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**DEPARTMENT OF LIBRARY &
INFORMATION SCIENCE**

**GOVERNMENT DEGREE COLLEGE, BEGUMPET
HYDERABAD**



Library is considered as the center for information storage and retrieval. It performs a supplementary and complementary role in teaching-learning and research activity. The services of the library contribute significantly to the development in information services particularly the e-learning process. Libraries today shoulder newer responsibilities in higher education wherein classroom teaching plays a facilitating role and the library becomes the primary learning resource. In spite of the dawn of e-Books and Online resources available at the click of a mouse, the necessity of books and the library is relevant even today.

The Department of Library Science is located centrally in the College premises for the Convenient use of students and staff. Library is a place of learning and plays an important role in the education of students. The college Library comprises learning resources i.e. Books, Periodicals, Magazines & various Journals for use of UG & PG students. The Library is computerized with NEWGENLIB package of VERUS Solutions. There is a separate Reading Room and Reference Section in the Library to inculcate the reading habit and to train the students in using the Library through Orientation classes. A separate visitor's register is maintained for the use of students and staff.

MISSION:-

- To acquire, organize, preserve and disseminate information and resources to support the teaching and learning needs of faculty and students.
- To lead in library development and library services
- To increase the reading habits among the library patrons.

AIMS AND OBJECTIVES:-

- To provide a student-centered learning environment that facilitates transference of information and to cater to the needs of its users to access it.
- Extend the support to teaching, learning and research initiatives of the college
- Provide accessibility to information and other resources in a well organized manner.
- Provide career and employment information resources to the users.
- Create a suitable ambience for optimum usage of library resources.
- Assist the users in retrieval of reading materials and e-resources.
- Inculcate and development of reading habits among the users.

LIBRARY INFORMATION

Books are for use. All books are kept under Open Access to facilitate students and lecturers. Provision of Reference Section is made in the Library for spot reference and textbook reading. Reference books like Dictionaries, Encyclopedias, Yearbooks, subject reference books etc., are open for reference within the library. Identified copies of text books are kept for reference in the Reference Section.

All the bonafide students admitted in the college as per the nominal rolls are issued textbooks for home reading for a period of 15 days. Renewal facility is provided if the same books are not in demand from other students. Text books and reference books are issued to lecturers at regular interval.

The students are required to produce the College identity card for borrowing books and should return the books before the due date i.e. within 15 days to avoid inconvenience to other students.

LIBRARY SPACE:

The library is situated in two big halls.

- (i) Library & Reference Room with an area of 100' X 20' =2000sf.
- (ii) Reading Room with an area of 50' X 20' =1000sf.

Library Working Hours: 9:30 A.M to 5:30 P.M on all working days.



The library committee is an advisory body complementing the Librarian for smooth and effective functioning of the library. The Committee members meet at regular interval to review and discuss matters relating to progressive development and modifications needed in the library.

The Advisory Committee advises the Principal on the issue of purchase of books, subscription of periodicals, maintenance and general policy regarding the functioning of the library.

S.No.	NAME	DEPARTMENT	POSITION
1.	Dr.K.Padmavathid	Principal	Chairman
2.	Dr. D Radhika	Librarian	Convener
3.	Dr.I Sandya Jyothsna	Asst. Prof. of History	Member
4.	Sri.K.Koteswar Rao	Asst. Prof. of Mathematics	Member
5.	Smt.D.Sravani	Administration Officer	Member
6.	Sri.M.Raghavendra	Assistant Librarian	Member

BOOKS ACQUISITION POLICY:

The Government College for Woman, Begumpet has a Policy of fair book acquisition policy. The books are purchased with the approval of Library Advisory Committee. The Concern subject Heads of the department will submit the indent of required books to the Principal which will in turn be forwarded to the Librarian with necessary endorsement and availability of budget in consultation with the Librarian .Such lists will be put up for finalization in the Library Committee by the Librarian for approval .All the approved books would be ordered for supply.The books are ordered for Supply based on the Quotations.

Library services and Facilities

1. Circulation service :-

Books are issued to students and staff of the college. Each student is given up to a maximum of three books .The Books are arranged subject wise.

OPEN ACCESS:

The Library functions in an Open Access environment. The students and the staff members are given free access to the library stacks for choosing the required material. stacks are arranged systematically subject-wise in the Open racks. This facilitates the students and staff to get their book of their choice from the stacks without any hindrance.

Reading Room:-

A separate reading room is provided for reading the newspapers, journals and magazines. News Papers, Magazines, and Journals are kept on the display rack during working hours.

Reference Books:-

Library offers reference service within the library to all the students and staff. A Good number of Reference Books are obtained and kept at the display of both students & staff. Reference Books helps in enriching the subject knowledge of both lecturers and students.

Current Awareness Service (CAS):

This service enables the students and teachers concerned to gain information about current titles for their guidance and reference. List of Titles of Current Awareness Service are exhibited on the Library Notice Board.

Automation:-

The library is automated and runs on the New Gen Lib (Version 3.2) ILMS system and its sub-systems like LAN connectivity and Wi-Fi. In addition, the library has OPAC (Online Public Access Catalog) facility for quick access to books it is a online library catalogue facility it enables the user to search the book through author title publisher subjects and keywords. Barcode circulation system is in practice in the library.

N-LIST:-

The library has an access to N-LIST e-Resources of UGC INFLIBNET consortia that offers more than 6000 e-journals and 1,99,500+ e-books on a wide range of topics. This is a user ID and Password based facility and the college has provided access to all these e-resources to the faculty as well as students at no cost. Every year, the Library Science Department organizes an awareness programme regarding the usage of N-List e-resources.

Google Site:-

During the Covid-19 pandemic period, the library took a big step forward and created a Google site for tech-savvy users. The site contains such as a digital repository of curriculum, previous year question paper sets, links to staff members PPTs & video lessons, Online open educational resources, Notifications of competitive tests and so on.

CD/DVD:-

The College library has a collection of 275CDsand 23 DVDs of various disciplines.

e-Corner:

The Library has an e-Corner with four computer terminals with Broadband connectivity. Where they can browse online resources via LAN. Internet access is available for students and staff .A list of e-Learning web-sites was circulated to all the staff as well as students through WhatsApp. List of Websites of various open educational resources are displayed at the e-Corner.

Reprography:

Reprographic facility is provided in the Library. Pages of the books referred by the students and staff members are allowed for photocopying..

Library Orientation:-

- Orientation Training Programme is conducted every academic year for all the students.

Competitive Exam Materials

- Our Library is providing Competitive exam Material like Banking, P.G Entrance.NET, Civil services, Group I,II, Staff Selection Commission, SI, and Constable to the students.

Sl.No	Collection	Total
1	Total .No.Of. Volumes	26375
2	Total .No.Of. Titles	13158
3	Journals	16
4	Magazines	16
5	News papers	11
6	e-Resources	Access to N-List

The list of journals Available in the library:

1. University news
2. Sambhashanasandesha
3. Grandhalayasarvasvam.
4. Indian journal of marketing
5. Yojana (Telugu)
6. Yojana (English)
7. Indian Journal of Finance.
8. Journals of governance and public policy
9. Journal of computer science
10. Journal of ELT@I
11. Current science
12. Resonance
13. Urdu- duniya (NCPUL)
14. Bachonki- Duniya (NCPUL)
15. BULMIM Journal of Management and Research.
16. Arthshastra Indian Journal of Economic and Research.

The list of Magazines Available in the library

1. Employment News
2. Pratiyogita Darpan (English)
3. Civil services Chronicle
4. Veekshanam
5. VijethaCompetitions-
6. Vivek Masapatrika
7. Moosi MasaPatrika
8. Csir News
9. Misimi
10. Competition Success Review.
11. Front Line
12. Down to Earth.
13. Womens era
14. Economic political weekly
15. India Today (English)
16. Readers Digit

News Papers

1. Deccan Chronicle
2. Times of India
3. The Hindu
4. Economic Times
5. Eenadu
6. Andhra Jyothi
7. Sakshi
8. Namasthe Telangana(Telugu)
9. Velugu
10. Hindi Milap
11. Siasat Daily