



Library

S.B.M.S. College, Sualkuchi, Assam



Library

S.B.M.S. College, Sualkuchi, Assam

Dist.: Kamrup, Pin: 781103

Phone: 0361-2830040. Email: librarian@dlsbmscollege.org

Website: <http://www.dlsbmscollege.org>

Contents

The Library	Page 2
Physical Infrastructure	Page 4
Library Collection	Page 5
Library Services	Page 6
Digital Library	Page 8
Library Rules	Page 9
Library Committee	Page 10
Acquisition Policy	Page 11
Library Staff	Page 12
Contact Us	Page 13

The Library



Library Working Hours

9.30 A.M to 4.30 P.M
Except Sundays and Holidays



About the Library

Sualkuchi Budram Madhab Satradhikar College, Sualkuchi is a premier institution of higher education in Sualkuchi which was established on 1st August, 1963. The college has been titled in the sweet memories of two great Vaishnavite monks of Sualkuchi- Late Budram Mahanta, a saintly person and Late Madhab Mahanta who donated 42 bighas of land for the cause of higher education in Sualkuchi. The great love for education of the people of Sualkuchi led the establishment of S.B.M.S. College, Sualkuchi. The college is the result of the public support and donations.

The Sualkuchi Budram Madhab Satradhikar College Library was started in the year 1963. It was initially housed in a single room of the College. The present library is located centrally within the college campus in an independent building. It is conventionally accessible by the user community. The library has undergone an expeditious growth in terms of its resources, staffs and infrastructures as time progressed.

The Library of S.B.M.S. College plays a very critical role in supporting the academic programmes of the college. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments.

Objectives

The S.B.M.S. College Library objectives are to-

- a) To support teaching-learning needs of the students, teachers and staff members;
- b) To develop comprehensive resources in the subjects taught in the college;
- c) To disseminate the knowledge to the stakeholders and to reach them;
- d) To stimulate knowledge creation among its stakeholders;
- e) To nurture and promote quality and excellence in education;
- f) To liaise with other libraries to meet the expectation and needs of the user.

Access Type

The library of S.B.M.S. College, Sualkuchi, Assam provides Open Access to its collection. Users can directly go to the book stake and pick up the book of their choice.

Classification System Used

The library is using the Dewey Decimal Classification System, 19th Ed. for organizing its collection.

Cataloguing System Used

The library previously used AACR II to provide printed catalogue card services to the user. From the year 2015, the library stop creating printed catalogue card services and start maintaining the bibliographic data of the books in the SOUL 2.0s default field in MARC format.

Software Used

The library of S.B.M.S. College, Sualkuchi, Assam is using SOUL 2.0 software developed by the INFLIBNET Centre- an inter university centre of UGC to automate its all housekeeping operations. All the bibliographic details of the library are entered into the SOUL 2.0 software. The Catalogue, Circulation and Online Public Access Catalogue (OPAC) facility of SOUL 2.0 is extensively used by the library.



Physical Infrastructure

Library Building

The Library is presently located at an independent building covering approximately 1500 sq. ft. The building includes the property counter, stack areas, librarian's chamber, circulation desk, Xeroxing chamber, reading room, digital library section, newspaper reading section and the toilet facility.



Stack Area

The documents of the library are housed in a large stack area that covers 61 book shelves.

Information Kiosk

The Information Kiosk which is touch-enabled is placed near the entrance of the library so that the users can interact with it at ease. The information kiosk available in the library can be used to search and browse the bibliographic details of the documents available in the library {popularly known as Online Public Access Catalogue (OPAC)}, member's status (number of books issued by the user) and to recommend new books to be purchased by the library. It can also be used to check the availability of a particular book in the library, news and announcements from the college and so on.



Computers

The library has eight computers, excluding the information kiosk out of which one act as SOUL 2.0 Server, the other two for the staff of the library and rest five computer are made available to the user to access internet and digital resources of the library.



Bar-coding Equipments

Library has Barcode Printer, Barcode Scanner and Slip Printer. Barcodes are used for books, identity cards to ease the circulation of books.



Xerox Machine

One Xerox machine is made available to the user to take photocopy of the important documents from the library.

Printers

Two printers- one for staff member and one for the library users are made available in the library.

Scanners

The library acquired two scanners as part of its digital library initiative. The scanner is used to preserve the institute publications, faculty publications, previous years question paper, fragile rare books and other teaching-learning materials. Out of the two scanners of the library- one is meant for staff member and one for the library users.



Library Collection

Physical Collection

The library of S.B.M.S. College acts as a gateway to 24,232 text books and reference books. The library holds an especially qualitative printed collection of documents that deals with the course curriculum of the college. The reference sources comprise of expensive books like Encyclopaedia Britannica, dictionaries, handbooks, manuals, directories, etc. The library has a notably rich collection of college publications, faculty publications; reports generated by college and old questions papers.

Category	Print Collection	Online Collection
Books	Text Books= 17,306 Reference Books= 6,926	Databases through N-LIST= 10 E-Books through N-LIST= 80,000+ Free E-Books= 108
Journals	4	Databases through N-LIST= 11 E-Journals through N-LIST= 20,000+ Free E-Journals= 902
Magazine	6	-
Newspaper	8	-
Old Question Papers	Papers from 2012 to 2015	429
College Publications	14	7
Faculty Publications	23	33
Reports	14	10

Table: Printed and Digital Collections of the Library

Digital Collection

The digital collection of the Library of S.B.M.S. College includes the resources available through N-LIST programme of the INFLIBNET, free e-journals and e-books, the digitized collection of the college that include college publications, faculty publications, reports and old question papers. The digital collection of the college contributes a lot to the students and faculty members of the college.

Library Services

The library membership is open to students, faculty members & staff of the college. The duration of membership will be for an academic year and will have to renew every year.

Online Public Access Catalogue (OPAC)

OPAC is a platform to search and locate the information on available resources in the library or in other words it is the computerized form of library card catalogue. The library maintains access to both printed catalogue card as well as OPAC. However, from the year 2015, updation in printed catalogue card is kept in halt due to the launching of the OPAC. The OPAC is available through Information Kiosk and from any computer of the library or any computer within the college campus which is connected to the campus LAN at the address: <http://192.168.1.250/SOULWEBOPAC/>. The bibliographic information of a resource includes title, author, place of the publication, publisher, year of publication, shelving location and the availability status of the particular item i.e whether in loan, damaged, lost etc. The user can also access the subscribed electronic databases and books, recommend a document via information kiosk to be purchased by the library if the item is not available in the library. The user can also check their list of issued documents through the information kiosk.

Bar-Code Enabled Automated Circulation of Books

Circulation basically includes check-outs and check-ins of library resources and items, collection of fines and other charges, renewal and holding of the materials and so on. The library circulation is fully automated by using Bar-Code. In the circulation desks patrons may register for library membership, issue and return library items, renew the issued item, reserve the items, update library patron records (new address, telephone numbers, etc.) and so on. The circulation privileges of the members are as follows-

Category	Number	Days
HS Students	1	15
Degree Students	2	15
Faculty Member	15	30

Table: Circulation Privileges of Library Members

Photocopy

Users can take the photocopy of the printed documents by using Xeroxing facility available in the library.



Reading Room

The Library has reading room space for Boys, Girls and Faculty Members. The Newspaper can be read in Newspaper Reading Table. The text books are available for loan and for reference reading and the reference books are only meant for reference purposes and not available for loan. Patrons cannot take the reference books out from the library premises but they can consult such books in the reading room of the library.

Internet Section

The user of the library can access the internet as well as the Digital Library of S.B.M.S. College by using the computers available at the Digital Library Section. Internet section is equipped with Five Computer, One Printer and Scanner.



Digital Library

The library's digital collection, open access journals and books along with the subscribed e-journals and e-books are available 24X7 through the digital library webpage: www.dlsbmscollege.org



Scanning

The library provides scanning facilities to the users through its digital library section at a very nominal fee.

Printing

The electronic document accessed through the digital library can be printed by using the printer available in the digital library section and by paying a nominal fee for the purpose.

Current Awareness Services (CAS)

The library's current awareness service is meant to keep the patrons up-to-date with the most recent happenings and development in the college and the library. New Arrival of journals & magazines are displayed on the Display Stack. The library provides CAS to its users through its SMS Channel (<http://sms.dlsbmscollege.org>), blog (<http://news.dlsbmscollege.org>), Email, RSS and social networking website (Facebook, Twitter, Google Plus).

Library Orientation

The library used to conduct training sessions, orientation and the internship programme to equip the patrons with the knowledge of search strategies, using e-databases, and OPAC search. It also provides research assistance to teacher (eg, searching literature, retrieving qualitative materials). The library strives to provide users with complete, accurate answers to information queries regardless of the complexity of those queries. Assistance in using library OPAC search facilities, instruction and help in using library and its resources are also provided.

Book Fair

Book Fair is organized in collaboration with the publishers frequently so that the students can purchase books at concessional rate without the need to go to the market.

Book Bank

The library also has a book bank facility for poor and needy students.

Publicity Programme of the Library

The library resources and services are widely publicized through the Digital Library, SMS, Email and Blog. The library also publicize through the social media like Facebook, Twitter, Google Plus, Really Simple Syndication, etc. to popularize its services and collection among the readers. All these tools are added to the Digital Library Home Page.

Preservation

The Library takes necessary action against probable damage of its digital resources due to natural calamities and others. The digital resources of the college are preserved in two external hard disk of 1 TB and are stored at different locations. The digital resources includes

- a) Bibliographic database of the books of the college library
- b) College publications
- c) College reports
- d) Faculty publications
- d) Old question papers
- e) All other resources of the digital library.

Digital Library

The Digital Library of the S.B.M.S. College can be used 24X7 to access electronic resources from anywhere in the world. It provide access to-

- 11 Subscribed E-Journal Databases
- 10 Subscribed E-Books Databases
- 20,000+ Subscribed E-Journals
- 80,000+ Subscribed E-Books
- 902 Free E-Journals
- 108 Free E-Books
- 429 Old Question Papers
- 7 College Publications
- 33 Faculty Publications and
- 10 Administrative Reports

Permitted Actions in Digital Library

- Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes.
- Viewing, downloading, copying, printing and saving of a resource for personal use.
- Sending a copy of an article to another authorized user (i.e. current faculty, students or staff).
- Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access).

Non-Permitted Actions in Digital Library

- Using robots or intelligent agents to do systematic and bulk downloading.
- Systematic downloading (downloading entire issue of a journal or all pages of an issue of the journal) or printing of entire journal issues or volumes, or large portions of other e-resources.
- Using e-resources for commercial gain (i.e. reselling, redistributing or republishing licensed content).
- Making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards).
- Posting the publisher's version or PDF of an article to an open website.

The screenshot shows the website interface for the Digital Library of S.B.M.S. College. At the top, there is a navigation bar with links to Home, N-LIST, E-Journals, E-Books, Question Papers, Faculty Publications, College Publications, Reports, About Us, and Contact Us. The main banner area features the college's logo on the left and the text 'Digital Library S.B.M.S. College, Sualkuchi, Assam' on the right. Below the banner, there is a 'News from S.B.M.S. College, Sualkuchi' section with a list of recent news items, a 'Subscribe to the News of S.B.M.S. College' form with an email input field and a 'Subscribe' button, and an 'About Us' section providing background information about the college's history and location.

Library Rules

- ❖ The Students must carry their Library Identity Card with them to get the books issued /returned.
- ❖ Library Membership Cards are not transferable
- ❖ The students can borrow two books at a time for 15 days. After 15 days if book will not be return then a fine of Rs. 1 per day will be imposed.
- ❖ The faculties can borrow 15 books at a time for 30 days. After 30 days if book will not be return then a fine of Rs. 1 per day will be imposed.
- ❖ Members are responsible for the books borrowed against their library card.
- ❖ Members are requested to check the condition of the book before getting issued. Any damage found in the books taken out for reading or borrowing should be brought to the notice of the staff on duty before getting issued.
- ❖ Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The member must replace the lost book / pay the cost of the latest edition of the lost book along with overdue charges, if any.
- ❖ Reference books, Journals will not be issued.
- ❖ Bags, personal belongings and books must not be brought inside the library. These must be kept at the property counter at reader's own risk.
- ❖ Library does not accept any responsibility for loss or damage to personal property left on its premises.
- ❖ A Register is provided at the entrance of the library. Users are requested to make their entry in the Register while entering into the library or digital section of the library.
- ❖ The students are required to get the clearance from the library before the final examination of Board /University
- ❖ Eating, sleeping and smoking are not allowed in the Library.
- ❖ Readers should observe strict silence and their Mobile – Phones need to be kept in silence mode while in the Library premises.
- ❖ The Librarian is vested with the powers to restrict or suspend the library privileges of any member / user contravening / violating any of the rules / regulations of the Library at any time.
- ❖ The Principal may, on the recommendations of the Library Committee amend / add / delete any of the above regulations.

Library Committee

There is a library committee for smooth functioning of the library. The committee of S.B.M.S. College is constituted annually. The main objective of the library committee is to decide & adopt the policies to govern the management and various programme of the library, to prepare the annual budget, rules and regulations of the library. The committee is sole responsible for looking after all matters related to the library. The composition of committee is as follows-

Chairman/President : Principal of the college
Member Secretary : Librarian
Members : Vice Principal
IQAC Coordinator and
All Heads of the Departments of the college.

Acquisition Policy

Following points are followed in acquisition of library books and periodicals:

- Recommendations for books and periodicals from the concerned subject teachers or head of the departments and library users are called for in the beginning of the every academic year.
- The list of recommended books is checked with the existing library collection, to avoid the duplication.
- The list of books not available in the library is put for approval before the library committee.
- The order for the approved books is given to the concerned publisher or book vendor.

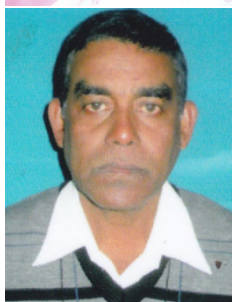
Library Staff



Mrs. Geetali Das
Librarian
Email: librarian@dlsbmscollege.org
Mobile: +91 96132 06552



Mrs. Suniti Mahanta
Library Assistant
Mobile: +91 94351 17748



Mr. Kumud Ch. Baishya
Bearer
Mobile: +91 98647 95900



Mr. Rakesh Kalita
Contractual
Mobile: +91 73995 14991

Contact Us

Physical Address: Library, S.B.M.S. College, Sualkuchi, Assam, Kamrup, Pin: 781103.

Digital Library Website: <http://www.dlsbmscollege.org>

Email: librarian@dlsbmscollege.org

Mobile: +91 96132 06552

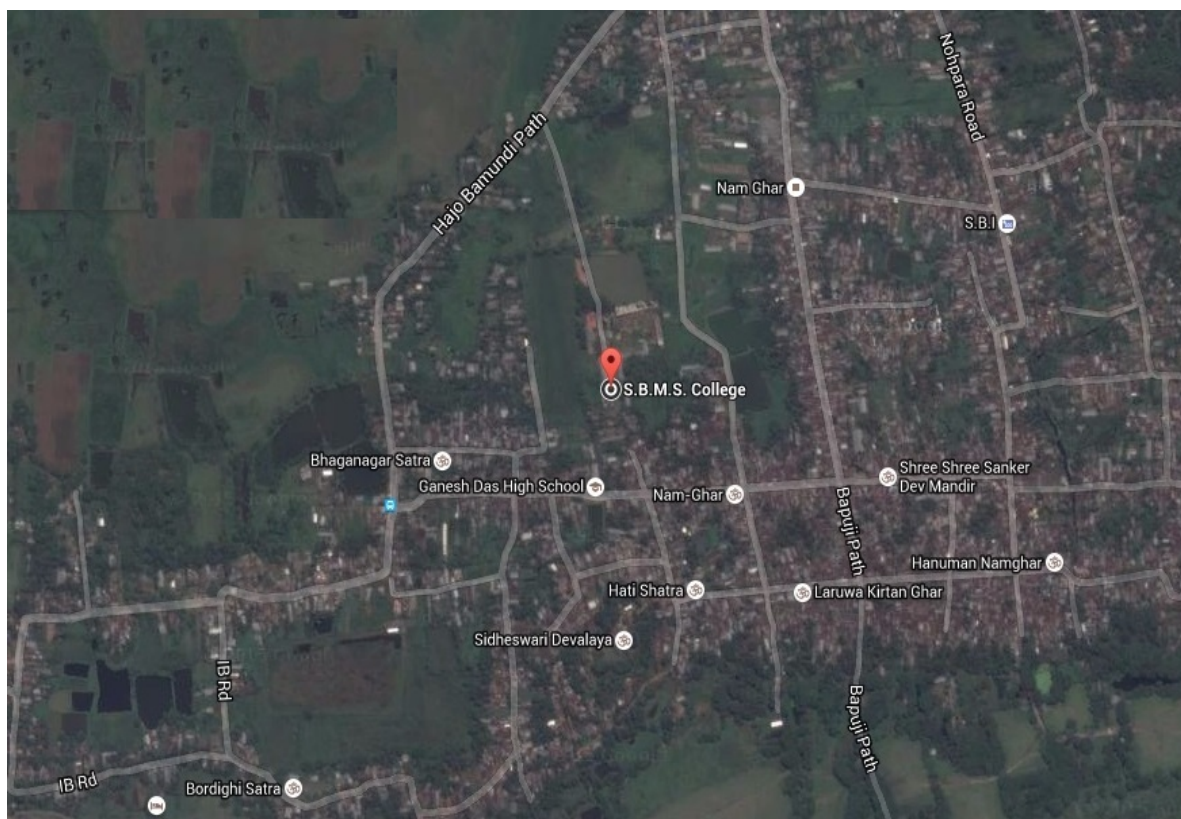


Figure: Location of S.B.M.S. College from Satellite