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Guidelines and Quality Indicators of NAAC for University Libraries and It's Services

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Introduction

NAAC is in autonomous established by UGC in 1994. The need for quality assurance and accreditation has been established especially in the content of financial constraints on high education. In the process of financial accreditation libraries save a critical role.In the recent past significant development's have been reported in library and information services and the libraries are shouldering never responsibilities in higher education.Hence the standards for assessing the quality of library services need to be updated. Library are largely support Learning, teaching and Research processes in institutions. The guidelines are derived from on understanding of the global developments in the activities and services of libraries, national environment, and the outcome of a recent national workshop. The major benefits of higher education mainly the government employees and students pay for tile costs of Education. In the recent time several developments have taken place which have changed tile perceived requirements for quality assurance in higher education. The libraries need to prepare well-framed rules and guidelines with regard to hours of access, circulation policies and other regulations to offer better services to the user

➤ **Vision**

To make quality the defining element of higher education in India through a combination of and external quality evaluation, promotion and sustenance initiatives.

➤ **Mission**

To arrange for periodic assessment and accreditation of institutions of higher education or units there of or specific programmers or projects; in the accreditation process, evaluation of libraries is an essential component, where the collection, services and their outreaching capacity are monitored. In the recent, past, significant developments have been reported in library and information services and the libraries are shouldering never responsibilities in higher education. And collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance

▪ **Management, Administration and Library and Information Services**

Library and Information Services of Higher Education institutions play a central role in enhancing the quality of academic and research environment. The National Accreditation and Assessment Council (NAAC) strive for quality and excellence in higher education and advocates freelancing the role of Library and Information Services in improving academic environment. In today's high-tech learning environment, the library as a learning resource is taking up increasingly more academic space and time in the life of a learner. In times ahead, this will be even more so.The libraries of the affiliated colleges may firm up their performance by equipping/enabling themselves to answer the following questions in the affirmative.

- ✓ Does the library function on Saturdays, Sundays and holidays to facilitate use by students and faculty?
- ✓ Does the library have extended and appropriate working hours before/after the class hours?
- ✓ Does the college have a Library Advisory Committee? If yes, what is the role of the library committee?
- ✓ Does the library have separate premises of its own?
- ✓ Decoction taint minimum infrastructure facilities such as utilities, staff area, reading hall, periodicals section, circulation counter, service area, Information Display, etc.?
- ✓ What is the ratio of the seating capacity to the users (students and faculty)?
- ✓ Is the Generator facility extended to the library?
- ✓ What are the measures for overall maintenance and cleanliness of the library?
- ✓ Does the library have computers and Internet facilities?
- ✓ Are the library functions automated? If yes, are they fully/partially automated?
- ✓ What are the financial/funding sources other than the state, central and UGC grants?
- ✓ Is there any defined policy for collection development, stock verification, promotion and training of library staff?

- **Collection and Services provides to users**

  ❖ **Collection**

  The library is required to provide various, authoritative and up-to-date resources that support its mission and fulfill the needs of its users. Resources provided may be in several formats, including print or soft copy, online, electronic text or images, and other media.

  ❖ **Mention total collection of Documents**

  In this Documents Books, Text Books, Reference Books, Current Journals, per reviewed Journals, Magazines, CD,DVD, Database, Online Journals, AV Materials, Book Bank etc.

  ❖ **Library Services**

  The library offers a wide range of services from reference to electronic information services. The library has promoted Library and Information services to users are both quantitatively and qualitatively**.** The Library ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. The Library provides a sufficient number of qualified staff with appropriate education or experiences in library and/or other learning/ information resources—to accomplish the mission of the institution. In this services library provide to users circulation services, clipping services, reference services, referral services, information literacy, digital resources availability services may be provide to users.

  ❖ **Best Practices of University Library**

  In the library context some of the best practices that can enhance the academic information environment and usability. Computerization of library with standard digital software, compiling student and teacher attendance statistics, locating the same on the notice board. Displaying newspaper clipping on the notice board periodically. Internet facilities to different user groups. Conducting book exhibitions on different occasions. Organizing competitions annually. Information literacy programmed. They are the good practices for the college library.

  ❖ **Extent of the use of services**

  A college library performance evaluation needs to be carried out at regular interval in order to sustain and enhance their quality. The evaluation can be made on compilation of use statistics. The library extent of the use is as follows Number of reference enquiries on an average per

month. Number of services delivered per capita per month. Average number of books issued and returns per day and average number of users who visited and documents consulted per month.

❖ **Maintenance of service areas**

To maintain cleanliness inside & and outside the library and provide suitable atmosphere for reading and searching. Library Users are appreciative of the library efforts in keeping the entrance, reading and stack areas neat and clean. Green lawns in front and also in the courtyard within the library are a place of attraction for many users for reading in the evening and night. Maintenance of calm and neat atmosphere in the reading and stack areas is a must for concentrated reading and searching of materials.

❖ **Collection Development in different formats**

Libraries should focus on accessing the materials in digit formats together with the other collection. Development of hybrid library with the acquisition of digital collection with the print collection. To organize the materials bay guides and shelf guides for easy location. Computer terminals to the users with Internet facility to access the digital resources.

❖ **Collection enhancements in hybrid library**

To focus on collection development in different formats and organize the collection in ideal way. And maintain CD/DVD collection using CD server to access the content.

Conclusion :

The impact of Information Technology (IT) is enormous and global in its magnitude. IT has become an integral part of all aspects of the library. IT has profoundly affected library operations, information resources, services, and staff skills requirements and users expectations. Today, the success of modern library is increasingly dependent on the most effective utilization and strategic management of new technologies in libraries. Library Services need to reach to the user desktops with the use of Technology. Some of the University and College Libraries that are using technology in their libraries spelt out their best practices with specific go as and objectives, the process they adopted, the impact of the practice on the end user and the resources and skills that required using technology etc. These best practices need to be constantly updated as the implementation of Information Technology Tools are used in Libraries with the changes that are taking place in the Information Technology applications.

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