### 4.3.5 In-person and remote Access usage of library and the learner session/library usage programmes organized for the teachers and students (data for the preceding academic year)

## Number per day usage of library by teacher and students

- Average number of walk-ins : 60-70 (Including staff and student)
- Average number of books issued/returned: 20-25
- Ratio of library books to students enrolled: 1:12
- Number of books added for the year 35
- Average number of login to opac: (OPAC)
- Average number of login to e-resources: 10-15
- Average number of e-resources downloaded/printed: At the time of dissertation/presentation, research is more average is $8-10$
- We go through our collection every year to remove damaged items. If a book is in bad condition, like pages falling out or a torn binding, we fix it by rebinding. If a book is missing or replaced by students with the same or latest edition (and the lost copy is paid for), we update our records to show that the book has been withdrawn in the Accession Register.


## Give details of the specialized services provided by the library

- Manuscripts
- Reference
- Reprography
- ILL(Inter Library Loan Service)
- Information deployment and notification
- Download
- Printing
- Reading list/ Bibliography compilation
- In-house/remote access to e-resources
- User Orientation and awareness
- Assistance in searching Databases


## The college has Enumerate on the support provided by the Library staff to the students and teachers of the college.

1. Current Awareness services
2. Reprographic services
3. Reference services
4. Selective dissemination services
5. Clipping services related to our filed / University news

There are archives of 938 volumes of journals which are in bound form. This will aid in preparing for dissertation, projects and presentations. In addition, we have a few soft copies of journals and books which are downloaded from the Internet. They are mostly utilized the same for research purposes.

In addition to the above services, if any article is required by staff, but not available in our library, the library staff will help in providing the same through various sources.






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