

Increasing Services in Academic Libraries

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1.1 Preface

21st century is an age of knowledge. Libraries have played an important role in organization and utilization of information. The library is the heart of an education institute. Knowledge is power and countries conducting research based on information can develop themselves. Today more up to date information is available due to research. Due to the exponential growth of information, it is difficult for any library to store all information and satisfy the needs of library users. Using IT in libraries is a blessing. Modern libraries can satisfy the needs of library users by providing e-resources, resource sharing, library networking and consortia. Even in absence of sufficient IT facilities in libraries, by having a will to serve and with proper planning librarians can provide satisfaction to library users. This paper deals with this ideology.

1.2 Definition of Academic Library

“An academic library is a library that is attached to an academic institution above the secondary level, serving the teaching and research needs of students and staff”

These libraries serve two complementary purposes: to support the college's curriculum and to support the research of the College / University faculty and students.

1.3 Functions of Academic Library

1. To procure, process and provide all documents as well as non-documents that can be the source of learning. Documents are in the form of books, magazines, dictionary, encyclopedias, directories, etc. Non-documents are photographs, charts, globes, films, filmstrips, videotapes, transparencies, slides, CD-ROMs, multi-media discs, etc.
2. To provide support and guide the students in finding the source of information they are looking for.
3. To act as a resource centre.
4. To provide information to aid education.
5. To facilitate the need of teachers and students for community development in the society.
6. Professional development of teachers.
7. Personality development.

8. Help in self learning.
9. Proper processing of library materials.
10. Self motivating environment.

College libraries can provide following services even in absence of efficient IT infrastructure. It will be helpful to increase the use of college libraries.

- 1.** Working hour's: Libraries working hours and reading hours should be extended for longer duration.
- 2.** Issue and return of books should be on demand.
- 3.** Library orientation programmers for newly admitted students should be arranged.
- 4.** Books exhibition: Books which are rarely used and mostly used can be exhibited.
- 5.** Information about the total library collection and services which are given by the library should be displayed in a proper way.
- 6.** Simplify the rules and regulation for library users.
- 7.** Peaceful, airy, clean and well equipped reading room should be provided.
- 8.** Overnight issue of journals service should be given by the library.
- 9.** Catalogue should be author wise, title wise and subject wise and it should be updated regularly.
- 10.** Classification of books should be based on user's friendly techniques.
- 11.** Project reports prepared by students should be stored carefully with bibliography.
- 12.** An arrangement of institute repository and its bibliography should be prepared.
- 13.** Student participation: Students can suggest books and journals to be purchased.
- 14.** User's education should be organized.
- 15.** Reading habit can be increased by arranging debates, essay completions whilst celebrating Gitajayanti, Swami Vivekanand Jayani, Teacher's day, Librarian's day etc.
- 16.** CAS (Current Awareness Service): A library can display syllabus related articles, news of News Papers, a list of newly purchased books and journals on notice board, etc.
- 17.** By conducting talks on My Favorites Books, students can be informed regarding the content of many books.
- 18.** Experts Lecture: Lectures by experts could be arranged on various topics like career counseling, personality development etc.
- 19.** Harmonious relationship: Through establishing harmonious relationship with surrounding libraries, collaborative services and inter library loan services can be provided to library users.
- 20.** Best Reader Award: Through such awards, library users can be increased.
- 21.** A librarian can arrange once or twice a week lecture in classroom regarding the

