Mahatma Gandhi Arts, Science and Late. N.P. College Commerce, Armori Dist. Gadchiroli

Department of Library

Library Services, Facilities & Best Practice

Library Services

Following services are offered by the MGC library:

- Circulation
- Article index of selected periodicals.
- Compilation of specialized bibliographies on demand.
- Weekly display of new arrivals.
- Inter Library Loan and Inter Library Reference Services.
- Reprographic services.
- Reference files of selected topics.
- Library orientation to fresh members.
- Supply of handout to guide the users for the use of library.
- Facility to reserve books.
- Membership to external users.
- Individual attention and help to the users to locate their required reading material.
- Display of prospectus for various courses of national and international universities.
- Current awareness service to faculty members through email
- Blogs, WhatsApp and SMS for messaging to members.
- Display of Course Reference Collection
- Display of Publications of Faculty Members
- Ramp exhibition of books
- Exhibitions at the library
- Lecture series

Librarian

Best Practices for College Library:

1. Earn and Learn Scheme for Students
2. Book Bank Scheme for Students
3. Computerization of library with standard software.
4. Special Deposit Scheme for Students.
5. Inclusion of sufficient information about the library in the college prospectus.
6. Displaying newspaper clippings and a clipping file maintained periodically
7. Compiling student / teacher statistics
8. Special Facilities for Visually and Physically Challenged Students/Person's.
9. Career/ Employment information services
7. Internet facility to different user groups
8. Information literacy programmes
9. Suggestion Box
10. Displaying New Arrivals
11. Conduct book exhibition on different occasions
12. Organizing book talks on different occasions
13. Instituting Annual Best User Award for students
14. Organizing competitions annually
15. Conduct user survey periodically
16. Librarian Blogs, WhatsApp Group and SMS Services.

Some Best Library Practices

- *Making of a Path Finder to the library*
- *Keeping the library premises neat and clean*
- *Compiling a list of Current Serials/ catalogue of journals.*
- *Updating and maintaining library website*
- *Maintaining useful statistics regarding the use of the library and displaying them on the library walls*
- *Compiling checklists on different subject/topics as a part of documentation service*
- *Library Committee formation*
- *Distribution of useful handouts*

Library Facilities

- Online public access catalogue **(OPAC / MOPAC)**
- Reading room facility
- Photocopying facility in the library is available subject to copyright restrictions.
- Internet Service / e-resources Section **(N-LIST and DELNET Facilities Available)**.
- Career/ Employment information services
- Special Facilities for Visually and Physically Challenged Students/Person's
- Book Bank Scheme for Students
- Full Deposit Scheme **(During exam. Period only)**
- Inter Library Loan **(on Demand)**
- Facility to reserve books
- Membership to external users. **(Alumni Students)**

Librarian