

**DR. PANJABRAO DESHMUKH ARTS & COMMERCE (EVE.)
COLLEGE, COTTON MARKET, SUBHASH ROAD, NAGPUR.**

Library Information

- Policy:-**
- 1) Proper organization
 - 2) Improvement of Services
 - 3) Updating New Stack of Documents
 - 4) Innovative New Schemes and Services
 - 5) Adaption to change through modernization and other activities

Layout and Infrastructure:-

- 1) Combined Stack Room Reference Reading & Text Book Section
- 2) Furniture and Equipment- Well equipped to satisfy the basic need of Its beneficiaries as evening college students.

Library Staff:-

- 1) Librarian / Head - 1
- 2) Library Attendant – 1

Beneficiaries:-

- 1) Managing Committee Member
- 2) Faculty Members (Permanent / Contributory)
- 3) Non-Teaching Staff
- 4) Research Scholars
- 6) Students (U.G. / P. G.)
- 7) Nearby Temporary Member

Working Days:-

- 1) Monday to Saturday 2.30 P. M. To 9.45 P. M.

Governance:-

- 1) Library Advisory Committee (7 Members from the college)
- 2) Active support Guidance and Co-ordination in all the activities of the library.

Budget :- 1) Library budget is provided from college transaction.

No any other grant to library

Allocation:-

- 1) Recommendation of the Heads / Library Advisory Committee / Staff
- 2) Demand of the Beneficiaries
- 3) Budget is also allocated for furniture, equipment, binding, reading room as a regular basis.

Selection :-

1) Documents are selected through Recommendations, Approval Visiting Exhibitions, Fairs, through publisher's list and other important catalogue.

Technical Processing:-

- 1) Document Processed, Shelved, and put to use at the earliest.
- 2) Document lent as per rules and regulations of the library.
- 3) Subject Catalogue

Traditional (Old) Library Services:-

- 1) User Education
- 2) Home Lending Services
- 3) Book-Bank Scheme (Long term 1 year and Short term 3 to 6 months)
- 4) Reading Room Services
- 5) Reference & Periodicals Services
- 6) Notice Board Display Services
- 7) Newspapers Clippings Services
- 8) Services of Management Authority & Sister Institutions.
- 9) Services to outsider visitors.
- 10) Current Awareness Services
- 11) Selective Dissemination Services
- 12) Project preparation / Writing
- 13) Guidance / Orientation on using library services
- 14) OPAC in MS-Excel Select & Find documents

Access:- Open to research scholar to P.G. students on special request.

Rules & Regulations :- As per the norms laid down by the R.T.M.N.U. Nagpur

Modernisation:- Software can be purchased as soon as possible in future.

Stock Verification:- If necessary

Annual Reports:- Maintained for all the activities of Library

Highlights:- A Small step towards generating resources through various schemes.

Future Plans :- 1) Provide fully computerized services to Beneficiaries.
2) Computers with internet and other facilities.
3) Innovative new scheme for the benefit of students.
4) Introduce new services through Networking.

Statistics in a Glance:-

1) Total Accession of Documents as on 2019	-	2,411 Sr. College Books
2) Total Accession of Documents as on 2019	-	972 Jr. College Books
3) Total Number of Documents	-	3,383
4) Total Number of Gifts Volume	-	700
5) Total Number of Journals / Magzines	-	5
6) Total Number of Newspapers	-	9
7) Total Number of Thesis & Desertation	-	250
8) Total Number of Maps	-	6