LIBRARY ANNUAL REPORT

2022-2023

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE LIBRARY

The College library serves as a vital resource hub, contributing significantly to academic pursuits and research endeavors of students and faculty.

1. To create a conducive platform for accessing the knowledge repositories for the information seekers through the five fundamental laws of library science.
2. Support education and other knowledge purposes.
3. Provide technological access: Offer access to computers, the internet and other digital services.
4. To trace more and more knowledge sources among the information pollutants.

Library Staff

Rajeena T P (Librarian)

Muhsina K K (Asst.Librarian)

Fathima shahala P (Library Assistant)

Hasna K (Digital Library Assistant)

Library Collections

The college library has an important collection of both printed and digital resources.

PRINT COLLECTIONS

Total Books	9421
Reference Books	411
Journals	34
Periodicals	22
Newspapers	07

E-C OLLECTIONS

E-books	**199536 (under N-list)**
E-Journals	**6150 (under N-list)**
E-resources through NDLI 99 Lacs (approx.)	
E-books	**3454(under Dspace)**

No. of Books Added in 2022-2023

Subject		No. of Books Added	Total Books
Language	Arabic	0	69
	Malayalam	26	1473
	Hindi	0	63
Commerce		20	1222
Economics		4	272
English		327	3071
Political Science		38	378
Mathematics		5	666
Physics		12	861
Chemistry		5	62
Computer Science		7	187
History		2	112
Journalism		0	62
Religion		22	168
General		29	555
Botany		6	142
Zoology		12	58

LIBRARY SERVICES

The college library provides all the basic services to its users in additions to some of the advanced services. The main services provided by the library are

1. LIBRARY AUTOMATION: The library adopted commercial ILMS for automating workflows of the library. The software used in library is **Book Magic 5.0**. Book magic facilitate to cataloguing, classification, circulation.

The library is automated with barcoding technology and book circulation is recorded using **barcode scanners**. The gate entry report is taken by using a **barcode scanner**

2. OPAC: Online Public Access Catalogue **(OPAC)** facility enables users to search online and locate books and other materials available in the library. It facilitates users to reserve, renew and recommend books in online mode.

3. DIGITAL LIBRARY: Library has the built the digital library system which acts as a platform for e learning using the software **D-Space 4.2**. Students can browse the digitalized documents like previous year question papers and e books and e notes. 3454 e books are available in DSpace.

4. E-RESOURCES: The library caters to the needs of the 21st century learning resources, basically the e-resources. Students can access 199536+ e books and 6150+ e journals of **NLIST** programme of the **INFLIBNET** (Information and library network), Ahmedabad. The students can collect the user name and password from the office of the librarian, and can access it from anywhere and at any time.

NDLI Club: The library has undertaken the initiative to provide e resources through digital National Digital library of India(NDLI) and also be a successful club member of NDLI to encourage the students to have participate different progammes and competitions organized by different institution all across the country.

5. INTERNET ACCESS: Students and staff can access the internet facility. Full time internet facility available through **Wi-Fi** and **LAN.**

6. REPROGRAPHIC SERVICES: Photostat /Printing facility available. These services are vital for supporting the academic and research needs of library patrons, ensuring access to a wide range of resources and preserving materials for future use.

LIBRARY USAGE

All Postgraduate and undergraduate students who took admission in the 2022-2023 academic session were given with the library membership. Library cards have been distributed to most of the students. Membership to new staff who joined the institute during this year has also been given.

The average daily user count in the library is 150.

Transaction of Books

No.of issued books (PER DAY)-40

No.of Returned books (PER DAY)-35

No.of users of reprographic service(PER DAY)-75

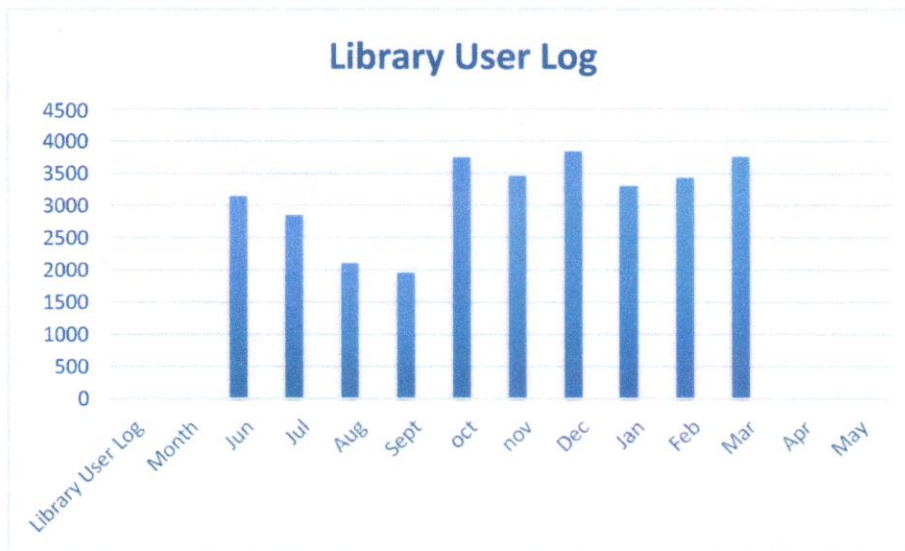## USER STATISTICS

Student Attendance Record

Library User Log

Scale (Y-axis)
4500
4000
3500
3000
2500
2000
1500
1000
500
0

Categories (X-axis): Library User Log, Month, Jun, Jul, Aug, Sept, oct, nov, Dec, Jan, Feb, Mar, Apr, May

Figure 1: Month-wise user Attendance Record

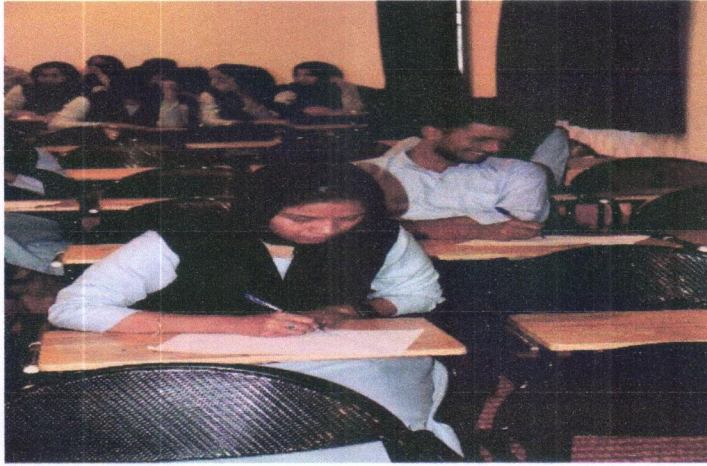## Library Orientation and training sessions

In order to make an effort to familiarize every new member with the resources, services, facilities e-resources etc.

Reading day Celebration (Vayana Dinam)

As part of Reading day celebration library conducted a quiz programme for students on 19 June 2022 at seminar hall.
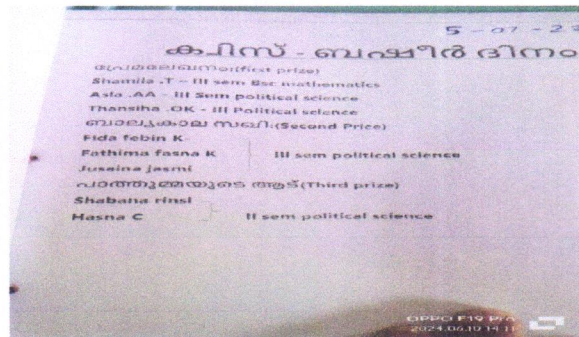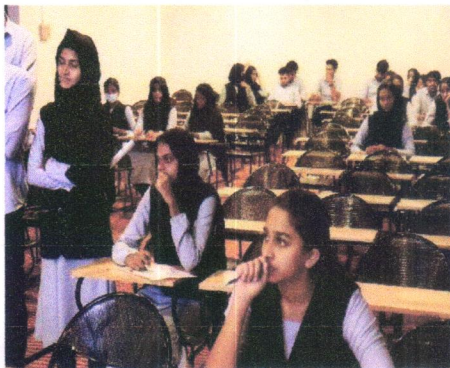
Commemoration of renowned Authors

A quiz programme was conducted for students on behalf of basheer day.Many students participated in the quiz programme and prize awarded to winners.

Library Exhibition

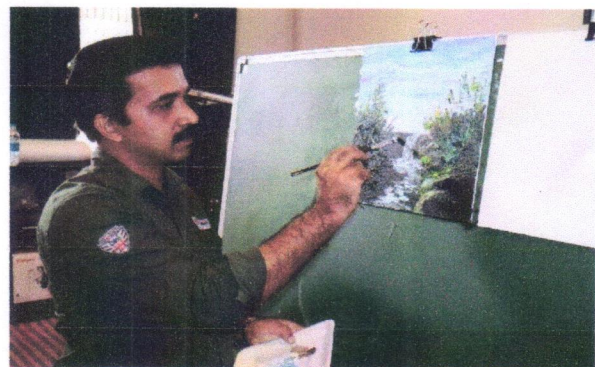An Exhibition named spectacle was held for newly arrived books to familiarize the users on 01 February 2022.

World poetry day celebration

A workshop named **Kavyam Chithramayam** was conducted about poetry and painting on international poetry day 21 March. The programme inaugurated by vice principal Mohammed Labeeb in the absence of Principal.

The students got a good training on poetry and painting. Muneer Agragami who came as a guest, painted the picture live. A manuscript magazine was released on behalf of this programme.

LIBRARY COMMITTEE

The library committee functions as a network of communication between the library and the faculty, staff, and students. The committee has to assist to assess, advise and review library policies for instruction, resources, services, and the facility to be up for the library with the needs of the college community.

The committee advises regarding library services especially innovation for the campus community. It discusses and evaluate budgetary issues for books, journals, databases, media, e-resources etc.

The library committee consists of a group of persons who are empowered to do certain jobs relating to library and administration. The library committee includes a chairman, a secretary, a convener member.

Chairman   Principal

Secretary   Rajeena T P (Librarian)

Members   Smitha (Asst.professor Dept.of Malayalam)

Sajeeha Quansah(Dept.of Botany)

Mohamed Anas (System Administrator)

Muhsina K K (Asst.Librarian)

Hasna (Asst.Digital Library)

Prof. M. ABDUL AZEEZ
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