

Best practice and innovative in Library centers: A theoretical approach

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Abstract :

This paper is for the most part centered around different prescribed procedures to be trailed by scholarly library. It examines significance of presenting best practices in scholastic library to empower it to enhance its procedure and exercises, enhance asset usage and convey high caliber, proficient administrations to library clients. This paper incorporates conventional accepted procedures, data innovation (IT) based prescribed procedures like site page, institutional stores, email cautioning administrations, augmentation administrations and general accepted procedures moreover. This article will be valuable manual for other scholastic libraries to get a thought regarding different strategies can be receiving in their separate libraries to render their administrations powerful way.

Keywords: Academic Libraries, ICT, Information Literacy, NAAC, Library Services, User Education.

Introduction

In today's world library framework isn't where just a single proficient individual is delegated to deal with every one of the exercises of library however it has turned into work with a fluctuated exercises taken care of by numerous experts similar Librarian, Librarian Superintendent, Content Designer, Content Designer, Content Director, Web Site administrator, Data Entry administrators and so on to give viable and effective administrations to intrigued individuals. Libraries additionally require certain administration developments with the goal that it can satisfy the need of clients.

To comprehend the nuanced qualification among the physical administrations given by the library and the library benefits by Web 2.0, web 3.0 and it is important to clarify these two terms in subtleties for a superior comprehension to the per users.

DEFINITIONS

ODLIS (Online Dictionary of Library and Information Science) depicts best practices as pursues: "In the use of hypothesis to genuine circumstances, techniques that, when appropriately connected, reliably yield unrivaled outcomes and are along these lines utilized as reference focuses in assessing the adequacy of elective strategies for achieving a similar assignment. Best practices are distinguished by looking at observational proof of achievement."

According to **National Board of Accreditation and Assessment (NAAC)** "Best practice might be inventive and be a rationality, arrangement, methodology, program, procedure or practice that take care of an issue or make new chances and decidedly sway on associations. Institutional greatness is the total of the prescribed procedures followed in various zones of institutional exercises."

NAAC prescribed accepted procedures:

Best practices are available on NAAC site and they ensure that standard reviving will be made with dialogs on contributing associations. For school and school libraries NAAC has developed the recorded underneath are irrefutably the acknowledged techniques that can overhaul the educational information condition and comfort.

- ❖ Automation of library with standard programming.
- ❖ Attachment of adequate data about the library in the school/college outline.
- ❖ Compiling understudy/instructor participation insights and finding the equivalent on the notice board.
- ❖ Internet Facilities to various client gatherings.
- ❖ Information education programs.
- ❖ Suggestion box and opportune reaction.
- ❖ Displaying fresh debuts and flowing a rundown of those to scholastic offices.
- ❖ Conducting book shows on various events.
- ❖ Organizing book talks.

- ❖ Instituting Annual Best User grant for understudies.
- ❖ Organizing rivalries every year.
- ❖ Conducting client studies occasionally.

Traditional Best Practices. :-

- 1) **Book Exhibition:** Arrange book presentation on various event (for example National Library Week, World Copyright Day, Independence Day and so.) in plain view uncommon books, recently included books or books of specific subject which are accessible in the library. This will prompt expanded mindfulness among perusers about learning riches the library have they can request the books as needs be.
- 2) **Library Hour:** Library should begin Library hour for understudies, It made mandatory for every one of the understudies by including it in their day by day class plan. In Library hour understudies should. Visit the library for going through a hour in the library for perusing materials. By keeping a hour in their time table understudies go through a hour in the library which conveys them closer to the perusing materials, in a roundabout way it expands perusing propensities to of understudies.
- 3) **Orientation Program :** Orientation is a standout amongst the accepted procedures to make mindfulness among the understudies about the library assets, benefits great perusing propensities and exercises for most extreme usage of the library. The introduction causes and valuable to the new understudies toward the start of every scholarly year about the significance of the library, presenting the understudies to its different library administrations.
- 4) **New Arrivals:** Putting the rundown of recently accessible books on notice board will make the peruser mindful about the new perusing material so that in like manner he could interest for those new books and get it.
- 5) **Library Brochure:** It is one of the essential hotspots for making exactitude about the library condition, administrations and gathering of the library understudies can be given the data broacher at the season of Admission. The data handouts incorporate data about the library offices, similar to Xerox, web and so forth, most recent productions, most recent versions to the library, CD/DVD list, book bank offices, library rules and controls, electronic assets and online data administrations and so on.

- 6) **Book Reviews** : User should requested to peruse all the book and give his survey on book. Toward the end Librarian should gather it and presentations it on notice board under the name of analyst.
- 7) **Readers Club** : Library should give its office to outside peruser grounds. Library likewise build up a peruser club. This club keep up great connection between library and outside clients.
- 8) **Library momentary course**: The point of this training is to make understanding about library, utilization of ICT hardware in library and to know the mechanics of library. For this library ought to sort out an a few months' length course to help client network. In this course, nourishing of information section for books, making peruser profiles, producing standardized identification printing and filtering the photograph of decreasing and so forth preparing ought to be given.
- 9) **Training to utilize E-Resources** : Training projects ought to be lead for understudy, educator consistently for a few days according to their need. In this program, how to discover library books by utilizing Library OPAC, utilization of library consortiums, free online diaries (DOAJ), connection to different valuable sites and so forth preparing ought to be given with the goal that library assets, administrations utilize all the more successfully and proficiently.
- 10) **Indexing and Abstracting Services** : An ordering and intellectualizing administration is an administration that gives limitation or condensing of specific records and relegating of descriptors for referencing reports.
- 11) **Staff User Meet** : The libraries may compose exercises to staff clients, which including to work and impart their plans to one another identifying with the new data administrations and their prerequisites. This keeps side by side the staff and the clients about the most recent improvements and patterns in library standards and practices, there by crossing over any barrier between the staff and clients for this orchestrate different exercises, for example, workshops, classes and visitor addresses.
- 12) **Best Library Client Award**: This training ought to energize understudies/staff to make greatest utilization of library assets and administrations for each scholarly year.

13) **Carrier Guidance Cell** : User come to library for looking data with respect to their transporter or instructive improvement. Today rivalry is going on top dimension, understudies must mindful of this circumstance. In this setting Library and Librarian should assume an essential job to take care of their issues. Library ought to have rich accumulation of focused examination. Library should welcomes to visitor speaker for managing to clients for splendid transporter.

ICT based Best Practices :-

- 1) **Computerized Library with Library Software:** Software comprises of the well ordered guidelines that instruct the PC. In a University Library, the most widely recognized PC programming utilized are library robotization programming, database the board programming, antivirus programming and application programming. Numerous product bundles for different applications in the field of library and data administrations and the board are New Gen Lib, Autolib, SOUL, LIBSYS, KOHA and so on utilized for computerization purposes.
- 2) **Library Webpage:** A library site gives a library a site to proposal its administrations and to recount its story to its locale. In a large portion of the library site online list is incorporated. A library website page or Universal Resource Locator (URL) encourages one window access to different web empowered library administrations.
- 3) **Online Public Access Catalog (OPAC):** It is the PC type of library list to get to materials in the library. It is an online database of materials held by a library or gathering of libraries. It is an automated library list accessible to the general population. Most OPACs are available over the Internet to clients everywhere throughout the world.
- 4) **Electronic Document Delivery Services:** At present, a record conveyance administration regularly includes a blend of paper, computerized and electronic media; archive conveyance is a "crossover" medium. Libraries are actualizing ICT based interlibrary loaning framework utilizing electronic systems to convey duplicates of diary articles and different reports in advanced configuration [mainly in Portable Document Format (PDF)] to library clients' work areas.
- 5) **CAS and SDI Services:** A choice of ebb and flow mindfulness benefits as Table of substance's (TOC) cautions, List of fresh introductions of diaries and Books, Press Clippings, Research Digest, including Abstracting and Indexing Service have been begun by the library. Particular Dissemination of Information alludes to instruments and assets used to keep a client educated of new assets on indicated subjects.

- 6) **Automated Mail (E-mail):** This medium can likewise be utilized to send and get sends. This is ordinarily and generally utilized with the web offices. Email is exceptionally helpful for sending messages to and from remote regions with upgraded system. Further, it is likewise helpful in different parts of library condition. Hence, it might be expressed that email may assume a huge job in data scattering administrations.
- 7) **Electronic Resources:** The e-Resources on attractive and optical media vastly affect the accumulations of college libraries. The usually accessible electronic assets are gotten to electronically complete customary medias like CDROMs, or through web as electronic diary, online databank, databases, eBook, or as OPACs, web journals, wikis, digital broadcasts, and so on.
- 8) **Institutional Repository:** An institutional vault is an online file for gathering, saving, and spreading advanced duplicates of the scholarly yield of an establishment. Library ought to create institutional vault of Question paper, Syllabus, Research papers, Notes, bearer direction and so on can be made accessible for client network.
- 9) **Accessible Full Text Service:** A full-content database is an accumulation of records or other data as a database in which the total content of each referenced report is accessible for web based survey, printing, or downloading.
- 10) **Online Booklovers Review Facilities:** Libraries are actualizing Web based variants of perusers' warning administrations and reference administrations. It finds the correct data/perusing material for the opportune individual at the ideal time and give the best data that coordinates their requirements, interests, and perusing level.

Library Extension Services: -

- 1) **External Participation Facility:** - To give administration to the general public, this office is valuable, in which enrollment office for general clients can be given for some ostensible alert store.

- 2) **Inter Library Loan (ILL):** ILL is an administration whereby a client of one library can acquire books or get photocopies of records that are claimed by another library. The client makes a demand with their neighborhood library, which, going about as a mediator, distinguishes proprietors of the ideal thing, puts the demand, gets the thing, makes it accessible to the client, and masterminds its arrival.
- 3) **Document Delivery Service (DDS):** DDS conveys duplicates of diary articles and book sections possessed by clients to ask for these things and have them conveyed electronically to their work area. For some grounds clients this is a free administration.
- 4) **Learn and Earn Scheme (Internships i.e New books preparing, Stock Verification and so on.)**
- 5) **Reprography.**
- 6) **Suggestion Box:** Library clients can share their thoughts/sees with respect to the maintains of the library, administrations and so on they can drop their significant proposals in this container.
- 7) **Newspaper cutting administrations:**
- 8) **Career Notification**
- 9) **Feedback register:** It is extremely valuable register for library exercises. It covers library gathering, library administrations and so on, the library clients can compose their suppositions in this register.
- 10) **Library Help Desk:** - To guide the clients about Library assets.
- 11) **Library Security:** - CCTV camera, RFID innovation at passage entryway, separate property counter.

General Best Practices :-

Consistent Library Advisory Committee Meeting.

Binding of books & periodical Volumes.

Comprehensive of Library Information in predictions & College Websites.

Intercom facility for easy communication among various departments.

Pasting of barcode, spine label and stamping in a definite place on the books.

Question Paper sets of previous examinations.

Library Calendar of Activity & Events.

- Use of insecticides for keeping away book worm & harm of books.
- Display of various library chart.
- Observance the library premises neat & clean.

CONCLUSION

The accepted procedures are help for enhancing nature of library administrations. The prescribed procedures embraced in scholastic foundations should cross over any barrier between library accumulation and client network for most extreme use of the assets. Library embraced different accepted procedures in its organization, the board, accumulation and administrations, degree of the utilization of administrations and utilization of innovation. The innovation based administrations are fundamental for giving modern data to client network. In its powerful usage that roll out huge improvement in upgrading the utilization of data sources/administrations and clients fulfillment level.

The above prescribed procedures by each scholarly foundation library makes its very own picture in the brain of understudies, workforce and society. The idea of the understudies to look library proficient is a learning director.

The essential point of Service advancement is to give the administrations in such an inventive way thus, that the clients can get most extreme fulfillment as far as time and cost reserve funds. In this cutting edge period giving creative administrations is more critical than overwhelming commercials. The market where the objective buyers are living, can't be commanded by the notice yet can be pulled in and fulfilled by creative administrations. There is an expression "clients make clients" comparatively the Library Service Innovations can help in the improvement and foundation of many propelled libraries in the country with the end goal of cutting edge instructing and learning.

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