

Report

Mahesh Chandra Dev Goswami Library

Session: 2023-2024



Submitted by

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Librarian

Nowgong Girls' College

1. Library at a Glance: -

1	Name of the Parent Institution	Nowgong Girls' College
2	Name of the Library	Maresh Chandra Dev Goswami Library
3	Year of Establishment	1962
4	Location at the present building	14 th September, 1987
5	Total Length	4591.5 sq.ft
	➤ Librarian's chamber & Adjacent areas	1507 sq.ft
	➤ Stack Areas (Circulation section)	1327 sq.ft
	➤ Student's Reading Section	900 sq.ft
	➤ Digital Corner	855 sq.ft
	➤ Old Stack Area	2025 sq.ft
6	Opening & Closing Hours	9 AM to 4 PM
7	Working Days	6 days in a week
8	Total No. of Rooms/Halls	02
9	Total No. of Staff	04
10	Sitting Capacity	56 students & 10 Teachers
11	Mode of Access	Open Access
12	Classification System	Dewey Decimal Classification (DDC)
13	Software Present	KOHA & D-Space

2. Collection for the Session 2023-2024

Nos.	Type	Total
1	Total Collection	50984
2	Books on subject	46881
3	Reference Collection (Subject Reference & Sl. No. 09-20)	4103
4	Journals & Periodicals	
	➤ Journals	04
	➤ Periodicals	05
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CD/DVD	60
9	COHSSIP	528
10	North East Collection	601
11	Rare Collection	351
12	Biography	330
13	Reports/Rules/Hand Books etc	164
14	Sri Sri Sankardeva's Collection	105
15	Rasanawali	367
16	Novels	332
17	Dictionaries	240
18	Encyclopaedias	455
19	Political Figures	426
20	Religion	49
21	NRM	248
22	Ph.D Thesis	26
23	MRP Reports	14

✓ Reference Collection = 4103

Serial Number 09 to 20
(Previous + newly added)
(3685 + 263) = 3948

Subject Reference = 155

✓ Books on Subject
(Previous Books on subject = 46881
+ Newly added)
(45844 + 1037)

Total (46881 + 4103) = 50984

Or

(Total + Sl. No. 09 to 20)
47036 + 3948 = 50984

3. Subject Wise Collection

No.	Subject	Previous	Added	Total
1	Assamese	7131	97	7228
2	Bengali	3131	153	3284
3	Economics	2795	16	2811
4	Education	3284	11	3295
5	English	5863	264	6127
6	Environment Studies	357	03	360
7	Geography	2725	01	2726
8	Hindi	3959	05	3964
9	History	2367	50	2417
10	Mathematics	1955	00	1955
11	Philosophy	2919	193	3112
12	Political Science	4223	55	4278
13	Sanskrit	2925	174	3099
14	Statistics	526	01	527
15	Home Science	337	00	337
16	Computer Science	08	01	09
17	Botany	369	01	370
18	Zoology	253	05	258
19	Chemistry	415	02	417
20	Physics	457	05	462
	Total	45999	1037	47036

4. Reference Collection (Subject Wise)

No.	Subject	Numbers
1	Assamese	20
2	Bengali	11
3	Economics	08
4	Education	12
5	English	12
6	Geography	10
7	Hindi	22
8	History	10
9	Mathematics	06
10	Philosophy	11
11	Political Science	16
12	Sanskrit	05
13	Statistics	00
14	Botany	03
15	Zoology	03
16	Chemistry	03
17	Physics	03
	Total	155

5. Journals & Periodicals

No.	Title	Category
1	University News	Journal
2	Aitihya: The Heritage	Journal
3	Current Science	Journal
4	Indian Literature	Journal
5	Prakash	Periodicals
6	Down to Earth	Periodicals
7	Gariyoshi	Periodicals
8	Prantik	Periodicals
9	Competition Refresher	Periodicals

6. News Papers

No.	Name of the Paper	Language
1	The Assam Tribune	English
2	The Hindu	English
3	The Telegraph	English
4	Amar Asom	Assamese
5	Dainik Asom	Assamese
6	Sentimel	Hindi
7	Ananda Bazaar Patrika	Bangla

7. Number & Value of the Information Sources

Category	Previous/Existing		Newly Added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	45952	5440872	1037	7147	46989	5441909
Reference & Other Books	3732	1136404	263	-	3995	1136404
e-Books	151	-	-	-	151	-
Journals	07	21620	-	-	04	21620
Periodicals	11	13159	-	-	05	13159
CD/DVD	60	-	-	-	60	-
Manuscripts	75	-	-	-	75	-
KOHA	01	99120	-	-	01	-
D-Space	01	44480	Renewed	29500	01	29500
N-List	01	5900	Renewed	5900	01	5900
e-Journals	15	-	-	-	15	-

8. IT Infrastructure

No.	Particulars	Remarks
1	Computers	20
2	Printers	02
3	Barcode Printer	01
4	Scanner	02
5	Barcode Scanner	02
6	CC Camera	04
7	Bandwidth of Internet	Above 50 mbps

9. Services imparted by the Library:

Part from the common housekeeping operations such as Circulation, Reference. Xeroxing and Referral services. The library is informing the users on the arrival of its latest journals by way of CAI (Current Awareness on Information) by disseminating these information sources with the help of mobile phones.

With the development of technology, the library used to upload the question papers, manuscripts, thesis, college and teachers' publication, college magazines, MRP and such other sources through D-space where a user can browse these sources from their place of stay. Apart from these, the library used to provide more number of books for a longer period of time to the poor and needy students.

As regard to the use of software, the library is operating on KOHA where data entry of reading materials is done, and the users are directed to the information sources remotely with the help of OPAC. Barcoding of books are done and this in turn leads the users directly to the location as well as on the availability of the books.

As a member of N-List the library is rendering assistance to the users on the services that can be had from INFLIBNET. The library has its own wi-fi service where the users are benefitted from this internet facility.

10. Maintenance of the Library:

The library has a total of 04 number of staffs who caters to the information needs of the user community. Total help is received from the user community comprising the students and the college family. The library rules govern the smooth functioning of the library operations and moreover, the Library Advisory Committee guides the Librarian and the staff in the maintenance of the work.

Following records helps in this regard-

- Attendance Register- there are separate attendance registers for the faculty members, students and outside visitors. This helps in keeping tracks on the footfalls of the user community.
- Defaulter Register- it records the name of the students who have defaulted and are late in returning the books borrowed from the library. This helps in keeping tracks on the number of books that are to be returned to the library. A clearance certificate is also provided to both the teachers and the students who have cleared the books due to their name.
- Regarding the unused, torn and obsolete books they are withdrawn from the main distribution section and kept at the old stack area located on the first floor to be used by the users when in times of need.
- Accession Register- it is the most important register where the full data of the information sources are entered. It is a mirror of the library reflecting its collection subject wise, the place of procurement and the price involved. In short it reflects the strength of the library.