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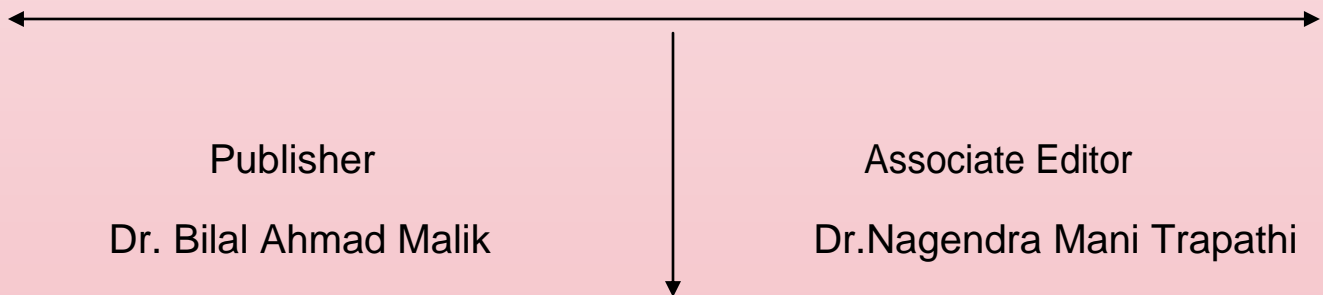
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BEST PRACTICES IN UNIVERSITY LIBRARIES IN MAHARASHTRA STATE

DR. SACHIN S. SURYAWANSHI*

*Bharati Vidyapeeth Deemed University, Pune, Abhijit Kadam Institute of management and
Social Sciences, Solapur

ABSTRACT:

The article stress the importance of libraries in the academic system and what are the innovative services are being implemented in the parent institution to utilize the collections more effectively and efficiently. University Grants Commission (UGC) is giving much importance to the library and information centers and draft line has been framed through National Assessment and Accreditation Council (NAAC) for the best practices to be followed in the libraries, which enhance the library users to explore more for their research and academic need. The article deals with best practices adopted by University libraries in Maharashtra State.

INTRODUCTION:

"Change is life, monotony is death goes the age old saying. Change for survival. is the inner belief among today's Library professionals. Today the librarians have become information professionals by adapting to the latest technogical innovation and gadget and other sources to collect, organize and disseminate at a faster speed. Like other profession the library information practitioners has also them using online media and internet to generate information and disseminating for the users.

BEST PRACTICES: DEFINITION

Best practices in the development of infrastructure and learning resources sustained practices leading to continuous improvement of infrastructure and learning resource development to create an optimum learning ambience. ODLIS (Online Dictionary of Library and Information Science) describes best practices as follows. The application of theory to real-life situations, presupposes that, when properly applied, consistently yield

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superior results and are therefore used as reference points in evaluating the effectiveness of alternative methods of accomplishing the same task. Best practices are identified by examining empirical evidence of success.

"Best Practice may be innovative and be a philosophy Policy, strategy, programme, process or practice that solve a problem or create new opportunities and positive impact on organizations".

Some of the Common Best Practices are:

➢ Computerization of library with standard software.
➢ Inclusion of sufficient information about the library in the college prospectus.
➢ Compiling student / teacher statistics
➢ Displaying newspaper clippings and a clipping file maintained periodically.
➢ Career/ employment information services
➢ Internet facility to different user groups
➢ Information literacy programmes
➢ Displaying New Arrivals
➢ Conduct book exhibition on different occasions
➢ Organizing book talks
➢ Instituting Annual Best Use Award for students
➢ Organizing competitions annually
➢ Conduct user survey periodically
➢ Making of a Path Finder to the library
➢ Compiling a list of Current Serials/ catalogue of journals.
➢ Updating and maintaining library website
➢ Maintaining useful statistics regarding the use of the library and displaying them on
➢ the library walls
➢ Compiling checklists on different subject/topics as a part of documentation service
➢ Library Committee formation
➢ Distribution of useful handouts

The development of college library as suggested „Best Practices" by the NAAC is under the Four broad areas as;

1. Management and Administration of a Library

- In-service Programmes
- Observation of other Library practice.
- Staff promotional policy.
- Maintenance of service area
- Special deposit scheme
- Resource Generation through external membership.
- Resource generation through internet services.
- Student participation programme

2. Collection and Services

- Collection development in different formats
- Compact storage of less used collection
- Library book exhibition
- Extended library opening hours
- Extended hours of service
- Web enabled and mobile based library services
- Remote access and Federated Search

3. Extent of use of services

- User education
- Initiation to fresher's
- Preparatory course for student's project
- User orientation
- Information aids
- Library use statistics
- Instituting the Library best user award"
- User feedback practice through different formats

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➢ Suggestion box and timely response

4. Use of Technology in Libraries

➢ On-line information retrieval- Internet access

➢ Free browsing unit -Internet access.

➢ Broadband internet centre

➢ Library homepage for information dissemination

➢ A strong and dynamic library website

➢ User feedback through library homepage

➢ Access to e-resources

➢ Information retrieval through web OPAC

➢ Campus-wide LAN facility

➢ Database creation using international standard formats

➢ Electronic surveillance system CCTV

Through the best practices adopted it can bridge the gap between the library and the users. For effective and maximum utilization of the resources for promotion of higher educational goals, the vision and mission of the institution may be given priority. It also enhances competitive advantage and also enables to enhance the institutional effectiveness.

BEST PRACTICES IN UNIVERSITY LIBRARIES IN MAHARASHTRA STATE: DATA ANALYSIS

Best practices as quality of high standard, excellence, highly improved, outstanding, par excellence service. It means way of doing something that is usual or expected way in a particular organization or situation, guidelines for good practices. In this process of developing best practices we take action rather than good ideas, and we improve our skills. NAAC's concern for quality of library practices as well as NAAC's set of best practices in academic libraries. Efforts have been made to understand the best practices adopted by university libraries in Maharashtra and results are shown in graphical representation as shown below.

### Table:- 1: Best practices adopted in University libraries

| Sr. No.	Best Practices	Frequency	Percentage
1	Computerization of Library Using Open Source Software	34	94.4
2	Inclusion of Sufficient information about the library in the university prospectus	35	97.2
3	Compiling student/Teacher attendance statistics and Locating the same on notice board	23	63.9
4	Displaying Newspaper clippings on Notice board	30	83.3
5	Career/employment information/services	31	86.1
6	Internet facilities to different user groups	34	94.4
7	Arranging Information Literacy programme	33	91.7
8	Signage systems	24	66.7
9	Suggestion Box and timely Response	31	86.1
10	Displaying New Arrivals and Circulate list of Academic Departments	7	19.4
11	Conducting Book exhibitions on different occasions	13	36.1
12	Organizing Book Talks	21	58.3
13	University Annual Best user Award for student	4	11.1
14	Organizing Competitions Annually	13	36.1
15	Conducting User Surveys Periodically	4	11.1
16	Collection Development policy Print and E-resources	25	69.4
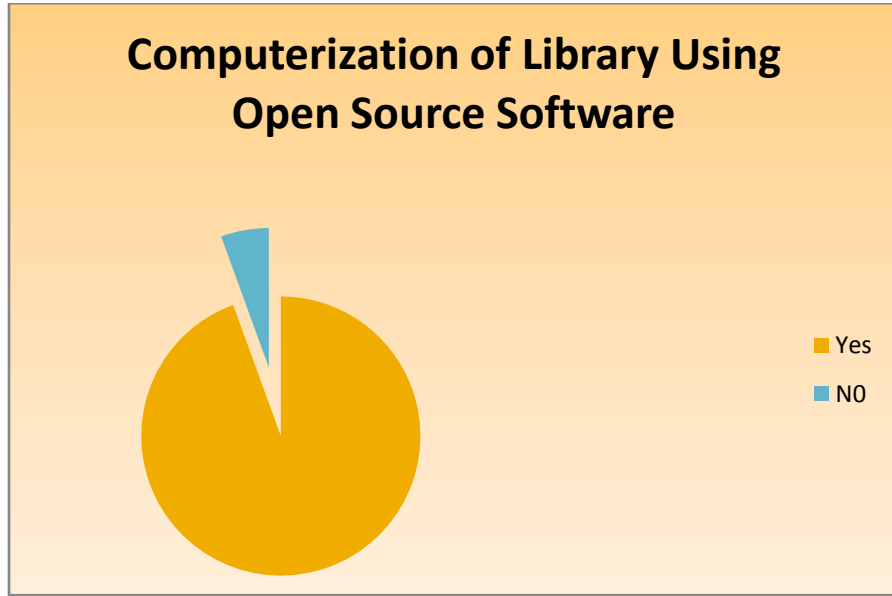
Graph- No-1computerizaton of library using open Source software
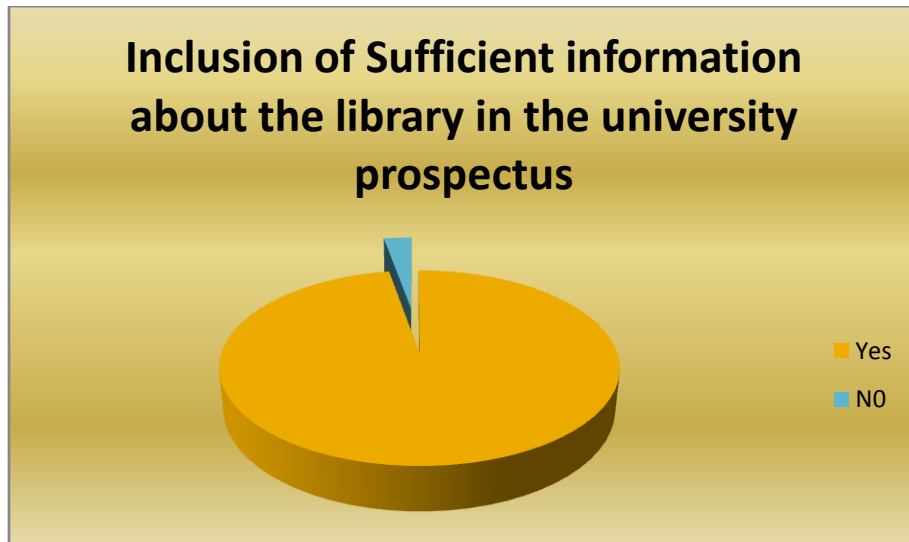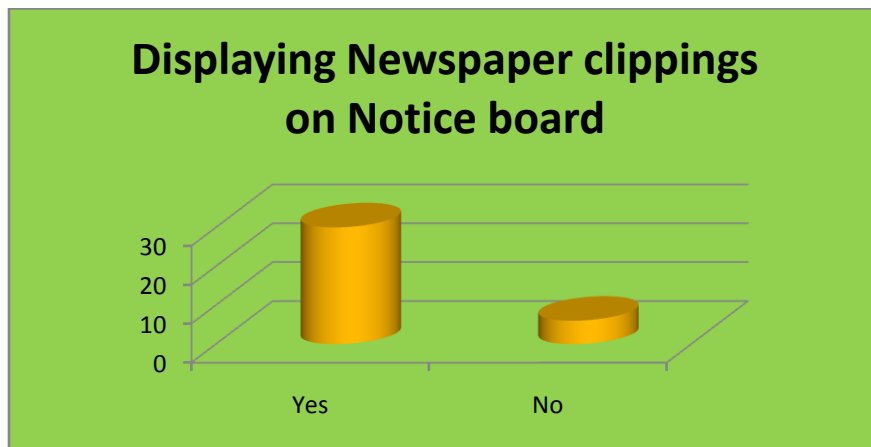

Graph-No-2 Inclusion of Sufficient information about the library in the university prospectus
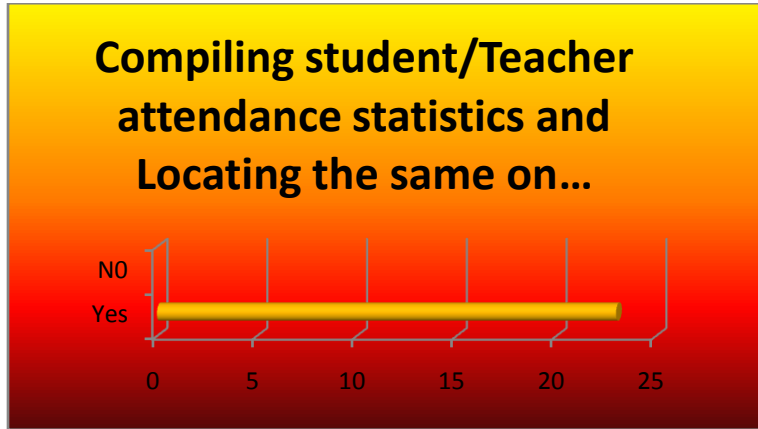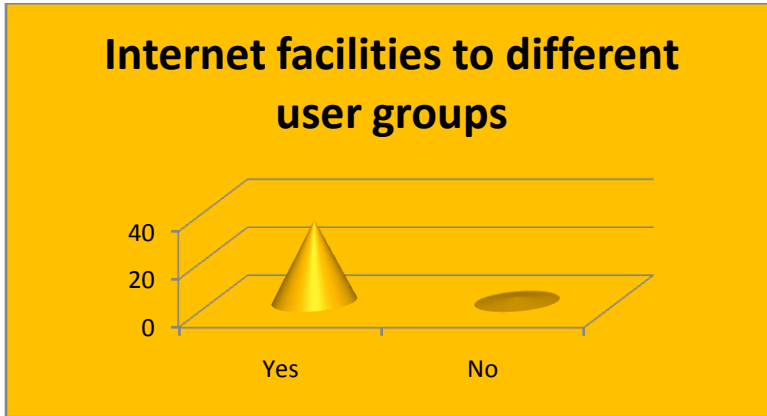
Graph No-3 Compiling student/Teacher attdence statistics and locating the same on notice board
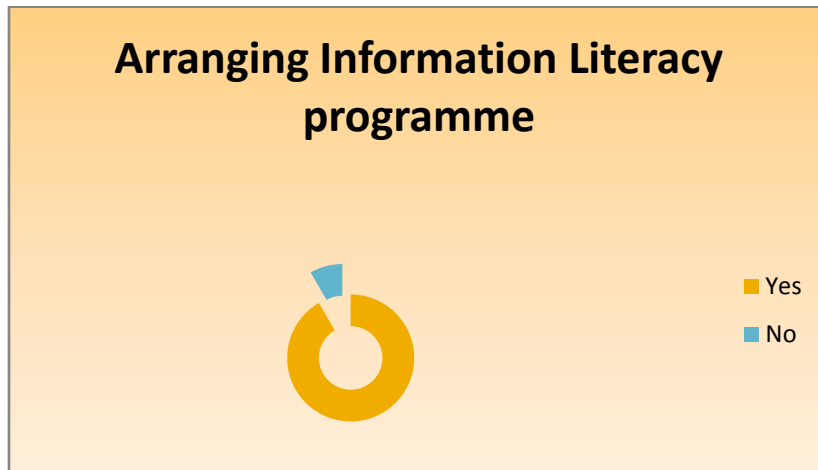
Graph No-4 Arranging Information Literacy programme

Graph No-5 Displaying Newspaper clipping on Notice Board

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Graph No-6 Internet facilities to different user groups
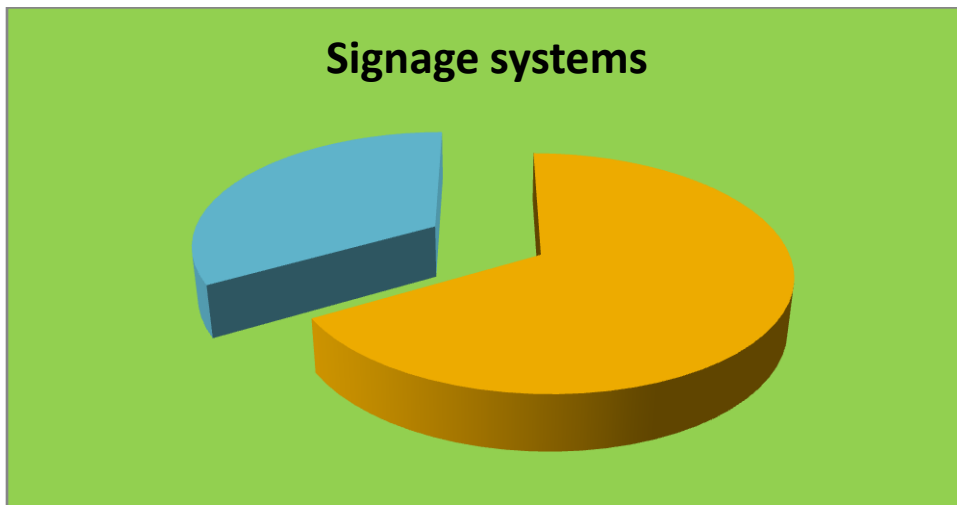
Graph No-7 Signage System
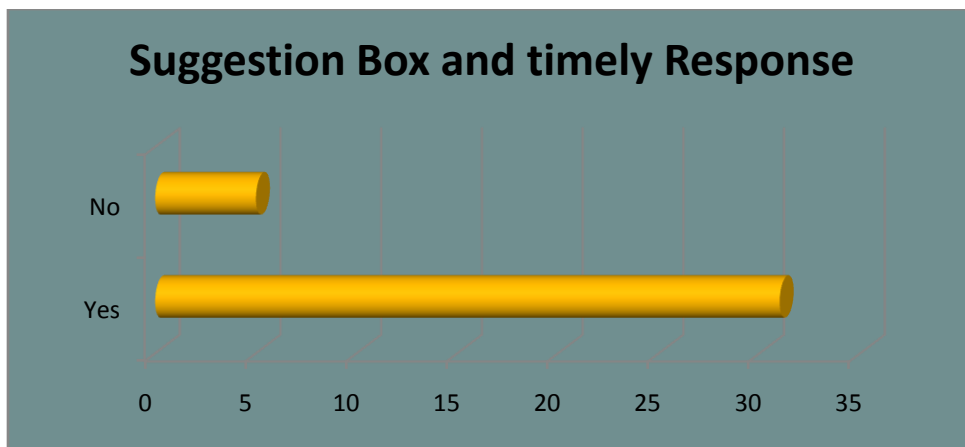
Graph No-8 Suggestion Box and timely Response
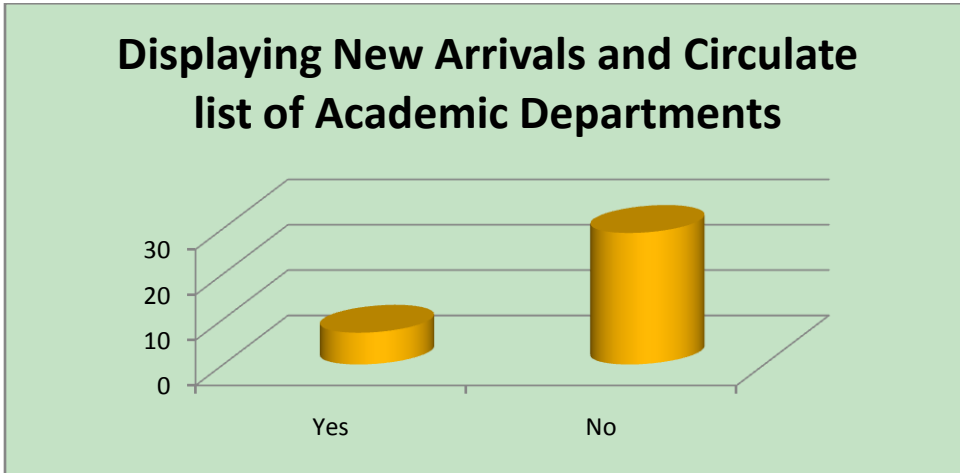
Graph No-9 Displaying new arrivals and circulate list of academic departments
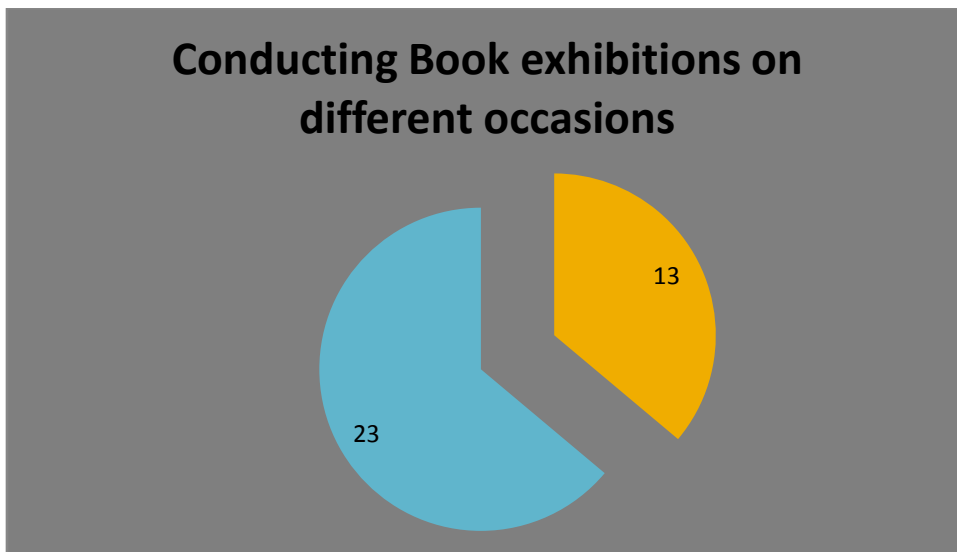
Graph No-10 Conducting book exhibitions on different occasions

Graph No-11 Organizing Book Talks

Graph -No-12 University Annual Best User Award for student

Graph No-13 Organizing competitions annually

Graph No-14 Conducting user surveys periodically

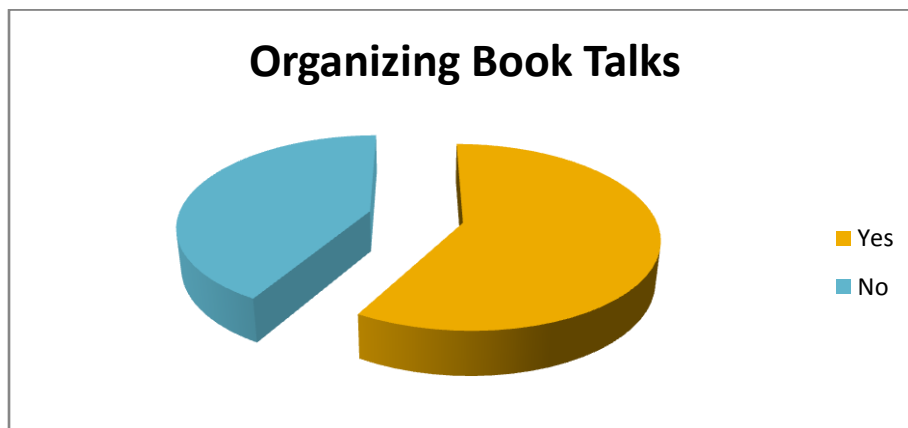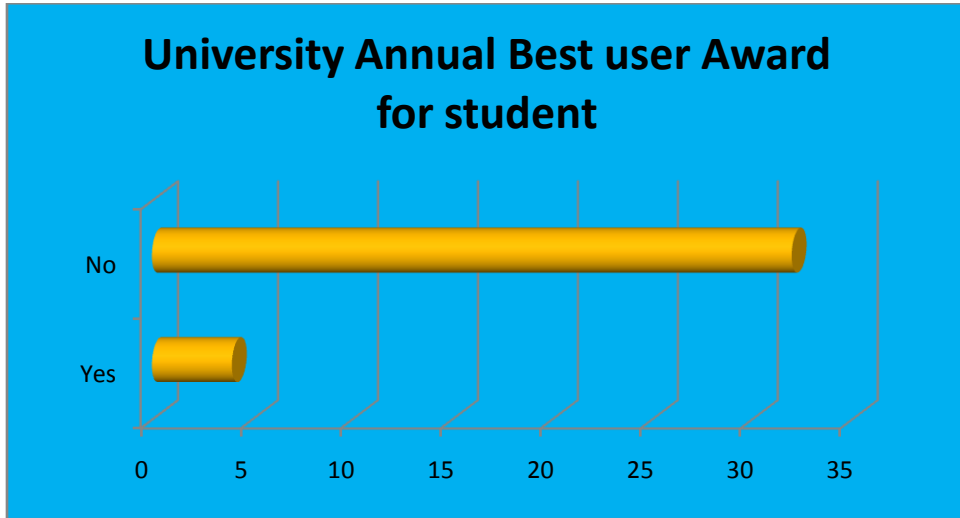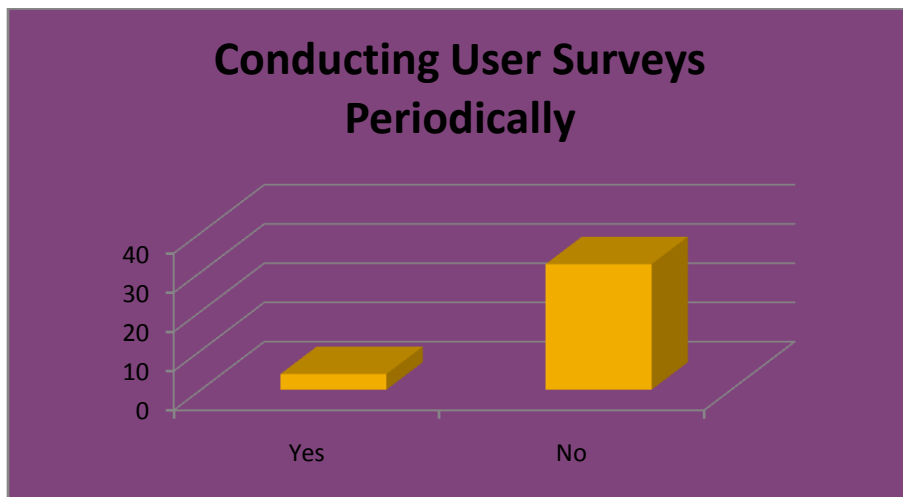**North Asian International Research Journal of Multidisciplinary**   **ISSN: 2454 - 2326**   **Vol. 3, Issue 4, April 2017**

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Graph No-15 Collection development policy and E-Resources

The best practices adopted in university libraries of Maharashtra. University libraries in Maharashtra have carried out various best practices for the benefit of students and faculties in the university libraries of Maharashtra state. Among them the best practices adopted by the university libraries are inclusion of sufficient information about the library in the university prospects (97.2%) computerization of library using open source software (944%),Arranging information literacy program me (91.7%), Organizing competitions annually (88.9%), career/ employment information services (86.1%), Suggestion box and timely response (86.1%), collection development policy -print and E- Resources (69.4%), signage system (66.7%), Compiling student/Teacher attendance statistics and locating the same on notice board (63.9%) and organizing book talks (58%). On the other hand some of the libraries adopt best practices to the little extend pertaining to conduct of book exhibitions (36.1%) circulate list of new arrivals in academic departments (19.1%) and conducting user survey periodically (11.1%).

CONCLUSION:

Efforts were made to notify the significance of Best Practices in University libraries and enumerated best practices adopted in university libraries based on NAAC guidelines and also reported the findings of best practices being adopted in university libraries of Maharashtra state. Libraries need to focus on designing and delivering products and services to meet the identified needs of their community. Although disseminating information originating in the developed world, is certainly a useful activity, a more effective strategy for sustained long term human development is to disseminate the capability of creating information collections rather than the collections themselves. No doubt that the university libraries plays vital role for achieving goals and objectives of its parent institution. It is the responsibility of the academic libraries to follow the best practices in order to improve the quality of its services and sustenance.

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