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STATEMENT OF THE PROBLEM

OBJECTIVES

HYPOTHESIS (ES)

RESEARCH METHODOLOGY

RESULTS & DISCUSSION

FINDINGS

RECOMMENDATIONS/SUGGESTIONS

CONCLUSIONS

LIMITATIONS

SCOPE FOR FURTHER RESEARCH

REFERENCES

APPENDIX/ANNEXURE

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BOOKS

- Bowersox, Donald J., Closs, David J., (1996), "Logistical Management." Tata McGraw, Hill, New Delhi.

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ONLINE RESOURCES

- Always indicate the date that the source was accessed, as online resources are frequently updated or removed.

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BEST PRACTICES FOR ENHANCING USE OF LIBRARY COLLECTION AND OTHER LIBRARY SERVICES

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DOCUMENTALIST
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ABSTRACT
Best is something that fulfills requirement of users. Best practices are way to put your worth in front of the world. Library plays important role in distant education, adult education and lifelong learning. Academic libraries serve students, teachers, administrators and researchers. Librarian can enhance their service offerings by helping their customers, accessing best practices information, use it to drive innovation. Similarly, best practices can be used to achieve internal improvements. Adopting programs and strategies that are known to work, promotes cost-effectiveness and ensures accountability. Along with this best practices we can add practices such as in-service training program, Staff promotional practice, earn while learn program, extended library hours, Dynamic Library Website, User feedback, Library Committee etc.

KEYWORDS
accountability, best, best practices, effectiveness, improvements.

INTRODUCTION
From the primitive period, every living entity is looking for the 'BEST'. Every living organism deserves for the best. Darwin's theory of evolution states that survival of the strongest and fittest. It is also example of the best. Nature selects only best. The meaning of best varies from person to person, situation to situation, time to time. But the ultimate truth is that everyone wants best. In library best is that which is useful and timely. Best is that which is effective and efficient. When we see library of pre digital era and post digital era, there is big difference. In pre digital era most of the reading material was in print format. After these comes microfilm, microfiche, floppy, CD etc. This change was due to thrust for the best. The next stage was computerization, internet, digitization, social media usage. Quality may be brought in by adopting best practices. The overall objective of professional is to improve quality of services by ushering change in existing system and services.

The academic library at its elementary level, that is school, has functions of education and information. At higher level, at college or university it supports teaching, research and extension. Library also plays important role in distant education, adult education and lifelong learning. Academic libraries serve students, teachers, administrators and researchers. We are mainly concerned with college libraries.

There are many technological trends that have impact on library field. The automation of library, use of e-resources, internet has drastically changed role of librarian. The user demands are changing and growing day by day, as well as various apex bodies like AICTE, NAAC, UGC are expecting quality services from academic institutions which is right in today's world. Following figures indicates expansion in higher education (Vyas, S.D. 2009)

TABLE 1

	1950	2008
Universities	25	431
Colleges	700	20,677
Teachers	15000	5.05 Lakhs
Students	1.00 Lakhs	111.6 Lakhs

Due this expansion it needs efforts to bring quality in library services also. This quality may be brought in some extent by providing best practices.

MEANING OF BEST PRACTICES
Best Practices are simply the best ways to perform a specific business, function or process such as developing or marketing a product. They are performance standards that others seek to emulate unlike a developing theory, idea or trend; best practices have been proven to return desirable results.

Librarian can enhance their service offerings by helping their customers, access best practices information, use it to drive innovation similarly, they can leverage best practices to achieve internal improvements. Academic library might research best practices in user services as a means of improvement. This would usually involve exploring what similar libraries are doing, what services they offer, how do they raise awareness about their capabilities (Bogan, C.E. and English, M.J., 1994).

WHY BEST PRACTICES IN COLLEGE LIBRARIES
A library which intends to serve its users effectively will have to organize its services keeping in the mind the nature of its users. Each user community has its own characteristics, requirements, reading habits, distinct approach pattern and limitations on one hand information and communication. Technology has brought tremendous changes in the way of innovative services, like internet, blog etc. In this environment best practices are needed -
1. To market library collection, its services.
2. To attract various users towards the library.
3. To fulfill five laws of library and information science.
4. To fulfill various criterions of apex bodies like NAAC, UGC etc.
5. To serve library users effectively.
6. To optimize the utilization of library.
7. To satisfy the demands of users.
8. To understand the needs of users.

Adopting programs and strategies that are known to work promotes cost-effectiveness and ensures accountability. (www.colorado.gov).

BEST PRACTICES IN COLLEGE LIBRARIES
1) COLLEGE PROSPECTUS
This age is of marketing and publicity; without publicity you can't do anything. Library can publish detailed information regarding library collection, services, rules & regulation as well as library procedure, process in college prospectus. Because of this student will become aware with library collection & facility before admission.

2) USER ORIENTATION PROGRAM
With the start of the academic session the student should know about library and its reading material, which reference material will be provided by library, about activities and programs. User education program will help to raise awareness about library services, to optimize use of library. This program is meant for newly admitted students.

3) BEST USER AWARD
To increase and to attract the attention of users of the library, the best user award should be announced in annual prize distribution ceremony. This will encourage users to use the library at maximum level.

4) LIBRARY BROCHURES
Publishing a library handbook / Brochures which includes detailed information regarding library will help student to known about library.

5) BOOK EXHIBITION
Library should arrange exhibition of new and old books in library. We can also organize book exhibition of various book suppliers. This will help users to know about reading material of library, and market also. This should be arranged on regular intervals.

6) CELEBRATION OF VARIOUS DAYS
To celebrate the Jayanties and Punyatithis of the well-known personalities by arranging various programs. e.g. Dr.S.R. Ranganathan Jayanti. It will help to know about the library field.

7) USER EDUCATION PROGRAM
This program will help users how to use library, its collection, and services. This can be arranged by librarian, or supportive staff of library.

8) BOOK TALK
Regular or efficient students can be selected to participate in discussion on a specific book and writers. Script reading session can be arranged on a specific book by the librarian. Users may also comment about books they have read.

9) READING CLUB
Reading club can be established to promote reading culture among the users. Librarian should guide users to establish reading club. The members of theses club will read any book of their choice and discuss on that book. The members should meet at regular intervals. It will help to enrich user's knowledge as well as to maximize library usage.

10) SCHOLAR'S LIBRARY CARD
We can issue a Scholar's library card for scholar students of each class. They can issue extra book from library other than regular students.

11) DONATION OF BOOK TO LIBRARY
The students which pass out from college should donate their books to the library. These books can be used for the needy and poor students of college. We can also encourage Students and Employees to donate books to library on their Birthdays. This will help to increase the reading material of the library.

12) MODERN TECHNOLOGY USAGE SPEECH
Librarian should give speech to their users about the new emerging technologies. Most libraries are going through automation. We should give information about library software, OPAC, WEB OPAC, internet etc.

13) STUDENT PARTICIPATION PROGRAM
Student should be involved in all the programs and activities of library. The students are imparted knowledge about the library and it's functioning by trained staff before involving them in the activities of maintenance and up keep of the library.

14) OBSERVATION THE OTHER LIBRARY PRACTICES
We should observe the practices and services of other libraries. It will help to increase our library services.

15) DEBATE COMPETITION
The college library can conduct debate competition on any burning topic. This will give users a Dias for discussion.

16) GROUP DISCUSSION:
The college library conducts the group discussion on any topic related to their curriculum which will enhance their intellectual growth as well as specialization of particular field.

17) QUIZ COMPETITION
Similarly, college Library can organize quiz competition for students.

18) E-LIBRARY
Library may provide e-Library facility which includes internet, CDS, computers etc. for students as well as staff. It will help for enhancing use of library.

19) COMPETITIVE EXAM CENTER
Library can support competitive exam center of college by procuring competitive exam related book collection. We can also arrange lectures about these exams.

20) MEMBERSHIP OF OTHER LIBRARIES
Library should be member of other libraries. This would help in sharing resources. e.g. University Library.

21) LIBRARIAN AS UGC SCHEME'S COORDINATOR
UGC provides grants for various things, which solves the problem of fund, spaces infrastructure etc. It is golden opportunity to the Librarians, if they take responsibility of UGC Schemes in college. It will be beneficiary for library grants. Various Library grants are Entry in services for SC/ST/OBC, Remedial coaching, career & counseling cell (merged schemes), grants for Library buildings, college developments etc. It will help to enrich library collection and services.

22) DIGITAL LIBRARY
Library can provide information in digitized format. It will help to save space, time and can attract generation next.

23) WEB 2.0 SERVICES
Library may use Web 2.0 services like Wikies, Web Blogs, IMS for maximize library usage.

24) LIBRARY AUTOMATION
library automation can save the time of users & staff. Thus we can serve laws of library science. It will also give efficient services to generation next students.

25) COLOR SPINE LABELS
We Can use color spine labels for books which will help attendants to arrange books properly on the shelf. Due to this reading material will be kept at proper places and will find at right time.

26) WEB OPAC
Web opac allows searching the library information through the LAN. Users can search library material from their departments also if library provides WEB OPAC through LAN.
Along with this best practices we can add following practices,

1. In-service training program,
2. Staff promotional practice,
3. Earn while learn program,
4. Extended library hours,
5. Dynamic Library Website,
6. User feedback,
7. Library Committee,
8. Displaying Newspaper clippings,
9. Displaying New Arrivals,
10. Suggestion Box,
11. User Surveys etc.

Source: *http://naac.gov.in/sites/naac.gov.in/files/Guidelines-Colleges-Library.pdf, www.google.com*

CONCLUSION

There are so many best practices which we can implement in academic libraries. But there are also problems of various kinds such as inadequate staff, space, budget etc. While in rural areas there are separate problems of communication, priority of library in academic institutions etc. But in spite various problems we have to find solutions and go ahead for the bright future of library, library users and library professionals.

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11.   http://naac.gov.in/sites/naac.gov.in/files/Guidelines-Colleges-Library.pdf
12.   http://www.colorado.gov

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Thanking you profoundly

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