

Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Year: July 2017 June 2018

Submitted by-

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Librarian  
Nowgong Girls' College

I. Collections-

No.	Type	Total
1	Total Collection	43213
2	Subject Books	38395
3	Reference Books	1361+3457=4818
4	Journals & Periodicals (J- 07 /P-14 )	21
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CDs/DVD	43
9	COHSSIP	528
10	North East Collection	511 + 21= 532
11	Rare Collection	351
12	Biography	221 + 2 = 223
13	Reports/Directory/Almanacs/Surveys/etc	161 + 1 =162
14	Sankardeva Collection	56+8=64
15	Rasanawali etc	277
16	Novels etc	313
17	Dictionaries	217 + 2 = 219
18	Encyclopaedias	363
19	Political figures	425
20	Natural Resource Management (NRM)	248
21	Ph. D Thesis	06
22	MRP Reports	15

Sl. No. 9-19 = 3457

## 2. Subject Wise Collection-

No.	Subject	Previous	Added	Reference	Added	Total
1	Assamese	5886	47	244	03	6180
2	Bengali	2493	15	120	01	2628
3	Economics	2299	43	119	02	2463
4	Education	2904	111	106	05	3126
5	English	4882	36	130	01	5049
6	Environmental Studies	319	25	00	00	344
7	Geography	2263	28	80	01	2372
8	Hindi	3636	163	60	07	3866
9	History	1949	60	82	02	2093
10	Mathematics	1725	01	31	00	1757
11	Philosophy	2557	86	82	02	2727
12	Political Science	3440	66	109	02	3617
13	Sanskrit	2617	22	168	01	2808
14	Statistics	485	00	03	00	488
15	Home Science	221	03	00	00	224
16	Computer Science	07	00	00	00	07
17	Botany	00	01	00	00	01
18	Zoology	00	02	00	00	02
19	Chemistry	00	01	00	00	01
20	Physics	00	02	00	00	02
		<b>37683</b>	<b>712</b>	<b>1334</b>	<b>27</b>	<b>39756</b>

Total text = 37683 + 712 = 38395

Total ref. = 1334 + 27 = 1361

G. Total = 39756

3. Library Holdings- (July 2017- June 2018)

Total : ( 787) from- 42426 to 43213

Sl. No.	Subjects	Text (Added)	Reference (Added)	Total
01	Assamese	47	03	50
02	Bengali	15	01	16
03	Economics	43	02	45
04	Education	111	05	116
05	English	36	01	37
06	Environmental Studies	25	00	25
07	Geography	28	01	29
08	Hindi	163	07	170
09	History	60	02	62
10	Home Science	03	00	03
11	Mathematics	01	00	01
12	Philosophy	86	02	88
13	Political Science	66	02	68
14	Sanskrit	22	01	23
15	Statistics	00	00	00
16	Encyclopaedia	00	00	00
17	Dictionary	02	00	02
18	Biography	02	00	02
19	North East	35	00	35
20	Novels	00	00	00
21	Rachanawali	00	00	00
22	Rules	01	00	01
23	Sankardev Collection	08	00	08
24	Botany	01	00	01
25	Zoology	02	00	02
26	Chemistry	01	00	01
27	Physics	02	00	02
		760	27	787

Total : (787) from 42426 to 43213

4. Total Number of Journals & Periodicals

No	Title	Category
1	Economic & Political Weekly	Periodical
2	Gariyoshi	Periodical
3	National Geographic	Periodical
4	Careers	Periodical
5	Down To Earth	Periodical
6	Outlook	Periodical
7	Desh	Periodical
8	Prantik	Periodical
9	Competition Refresher	Periodical
10	Priyo Sakhi	Periodical
11	Career Guide (Assamese)	Periodical
12	Barah Utharah (12/18-Assamese)	Periodical
13	Hariganddha	Periodical
14	Samakalin Sahitya Samachar	Periodical
15	University News	Journal
16	South Asia Politics	Journal
17	The Heritage	Journal
18	Prabuddha Bharata	Journal
19	Journal of Indian Art History Congress	Journal
20	The Indian Journal of Political Science	Journal
21	Samakalin	Journal

5. Total Number of News Paper

No	Name of the Paper	Language
1	Employment News	English
2	The Assam Tribune	English
3	The telegraph	English
4	Amar Asom	Assamese
5	Dainik Asom	Assamese
6	Sentinel	Hindi
7	Ananda Bazaar Patrika	Bengali

6. Issue & Return of Books: - Teachers

MONTH	ISSUE	RETURN
July	00	00
August	11	25
September	53	24
October	15	16
November	15	12
December	06	17
January	06	10
February	19	26
March	31	32
April	36	29
May	31	25
June	46	33

7. Issue & Return of Books: - Students

MONTH	ISSUE	RETURN
July	00	00
August	147	18
September	1010	1453
October	322	1275
November	899	899
December	230	153
January	178	247
February	392	179
March	810	555
April	1045	543
May	851	663
June	761	635

8. Number of Visitors:-

Month	Faculty Members	Students	Outsiders
July	13	56	191
August	81	4805	16
September	45	2137	02
October	08	2525	01
November	17	897	01
December	00	00	00
January	24	342	00
February	45	900	00
March	32	945	00
April	34	250	00
May	29	67	00
June	21	180	00

9. Number & Value of Reading Materials (July 2017 – June 2018)

Category	Existing		Newly Added/ Existing		Total	
	Number	Value	Number	Value	Number	Value
Text Books	39008	4607094.00	774	182866.00	39782	4789960.00
Reference Books	3417	1024769.00	14	23180.00	3431	1047949.00
e-books	07	--	00	--	07	--
Journals	07	4195.00	00	--	07	4195.00
Periodicals	14	14620.00	00	--	14	14620.00
CD/DVD	50	--	10	--	60	--
Manuscripts	75	--	--	--	75	--

#### 10. Facilities available:-

- I Computerization and Administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice.
- III Separate Reading Rooms for the teachers and the students: - The student`s reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs.
- V Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed.
- VI A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books.
- VIII Separate Library Notice board for the users along with a complaint box for the library users.
- IX OPAC is open to the users and they can browse for the presence or absence of a book
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College



## Library Audit Report: 2017-2018

1. Library Infrastructure: the library has its own carpet area as follows:

- |                                    |             |
|------------------------------------|-------------|
| a. Length of the stack room/area   | : 29.2 mts. |
| b. Length of the reading room/area | : 24.2 mts. |
| c. Breadth of both the rooms/areas | : 9.1 mts.  |

2. The library has a sitting capacity as follows:

- |             |            |
|-------------|------------|
| a. Students | : 120 nos. |
| b. Teachers | : 12 nos.  |

3. Services provided:

The library provides circulation, reference, OPAC and xeroxing services to the user. As the library is providing open access, the users are benefitted in retrieving the books from the stacks. The library is a member of INFLIBNET and as such its services are availed by the users of the library.

4. IT infrastructure:

The library has the following structures-

- |                      |             |
|----------------------|-------------|
| a. Computers         | : 2 nos.    |
| b. Printers          | : 1 no.     |
| c. CC Camera         | : 2 nos.    |
| d. Software (SOUL)   | : 1 no.     |
| e. Internet facility | : available |

5. Maintenance of the users:

The library has weeded out the un-used books from the main stacks and placed it on the stacks provided separately. There is an entry register for the teachers and the students at the library. In addition to that, there is a defaulter register to keep track on the records of books lost or not returned to the library.

### Observation and Suggestion

Following observation and suggestions were made by the members-  
The library lacks enough reading space and proper furniture for the users

1. Stack guides should be provided so that the users can be directed to the source
2. More books and stacks should be procured for the library
3. More computers are needed and digitization work should be started



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**Action taken and implemented:**

Basing on the recommendation of the audit committee following actions have been taken-

1. Renovation work of the library has started
2. Stack guides were procured
3. Steps were taken to procure furniture
4. More number of books were procured