



## PRINCIPAL PRACTICES EXERCISED IN MODERN ACADEMIC LIBRARIES

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### ABSTRACT

*The academic library is functioning as an immensely significant center of information. It is making available all kinds of information to the users. The most important role of academic library is to provide efficient services to its users. Academic libraries offer services of providing information and dissemination. Thus, the best practices, in academic library, are useful in improving and providing effective services to the users. NAAC has recommended some of the best practices for the academic libraries. The present paper aims to represent how the academic libraries provide best practices to users.*

**Keywords:** *Academic Libraries, Best Practices, Information, Teaching Research*

### Introduction

The academic library is a kind of support to the teaching research, and other academic programs of parent organizations. The satisfaction of users is the core purpose of academic libraries. Library professional keep update about new technology and implement them efficiently. The innovative best practices may be started for quality process. The ways to build collection and services to the end users differ from the recent past practices. The developments in the field of information and communication technology have changed user's expectations. Hence, there is a duty of the library personal to identify and adopt best practices to meet need of the users. The academic libraries cater to the overall general need of the users. In this internet age, library has to follow new tools and techniques for attracting users. NAAC are sincerely concerned about how to improve standards of education and establish best practices in the university and college libraries. Best practice is value added standard practice however best practices may be depends on viewers perspective time and context . The library has major role in the academic activities of organization by maintaining and promoting the library services. The library offers a wide of services from reference to electronic services.

### Role of Academic Libraries



The role of academic library and information centre in a college is aimed at realizing the educational goals of the college. The academic library is functioning as an immensely significant center of information. It is incessantly making available all kinds of information to the user.

### **Best Practice in Academic Libraries**

The practices which improve the entire operation of the institutions and decide the standard of quality are known as best practices. In general, the use of technology and innovative ideas lead to develop best practices evolving in the library and information environment. By providing best practices to the reader, the librarians can understand their needs. Librarians should be aware of the need to provide learning programs. They should provide best practices to the users. Librarians make users aware of information through following activities

Oxford Advanced Learners Dictionary describes

*“best practices means quality of high standard, excellence, highly improved, outstanding par excellence service.”*

ODLIS (Online Dictionary of Library and Information Science) describes best practices as,

*“In the application of theory to real-life situations, procedures that, when properly applied, consistently yield superior results and are therefore used as reference points in evaluation of the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success.”*

In short best practices means “continuous learning through sustainable innovations.” In other words, the best practices are quality enhancing academic, administrative and infrastructural strategies adopted by higher educational institutions.

### **Best Practices for Academic Libraries**

NAAC has identified a set of best practices to be followed in academic libraries and stated under the following four broad areas:

1. Management and Administration of Library
2. Collection and Services
3. Extent of user Services
4. Use of Technology



## Library Website

In this information age, there is a need to develop library website to meet users need. Library can provide various web based services through library website. It gives information about library services and access to library content-catalogs, digitized special collection, free and commercial e-book, full text article, project, government document, freely accessible internet resources.

## Information Services

In academic libraries, you can find different sources of information such as dictionary, reference book, year book, map, online database, CD and DVD, yearbook, encyclopedia, etc to develop collection taking into considerations readers needs. Libraries are the permanent abode of information. It regularly supplies current information to the readers and researcher. In the field of information, the library professional can play vital role. Besides acting as facilitators and tutors, they can also acts as aspirators' and help along the readers. Academic libraries provide reference services with help of internet. There are various e-resources freely available on internet. It provide them latest information in there subject field. Information brochures and pamphlets are also one of the important sources for creating awareness about the facilities, services. The information brochure may contain information about latest publication, library facilities, library rules, electronic resource and information services.

## Internet Based Services

The academic libraries can use internet based services like social networking, blogging, etc to meet the needs of the users. In order to sustain the pace of development, the libraries can seek help of already established libraries as information centre. The internet has the power to improve the library image and to allow the library to offers enhanced services. The internet has potential to improve the library services. By using internet facilities library professional have to provide library services to readers. You can also find news papers, magazine, audio book and journals. You can also read them on site or you can take them home. Book not available in your local library can borrowed from other library. Librarian can provide internet based virtual reference service the users. The e-resources like e-books, e-journals, e-papers and e-database is immensely essential to fulfill the academic and research requirements of the library users. Blog is online tool used by various libraries to update users regarding library resources and services. Blog can be useful in library to dissemination of information to library users. Blog are used for getting information about new arrivals, e-database, news and services. The short message services of the mobile phone facilities is the most modern, easy to use, rapid and quite economical services.SMS is one of the mode of the communications. It



is short message service. SMS can reach large number of users. SMS is the one of the best option for providing information to users.

### **Information Literacy Program**

Information literacy should also aim at providing knowledge about recent type of document. Information literacy programmers are more useful for research scholars. Academic library have great role and responsibility in creating awareness among its users which will help to make of library resources and facilities, services effectively and efficiently. Academic library should design certain information module to explore the library system such as Web POAC, Online Database Search, Library catalogue, library websites, etc. Information literacy related concept like users education, library instruction, bibliographic instructions.

### **E-mail Service**

E-mail is fastest of communication medium. E-mail is an easy way of reaching them, quickly and cheaply. It gives the glimpse of the library services. E-mails tool through which library provide services like new arrivals, reminders.etc. Users can interact with library personnel about their need and additional services. Staff responds quicker to e-mail than any other medium. Librarian must use these facilities of the internet to reach to hundreds and thousands of users.

### **Book Exhibition**

To create awareness about collection, libraries organize book exhibition. The libraries must organize book exhibition of newly arrived book. It is necessary to organize book exhibitions of rare book and special book collection. This will help to show the passive collection to the users. This help to provide an opportunity for users to know the various types of information resources available in the library. Through exhibition the specific collection and literary work of specific authors, for attracting even people from different sections of the society, staff members, management members and public. It makes users more aware and familiar with the book. It will also helpful for the libraries where open access is not allowed.

### **Best Users Award**

To attract students to library and use library resources, the user award is concern to gather the data through visitors register maintain in the library, data is compiled through circulation of library item. Based on these data and observations of the librarian one of the best award is given to the student who has made maximum use of library. This practice will also promote the use of the library.



### **Orientation Program**

The fresh students, at the beginning of each academic year, are the impotence of the library, thereby exposing the students to its various sections of the library, library resources and various library services. This orientation program can be useful for newcomer of the library for the better understanding of the library. This will aware user about how to use bibliographic tools like catalogue indexes and abstracts so that user can find out the required sources of information very easily.

### **Best Practices for Academic Libraries**

NAAC has recommended some of the best practices that can enhance the academic information environment and usability of college libraries.

1. Computerization of library with standard software.
2. Inclusion of sufficient information about the library in the college prospectus.
3. Compiling student/teacher attendance statistics and displaying the same on the notice board.
4. Displaying newspaper clippings on the notice board periodically.
5. Displaying career/employment information.
6. Internet facilities to different user groups.
7. Information literacy programs.
8. Suggestion box and timely response.
9. Displaying new arrivals and circulating a list of those to academic departments.
10. Organizing book exhibitions on different occasions.
11. Organizing book talks.
12. Instituting annual best user award for student
13. Organizing competitions for library users annually.
14. Conducting user's survey periodically.

### **Listed below is suggestive set of best practices**

- Library Brochure
- Inclusion of sufficient information about the library in the prospectus
- E-mail Service
- Web based Services
- Beginning of the academic year with general presentation
- Question Paper Repositories
- Article Repositories



- Courseware Repositories
- Displaying new arrivals
- Staff users meet.
- Displaying newspaper clipping on the notice board
- Internet facilities to different users group
- Organizing competition annually
- Conducting user's survey
- Career Information services.
- Book Bank Facilities
- Celebration of library day
- Library Best User Award
- Demonstration and exhibition
- Book Display programmes
- Orientation Programmes
- Suggestion box
- Information literacy programmes

## Conclusion

The best practices adopted bridge the gap between the library and users for effective utilizations of resources. To improve quality of services in changing environment libraries should adopt best practices. The conventional functions of academic libraries and librarians have undergone drastic modifications in the present context the activities should be organized by the libraries with respect to their needs. Goal of institution must be consider to implementing the best practices.

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