

BAJAJ COLLEGE OF SCIENCE, WARDHA

DR. DAMALE LIBRARY PROFILE

Bajaj College of Science Library, Wardha is committed to fulfill his mission by acquiring the requisite information and documents to cater the needs of its borrowers to help them in achieving excellence in teaching and learning. Library is committed to Five laws of library science formulated by father of library science in India, Dr.S.R.Ranganathan.

1. Books are for use.
2. Every reader his/ her book.
3. Every book its reader.
4. Save the time of reader.
5. Library is a growing organism.

Historic View

The college was established in the year 1962. Likewise the library of the college came into existence on the same year. Initially it was housed in a very small room.

Presently the library is housed in 1102.624 Sq.mt. area where in there is a separate Reading Room, Reference Section, Issue Counter, Stack Rooms and Bound Volume Room. The capacity of the reading room is to accommodate 150 readers. Separate arrangement is done for faculties to study in the library.

For smooth working of the library we have Library Committee. Meetings of the library committee are held regularly to streamline the functioning of library.

At present the structure of library committee is as follows-

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|-------------------------------|----------|
| 1. Dr.Om Mahodaya (Principal) | Chairman |
| 2. Dr. P. A. Saudagar | Member |
| 3. Dr. D. D. Naik | Member |
| 4. Dr. V.M.Ghodki | Member |

5. Dr. L.P.Dalal	Member
6. Dr. S.S.Zade	Member
7. Dr. P.V.Tekade	Member
8. Dr. Ms. M.R.Chandrakar	Member
9. Dr. Ms. Ulka Bidwai	Member
10. Mr. P. B. Bhoyar	Secretary/Librarian

Working Hours of the Library

Library is kept open on all working days from -

Monday to Thursday : 10 A.M. to 5.30 P.M.

And

Friday to Saturday : 8.00 A.M. to 3.00 P.M.

House Keeping Operations of the Library

1. Classification

Books are classified according to Dewey Decimal Classification Scheme.

Every rack is provided with signboards of subjects.

2. Cataloguing

Previously Card Catalogues according to subject, title and author were prepared and subject-wise book catalogues were also prepared. With the advent of computerization, these traditional methods are discontinued. Now the catalogue of library collection can be accessed on computers using various options, such as author, title, subject, any word in author or title, Boolean search, etc. Terminals are provide in reading room for access of Open Access Public Catalogue (OPAC).

3. Circulation

B.Sc. Part I students are issued 1 BT. Students of B.Sc. Part II, III, M.Sc. Part I and II are issued 2 Library Borrower's Tickets (BT). SC/ST/OBC students of undergraduate classes are provided additional BT on which they are allowed to issue a book from specified collection in addition to their normal quota. Students are issued the books twice in a week on the specified days and time. Undergraduate students are allowed to keep the books for a period of 6 days and Postgraduate students are allowed to keep the books for 10 days. There is a closed access for undergraduate students. However the students who have scored more than 60 % marks in previous examination are allowed to

have open access. All postgraduate students and faculties have open access. On an average there is a transaction of 60 books per day.

Collection of Books

Library has a very good collection of books and journals on different subjects. At the end of 2019-20 sessions we have 42359 books, out of which there are 26885 textbooks, 2326 reference books and 13148 are other books.

Some of our pride collection includes-

- Encyclopaedia Britannica
- Cambridge Natural History
- Scientific American Resource Library
- Encyclopaedia of Natural History & Ecology
- International Wild Life Encyclopaedia
- McGraw-Hill Encyclopaedia of Science & Technology
- Encyclopedia Americana
- Bharatiya Sanskriti Kosh
- Marathi Vishwakosh
- Tropica
- Botanica
- Rich collection of Floras

Reading Room Facility

Some specific text books of each subject, syllabus, previous years university exam question paper sets, news papers and Journals/Periodicals are available in the reading room for students and staff for reference and reading. In addition Reference Section is also located in the reading room. The Career and Competitive exam books for different competitive exams are arranged in separate book cases.

Internet Facility

Library is having two broadband connections with unlimited usage and terminals in the reading room are connected in LAN. By using proxy server the internet is being accessed by the staff and students in 10 machines.

INFLIBNET Facility

Library is a member of INFLIBNET N-List program. Our users are provided with user ID and password to log in. The resources available there in are accessed by our user in library as well as from their department.

Reprography Facility

Library is having Canon photocopying machine. Students, faculty and staff avail the reprography facility at nominal charges.

Audio Video Facility

Through this service, library provides audio and video CD etc. (with audio/video and viewing facilities).

Display of New Arrivals

New titles procured in library are displayed for a period of 15 days in glass door display racks mounted in reading room. There are 2 periodical display racks in the reading room where in 50 journals/ periodicals can be displayed. This facility make users aware of the new collection added in the library.

Books on Deposit Basis

Students are allowed to issue books on deposit basis one month before the examination which they can keep up to examination. On an average about 100 students are benefited every year.

Orientation to Users

Librarian and library staff guide the users from time to time regarding searching of documents, use of OPAC, internet, and use reference sources, etc.

Computerization of Library

Library is fully computerized using customized software 'LibTech'. All transactions are carried out in automated environment. All the books are provided with barcode so as to avoid mistakes in manual feeding. Barcode scanner is available in the library for barcode scanning. Our software is installed in IBM Server and all machines are in LAN. Terminals are provided in reading room for access of OPAC and Internet.

Healthy Practices

- **Working in an automated environment**
- **Online Public Access Catalogue (OPAC)**
- **Reprography**
- **Free Internet access**
- **Display of new arrivals**
- **Issue of books on deposit basis during exam period**
- **Orientation to users**
- **CCTV Cameras surveillances in library.**
- **Suggestion box**

Library Staff



Librarian
Mr. Praful B. Bhoyar
M. L. I. Sc., SET, M. Phil



Library Clerk
Shri. S. S. SAWARKAR

Supporting Staff



Shri. P.D.Hajare



Shri. M.M.Tatte



Shri B.G.Waghade

STATISTICAL DATA OF LIBRARY AS ON 26-06-2020

TOTAL NUMBER OF BOOKS	42359
Text	26885
Reference	2326
Other	13148
TOTAL NUMBER OF BOUND VOLUMES	1704
TOTAL NUMBER OF JOURNALS	26
TOTAL NUMBER OF PERIODICALS	19
TOTAL NUMBER OF NEWS PAPERS	13
TOTAL NUMBER OF MULTIMEDIA COLLECTION	371