AEF's
Arihant College of Art's Commerce and Science
Camp, Pune-411001
DEPARTMENT OF LIBRARY

Previous Year Work 2018-2019

1. **All new resisters maintain in this year which is previously not their**
   a. **Asset register**- A fixed asset register is nothing more than a list of fixed assets that belong to an entity.
   b. **Student & Faculty issue/return register**- Previously circulation was only on a card but this year we maintained a register for circulation
   c. **Attendance register for students and faculty**-- Students and faculty using the library frequently for that we maintain an attendance register for them.
   d. **No dues register**- we maintain a record of those students who get clearance from the library
   e. **Daily readers register**-We maintain a daily reader's register for a student who reads only in the library, so we can keep a record of every document in the library which is getting used.

2. **Around 100 members are registered this year including students and faculties. The members are using the library frequently.**

3. **Made a list of all previous students who didn't submit their issued books to the library.**
   a. A list of students and faculties is prepared who don't return library books, personal calling is made to them and receives 10 books from old students.

4. **Initiation of Library Portal, digital library software and library software**
   a. Our library is manual so we initiated the library software koha in the library which is in progress also the digital library software Dspace is ready to implementation as well as we have a library portal also which has whole library information and all free and subscribed sources of the library which are useful to the all library users.

      Library Portal: we created a library portal which can give all the information related to the library and the documents which we can access. (http://192.168.1.34/drupal/)

      Koha Library Management software: It is software which has all the essential module which are useful to the library and for the user also

(http://192.168.1.34:5001/ for library staff and http://192.168.1.34:5000/ for users)

Dspace College repository: In this repository, we can maintain the documents, books or any media as our college product which is made by our faculty and students. (http://192.168.1.34/xmlui/)

5. **Purchasing of 750 textbooks, 250 fictions, 10 journals, 46 e-journals**
   a. This year we purchased the Nirali publications textbooks for the students for all streams, Around

Sr. No.	Purchase	Count	Price	Date
1	Marathi fiction	170	24959	Nov, Jan, Feb
3	E-journals	46	35500	Jan
4	Textbooks BBA	355	40789	Oct
5	Textbooks BCA	230	35222	Oct
6	Textbooks BCs	160	24582	Oct
7	Textbooks BA	145	6688	Oct
	Total	1106	167740	

Now Available Books in the library Books- 5528, E-journals-45, Newspapers-3, Project reports 570

6. **Reshelving of the books with appropriate call nos**
   a. Books have an assigned call no already but it does not place in proper order so we ordered it properly according to call no

7. **Sorting of old syllabus books from the main syllabus**
   a. There are many books which are of old syllabus and students are not using it for avoiding the confusion we sorted the old syllabus books from new syllabus

8. **Updating of library documents**

a. The filing is also important. We track every single document in the file so that we can easily access it. We labeled files in a color coding

9. **updating of question papers with a separate section**
   a. As like all documents we make files for all streams question papers

10. **Pasting new Quotes on the walls of the library:**
    a. We made a small poster of different types of quotes on the library walls so we can spread good thoughts to the students.

11. **Making a new arrivals section**
    a. We don't have a New Arrivals Cabinet so we make one cupboard free and make it new arrivals section
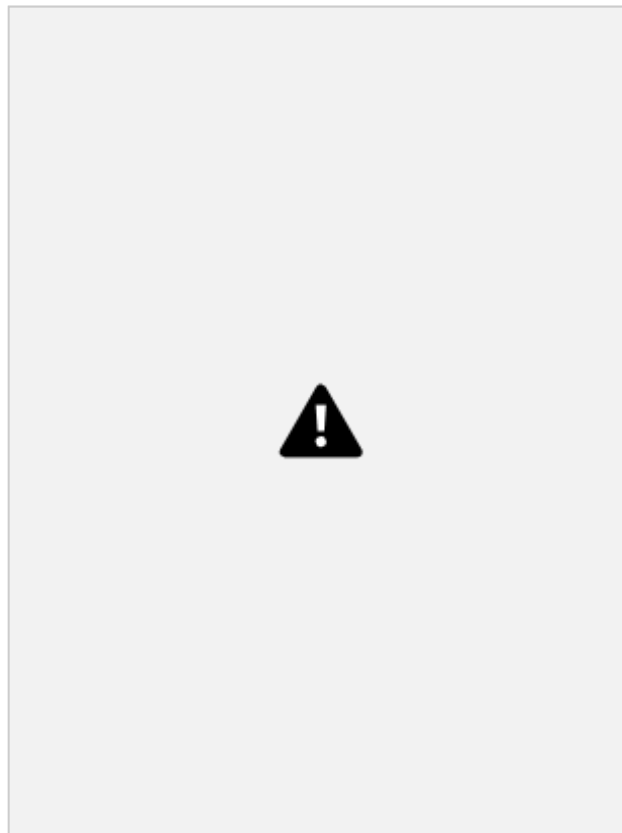
12. **Journal report of the last two years**
    a. We purchased many types of magazines and journals in the library for that we have to maintain a record so we created a report for the last two years issues of all magazines and journals to ensure that all are arrived and note any of that in detail.

13. **Placed Order for several references and fictional books which are in process as well as journals and magazines also**
    a. We ordered several fictions, References, Sub references, journals maps, and newspapers, some have arrived and some are in process.

14. **Labeling of books (In process**)
    a. For proper shelving, we have to label books with the call no so it can be easily accessible as well as easily reshelve

15. **Conduct three activities in this year (Book show, Guest lecture for open sources and one audio programme)**
    a. We conduct three activities from the library for students and faculty first is a book show which has got a huge response. It was a three days programme. After that, we conducted a guest lecture on search engines and open sources for the faculty then we organized an audio biography of Dr. Babasaheb Ambedkar for the faculty.

16. More Time of the Academic year spend on ID card distribution