



# Hridayananda Choudhury Library

BBK College, Nagaon  
Barpeta, PIN: 781311  
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Year Of Establishment: 1971.

Ref. No.....

Date:..... 12<sup>th</sup> April, 2023...

## Event Report

### **Discussion Session on “College Library Standards as per UGC Benchmarks”**

**Resource Person: Dr. Sanjay Kumar Singh,**

Librarian & Head of the Department,  
Library & Information Science,  
Gauhati University

Today, the 12<sup>th</sup> of April, a **Discussion Session on “College Library Standards as per UGC Benchmarks”** is organized by the HC Library of BBK College. For the event, Dr. Sanjay Kumar Singh, Head of the Department, of Library & Information Science was invited as a resource person to deliver a lecture on the standard library practice and the required infrastructure for a college library to reach the benchmarks set by NAAC (UGC). The event is observed in the library premises under the chairmanship of the Principal of BBK College, Dr. Pradip Das. After the assumption of the presidency (Chairman), the invited resource person Dr. Singh delivers his valuable lecture. In his lecture, Dr. Singh points out the following aspects:

#### • **Physical Infrastructures:**

- i. A Proper Circulation Section.
- ii. Property Counter with Tokens.
- iii. Display board showing library rules/ collection details/ new arrivals.
- iv. An OPAC KIOSK near the entry.
- v. Separate reading room for teachers and students with comfortable reading desks and chairs suitable for long hours of sitting.
- vi. Adequate book shelves with proper labelling, guide map and shelf list.
- vii. An E-Resource center with adequate PCs to access digital materials.
- viii. A separate periodical section with newspaper reading desks and pigeon-hole shelf for journal displaying and storing.
- ix. The entry door should have a ramp for the physically disabled user.
- x. A suggestion/ feedback box.
- xi. Facility for Drinking Water.

#### • **Digital Infrastructures:**

- i. An IR (Institutional Repository), for digital documents from college publications or copyright-free other digital documents may be stored in full-text format. Bibliographic data of Copyrighted documents with their links also can be stored for user access. He recommends the installation of DSpace software over the cloud for this purpose.
- ii. The library must have a proper website/ webpage linked to which should be there on the college website.
- iii. Proper system to keep records of footfall statistics.
- iv. Library Automation using ILMs software like Soul or Koha.

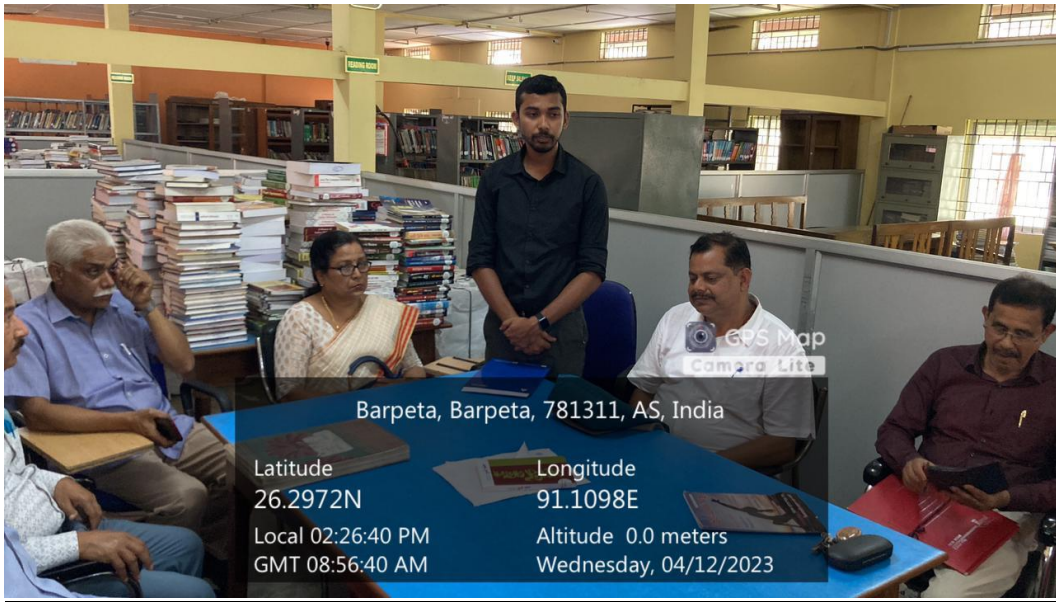
- v. Use of Barcodes or RFID system as part of the automated system.
- **Features for user attraction and awareness:**
  - i. Organizing Library orientation program for new users at the very beginning of every session.
  - ii. Best Library User Award.
  - iii. Organizing events in the library to create awareness regarding use of library and e-resources.
  - iv. Community Library Services.
- **Features for decoration purposes:**
  - i. Hanging photographs of Dr. S R Ranganathan (The Father of Library Science), Hridayananda Choudhury and other prominent educationists.
  - ii. Display of Quotes related to academics & library.
  - iii. Proper choice of lighting source (avoid use of LED bulb) and use of light reflecting colour on walls.
- **Security & Collection Development:**
  - i. A proper collection development policy as per need of the college.
  - ii. User feedback.
  - iii. Proper Weeding out policy.
  - iv. Stock verification.
  - v. CCTV Camera.
  - vi. Single door entry & exit.
  - vii. Mandatory issuance of Library clearance certificate.

**Present Participants:**

1. Dr. Pradip Das
2. Dr. Ranjit Sabhapandit
3. Rina Das
4. Jakir Hussain
5. Mrinali Hazarika
6. Gitanjali Das
7. Naba Kumar Das
8. Ali Hussain Sheikh
9. Loknath Das
10. Dr. Bhupen Rabha
11. Gyanada Deka Talukdar
12. Krishna Kanta Sarmah
13. Jaynal Abedin
14. Ridip Lahkar

The Librarian presents the vote of thanks at the end of the session.

## Snapshot of the Event





Librarian  
BBK College