



# **SREEKRISHNAPURAM** **V.T. BHATTATHIRIPAD COLLEGE**

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

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## **CRITERION - VI** **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.5 Internal Quality Assurance System**



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Mannampatta P.O., Palakkad - 678 633

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## 6.5.2 - Quality Audits - Library Audit

# **Library Audit Report**

**Submitted to**

**Internal Quality Assurance Cell (IQAC)  
VT Bhattathiripad College, Mannampatta, Palakkad**

**Submitted By**

**Vijesh P.V  
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## **Preface**

I am pleased to present the library audit report for VT Bhattathiripad College, Mannampatta, Palakkad Library. This comprehensive report results from an in-depth assessment to evaluate the library's infrastructure, resources, and services. The audit aimed to identify areas that require attention and improvement to enhance the library's functionality and user experience.

Throughout this audit process, I examined various aspects of the library, engaged with library staff and users, and benchmarked against best practices and industry standards. I intend to provide valuable insights and recommendations for the library's continuous improvement.

This report is not meant to be a judgment but rather a constructive guide for enhancement. Embracing the recommendations outlined in this report will contribute to the library's progress and its ability to serve the needs of its users effectively.

I appreciate the Librarian, library staffs, IQAC team and college management for their cooperation and support during the audit process.

# Observations and Recommendations

## I. Infrastructure and Facilities

### 1. Furniture Renovation:

- The existing furniture is outdated and needs replacement or refurbishment.
- New and modern type furniture (tables and chairs) should be considered to create a comfortable and inviting atmosphere for library users.

### 2. Bookshelves and Racks:

- The current bookshelves and racks are old ones and require refurbishment.
- Installing/renovate durable bookshelves will improve the aesthetic appeal.
- Needed Periodical and Newspaper display shelves or stand

### 3. Stack Room/Reference section Renovation:

- Renovate the stack room with modern shelves and wall shelves to optimize space.
- More Lighting needed
- Allocate a portion of the stack room for a digital library facility.

### 4. Digital Library Facility:

- Set up a Dspace digital library facility for digital archiving (Old question papers, Project/Dissertation reports/UGC-MRP, ICSSR projects)

### 5. Separate Cabin for Librarian

- Create a librarian's cabin adjacent to the digital library for efficient management.

### 6. Proficiency Area/Centre

Need to set up a dedicated area for the proficiency centre inside the library. In this space, we can create a language corner and a career corner to include books on languages and competitive examinations, also we can add/ project these as the library services.

### 7. Entrance Display:

- LED Display Scrolling Device: Install an LED display scrolling device at the library's entrance to provide information on library rules, daily quotes, upcoming events, and other important announcements.

### 8. Property Counter:

- Revamp Property Counter: Give the property counter a fresh look with new paint and a more organized setup for the convenience of library users.

### 9. Installation of CC TV cameras

CCTV cameras will enhance library security, making staff duties easier and encouraging users to remain vigilant, ensuring a safer and more secure environment

10. Reprographic facility required inside the library

11. Projector for Library Orientation and Training sessions.

## **II. Signage and Captions**

### **Catchy Captions:**

- To fix the three shankara verses or captions about knowledge or wisdom in the different parts of the library
- Highlighting the library advisory committee, library rules, staffs details and other relevant information to engage and inform visitors effectively.

### **III. E-Resources and Memberships:**

- **DELNET, British Council, American Center Library, and National Digital Library:** Consider obtaining memberships with these institutions to expand e-resource access and article request services for library users.
- Plagiarism Checking softwares (Drillbit, Turnitin, Ithenticate etc)

### **IV. Library Website**

- Develop and maintain an informative Library Website, facilitating catalogue searches, access to online resources, and information on library services.
- Develop Open Access Library resources (Blog/subject gateway etc) and link to college website, so that subscribed and open access resources also can be accessible to all.

### **V. Rare Book Facility**

**Archival Materials:** Explore the possibility of utilizing archival materials such as palm leaves, manuscripts, and other rare items for a special section within the library to attract scholars and students.

### **VI. Recommendation for setting up a Shankara Corner & VT B corner Inside the library**

To enhance the library's atmosphere and attract scholars and visitors, I propose establishing a dedicated "Shankara Corner" within the library. This space will showcase a curated collection of resources on Shri Shankara & VTB, fostering a positive and spiritual ambiance. This addition is expected to create a lasting impression, especially during inspections, and will serve as a valuable resource for researchers and the community.

### **VII. Research area/cubicles for research scholars and faculty members**

This will,

- Enhancing the institution's research-centric culture.
- Showcase the institution's commitment to research and academic excellence.
- Arrange a dedicated space on the reference or ground floor.
- Providing a dedicated research area inside a library will enable us to effectively showcase our institution's research achievements and initiatives.

### **VIII. Community Outreach/Library Extension Programs**

**Book Donation Programs:** Organize book donation drives and library setup programs for communities such as old age homes, children's homes, and nearby public libraries to promote library extension activities. Collaborate with NSS and other organizations to support and enhance these library extension activities.

**Media Coverage:** Showcase these community events through news articles and media coverage to highlight the library's commitment to community development.

## **IX. Accessibility for Specially Abled Users (Divyanjgan Community)**

**Special Software's/Tools:** Provide special software such as DAISY and JAWS Talking Software, Indian Sign Language (ISL) Dictionary, National Accessible Library membership and white print magazine (for braille to assist specially-abled users in accessing library resources).

## **X. Documentation and Record-Keeping**

Maintain documentation for all major purchases and additions in library advisory committee minutes and ATR

Develop a Library Policy & Processes manual for reference.

## **XI. Journal & Periodical enhancements**

Add some central/state government publications such as Sahitya Academy, Ministry of Publication, and Broadcasting Division for periodical purchases.

## **XII. Staff Training & Support**

- Provide comprehensive training to library staff, covering both technical and operational aspects through conferences and workshops.
- Consider employing LIS graduate trainees or permanent staff to ensure smooth library operations.



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