

Best Practices in Academic Libraries: An Overview

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Abstract:

The main Focus of the paper on Various best Practices to be followed in The Academic Libraries, its Implementation & also discuss how the best practices improves the working and services of the Library.

Keywords:

Best Practices Academic ,Library, E Resources ,OPAC.

Introduction:

In simple words best practices means a set of guidelines or ideas ,methods that enhances the utilization of library services & Resources. commercial or professional procedures that are accepted or prescribed as being correct or most effective.

Definition:

Oxford English Dictionary describes 'Best practices as quality of most excellent or desirable type or most appropriate, advantageous, highly improved, outstanding, par excellence services or the customary or expected procedure or 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.'

Benefits of Best Practices In Academic Libraries:

- improve the skills of Staff.
- use technology more effectively.
- It Involves keeping Up To Date the Staff.
- Give opportunities to use their Skills.

The Best Practices provided within the Library are Classified Into Following Areas:

- General
- Traditional
- Library
- ICT Based

General Best Practices:

1. Regular Library Committee Meetings.

2. Question Papers.
3. Syllabus of different Branches.
4. Library Activity Calendar.

Traditional best Practices:

- **Book Exhibition:** Arrange book exhibition on different occasion (i.e. National Library Week, World Copyright Day, Independence Day etc.) display of Competitive Magazines And List Of newly added Books. This will lead to increased awareness among readers about Library Resources and Collection.
- **Orientation Programme:** Orientation is one of the best practices to create awareness among the students about the library resources, services good reading habits and activities for maximum utilization of the library. The orientation helps & useful to the fresh students at the beginning of each academic year about the importance of the library, exposing the students to its various library services
- **New Arrivals:** Putting the Front page Of newly available books on notice board will make the reader aware about the new reading materials.
- **Training to use E-Resources :** Training programmes should be

conduct for student, teacher every year for two to three days as per their need. In this programme, how to find out library books by using Library OPAC.

- **Best Users Award.**
- **Library Brochure.**

Library Based Best Practices:

- **Reprography:**
- **Suggestion Box:** Library users can share their ideas/ views regarding the maintenance of the library, services etc. they can drop their valuable suggestions in this box.
- **Newspaper clipping services:**
- **Membership Facility :-** To provide service to students and faculty membership is mandatory to avail 1 the Services Of the Library.
- **Library Help Desk :** - To Guide the users about Library resources.
- separate property counter for Personal Belongings.

ICT Based Best Practices:

Computerized Library with Library Software: Software consists of the step-by-step instructions that tell the computer what to do. In our College library we are using LIBSOFT Software For The transaction of the Library. It Consist of Various Modules

such as OPAC, Circulation, Acquisition Etc.

Online Public Access Catalogue (OPAC):

It is the computer form of library catalogue to access materials in the library. It is an online database of materials held by a library or group of libraries. It is a computerized library catalogue available to the public. Most OPACs are accessible over the Internet to users all over the world.

Electronic Mail (E-mail): This medium can also be used to send and receive mails. This is commonly and widely used with the internet facilities. E-mail is very useful for sending messages to and from remote areas with enhanced network. Further, it is also useful in various aspects of library environment. Thus, it may be stated that e-

mail may play a significant role in information dissemination services.

Electronic Resources: The e-Resources on magnetic & optical media have a vast impact on the collections of university libraries. The commonly available electronic resources are accessed electronically through traditional medias like CDROMs, or through internet as electronic journal, online database databases, eBook, or in the form of OPACs, blogs, wikis, podcasts, etc

Library Web Page: Library web page Brings All the Sections Of the Library At One Place. It is Easy to Access And utilize. I also Made web page of My College Library.



Conclusion:

we can concluded ,best practices encourages the Staff Members to contribute the ideas & get them Involve in the various Decision of the Library.

References:

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