return of books.

REFERENCE SECTION

The library has approx. 10,000 Reference Books. The staff in this section renders personalized services to the users as and where required. The person deputed in this section carries out the following extension services: retrieval, restoration and maintenance of reference books, subject journal are also kept in the Reference Section for the use of staff & Students. It covers all reference collection such as Dictionaries includes Subject dictionaries, General Dictionaries , Encyclopedias includes Subject Encyclopedias, General Encyclopedias, Almanac, Handbooks, Multi-Volume books, Competition books, Rare books, Bibliographies and Year Books etc. Now separate counter has been made for issue of reference books to the students for 2/3 days. Separate Register has also been maintained for issuing Reference Section

TEXT/GENERAL BOOK SECTION

The library has approx. 28,000 Text/General books which are mostly issued and returned daily by the circulation section. The readers/ students have direct access to the Text/General books as the open access library system is followed in the Govt. College libraries.

MAGAZINE SECTION

Library subscribes to about 46 Magazines and 74 Journals (includes general + subject Journals) and 18 Newspapers in the periodical section. The news clippings pertaining to our college and other colleges of Chandigarh Administration & P.U are pasted in a register. Separate Register for the news Clippings of our College is also maintained.

RARE BOOK SECTION

The Library is proud to possess approximately 50 rare books that include books on Sanskrit/Religion/History.

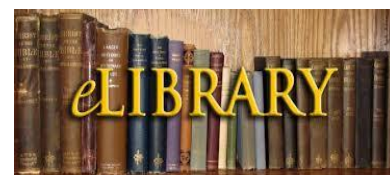
INFORMATION SERVICES SECTION

This section looks after all the library services like on-line catalogue facility. User Orientation Programmes and User Education. The queries received from the users are addressed in this section. It also looks after the OPAC and Internet services.

REPROGRAPHY SECTION

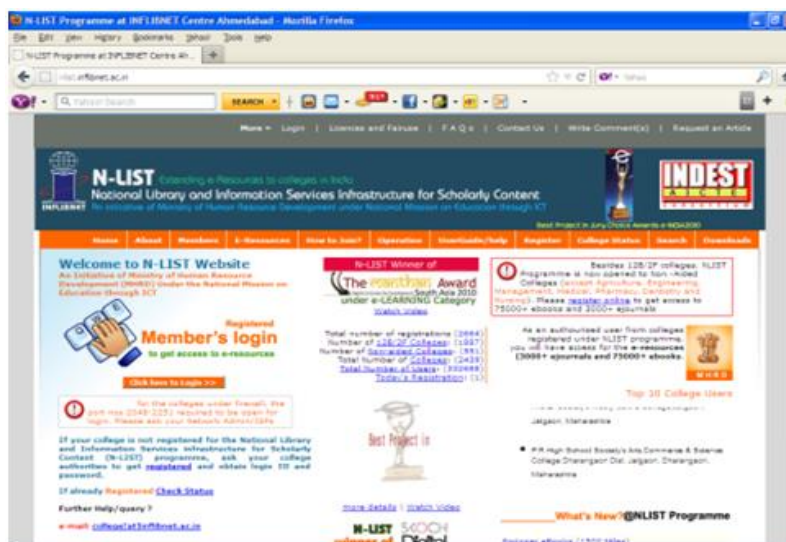
Library has 1 Xerox machines. This facility is available in the library premises to enable the users of the library to get the reading material Xeroxed @0.50 paisa per page.

Additional Facilities Being Provided To Its Users



Digital Corner

Digital corner has been started in the Library from the session 2010-11 where Internet Facility is made available on 5 Computers in the Internet for the students. Our College Library provides access to e-resources to its members through N-LIST programme of INFLIBNET. Under this programme the faculty has been provided with Login IDs and Password for accessing the e-resources through N-LIST. Users can also have access to online 6,247e- journals and 93,809 eBooks through INFLIBNET.



Screenshot of “nlist.inflibnet.ac.in

Hostel Library

Some books for general reading have been kept in the hostel of the college so that the hostellers can use these books in their leisure time.

Reference Material

Reference books & CD’s are also issued to the students for a period of 2/3 days as per demand of the students.

Free Books and Stationery to SC/ST Students

During this session 2014-15, Rs. 68,000/- has been dispersed among 256 students (216 Arts & Commerce students and 40 science students).

Organization of Special Library Activities

Three library activities were held during the year i.e. Essays writing contest, Library Quiz and Readers Club to inculcate reading habits among the students. Orientation programmes are also held for the new students

List of Library Activities:

S. No.	Activity/ Event	Date	Session	Department/ Venue	Remarks

1	Library Related Quiz	11 th Feb 2010	2010-11	Library	1 st Prize- Shivranjani (B.A. III), 2 nd Prize- Swati Aggarwal (MA I), 3 rd Prize- Navdeep (B.A. I)
2	Readers Club	11 th Feb 2010	2010-11	Library	1 st – Swati Aggarwal (M.A. I), 2 nd - RajniBala (B.A. III), 3 rd – Ruhi Sharma (B.A. III)
3	Essay writing contest “Imporatnce of inculcating reading habit among the Youth’	13.11.10	2010-11	Library	IstSanchita Gupta- 4593.IInd Nisha Bhatt - 5421, IIIrdNeha Sharma 7303 Consolation-Rani Kaushik - 6707,Sumanjeet kaur - 2125,GurpreetKaur- 6224
4	Library Quiz	11 th Feb 2011	2011-12	Library	1 st Prize- Ashween 1070, 1 st RamandeepKaur 2146, 3 rd Prize- Niharika Sinha2131
5	Readers Club	11 th Feb 2011	2011-12	Library	1 st – Neha Sharma 7303, 2 nd - Nishtha Bedi, 3 rd KanwalpreetKaur
6	<u>Orientation Programme “KNOWYOU LIBRARY”</u>	17-09- 12 to 22-09-	2012-13	Library	

		12			
7	Reader's Club	10-10-12	2012-13	Seminar Room	Monthly Meeting
8	-----Do-----	7 -11-12	2012-13	Seminar Room	A talk on <u>"Why we should read literature"</u> By <u>Dr. V. R. Mehndiretta</u>
9	Tagore Reader's Club	24-1-13	2012-13	Seminar Room	Meeting
10	Tagore Reader's Club	31-1-13	2012-13	Seminar Room	Meeting
11	Orientation Programme "KNOW YOU LIBRARY"	1 st -08-13 to 7 th -08-13	2013-14	Library	For All the 1st Year Students.

OPAC Search

The Library offers computerized Catalogue Search Services through the OPAC (Online Public Access Catalogue).

Braille Corner

Braille corner has been made for the visually challenged students. One computer with Braille software (JAWS) has been put on service. With this facility, it has become easier for the students to prepare their notes.

Future Plans To Be Undertaken



- RFID System
- Web Opac
- 10 more Terminals for Students

Librarian