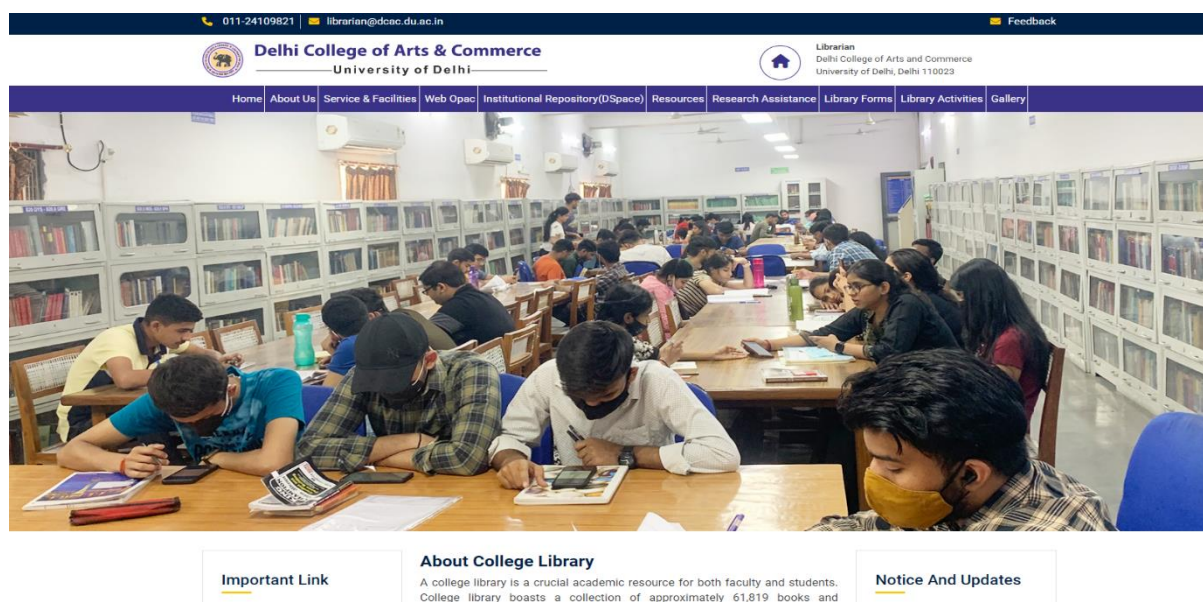


D.C.A.C LIBRARY ANNUAL REPORT 2023-2024

DEPARTMENT OF LIBRARY

"पुस्तकालय ज्ञान का खजाना है, जो हर किताब से आपको नया ज्ञान प्रदान करता है, जहाँ सपने और ज्ञान की खिड़कियाँ खुलती हैं।"

The college library is a vital part of the institution's undergraduate programs, providing access to scholarly resources and fostering intellectual growth. It features modern amenities like air-conditioning and automation, and operates on KOHA software on a cloud server. This setup ensures unparalleled accessibility, granting registered users the privilege of remotely accessing their library accounts and the extensive collection at their convenience, around the clock. The library facilitates connectivity with a rich literature repository, empowering individuals to engage deeply with their academic pursuits.



Important Link

About College Library
A college library is a crucial academic resource for both faculty and students. College library boasts a collection of approximately 61,819 books and

Notice And Updates

COLLECTION & DEVELOPMENT:

The college library has experienced significant growth in 2023–2024, with the addition of 1023 new books, expanding its collection to approximately 62,842 books, along with 13 newspapers, 23 periodicals, and 541 CDs in English and Hindi. Technological advancements like RFID technology and digital entry/exit systems have improved accessibility, while a dedicated webpage of library and membership in platforms like N-LIST and DULS ensure remote access to resources. The implementation of an institutional repository using D-Space software provides access to archival materials, and the acquisition of ergonomic furniture enhances the study environment. These developments showcase the library's commitment to innovation and meeting user needs.

ONLINE SERVICES AND E-RESOURCES:

The college library, accessible through the college website, offers a comprehensive range of online services and e-resources to its users. Through DULS and N-LIST, students and faculty can tap into top-tier databases, e-journals, and e-books, all accessible remotely. Membership renewal in N-LIST ensures access to over 6,000 e-journals and 164,300 e-books, with the provision of online user IDs and passwords for seamless access.

Furthermore, the library grants access to e-resources from the Delhi University Library System, expanding the repository to millions of e-books, e-journals, and e-articles. Open-access print journals, e-books, and educational resources are also readily available via the library section of the college website. These initiatives underscore the library's commitment to providing diverse and extensive resources to support academic endeavors.

LIBRARY SERVICES AND FACILITIES:

The college library offers an array of services and facilities tailored to meet the diverse needs of its users.

- Orientation programs are conducted for first-year students, ensuring they are well-acquainted with library resources.
- An information kiosk, along with other OPAC machines, enhances accessibility on the ground floor.
- Support services for visually impaired students include reading spaces equipped with Evo 11 Daisy devices and Braille print materials on the ground floor. Also provide online membership, which facilitates access to e-books via the DU Braille library and Sugamaya Pustakalaya.
- Provide remote access of e-resources of N-LIST (subscription) through online user IDs and passwords and Delhi University Library System e-resources via the Delhi University network.
- Plagiarism checks of faculties's research papers, articles, books, etc., using Urkund/DrillBit software.
- Remote access to an institutional repository archives old syllabuses, question papers, journalism projects, and college activities via D-Space software on a cloud server.
- The library accommodates 172 readers, providing separate reading rooms for faculty and students, as well as designated areas for consulting newspapers and magazines.
- Students and faculty members are provided with desktops along with WIFI connectivity and access to an e-library room for e-resource usage.
- Digital entry and exit registers and token systems streamline library operations and monitor footfall.
- Subject- and floor-wise signage enhances navigation within the library.
- Services include lending of books, guidance on e-resource retrieval, reference, reprography, software-based circulation, internet/WIFI, web OPAC, current awareness sections, assistance in searching for materials, question paper and syllabus banks, book banks, RFID facilities, DDC classification, printouts, and new arrival/information display services.

These offerings underscore the library's commitment to facilitating learning and research excellence within the academic community.

ACTIVITIES OF LIBRARY

The library actively engages its users through a variety of educational and awareness initiatives, including:

1. Orientation Programmes:

The library conducts library information literacy and orientation programmes on a regular basis, catering to the needs of different user groups, such as newly enrolled students and faculty. These sessions provide comprehensive insights into library services, resources, and effective utilisation strategies.



2. Book Exhibition:

An annual book exhibition held on November 6th and 7th, 2023, facilitated interaction between students, faculty, and 19 prominent publishers and vendors. This event not only offered discounted book purchases but also enriched the library's collection with relevant acquisitions.



Delhi College of Arts & Commerce
University of Delhi

"Books are like mentors that never sleep; they inspire, guide, and empower us in every chapter of life." - Tony Robbins

Book Exhibition

All are invited for opening ceremony at 10:15 am

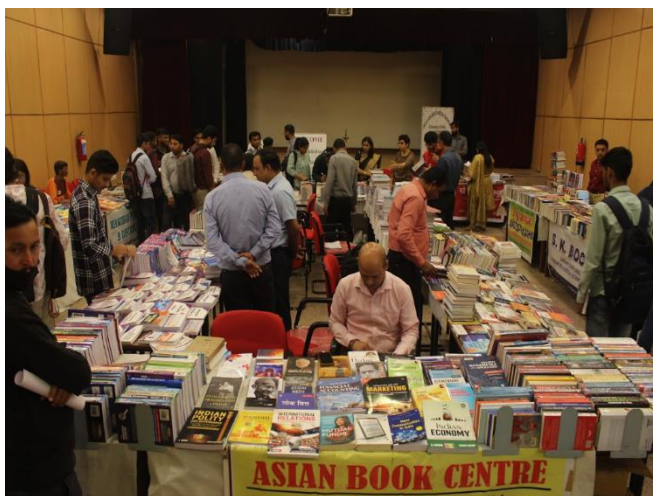
What Awaits You?
Discover the World of Knowledge and Imagination!!!

- > Curriculum Books - Unleash the power of education.
- > General Books - Dive into the world of literature.
- > Biographies - Discover inspiring life stories.
- > Entrance Exam Books - Unlock your academic potential.
- > Fiction Books - Explore the realm of imagination.
- > Non-Fiction Books - Feed your curious mind.
- > And a lot more... Find your next adventure.

We invite you to join us at our book exhibition
on
6th and 7th November, 2023
Venue: Multipurpose Hall
Time : 10:30 am to 3:30 pm

"Students can buy books for personal use at reasonable discount !!!"

Books: The Key to Enlightenment and Transformation



3. Remote Access Guidance:

Step-by-step guidelines for accessing e-resources via N-LIST were disseminated through a detailed PPT shared via email. This initiative aimed to equip students and faculty, spanning all academic years, with the necessary skills to leverage the valuable academic and research resources available.

The screenshot shows the N-LIST website homepage. At the top, there is a navigation menu with links for 'College Admin Login', 'Licences and Fair Use', 'FAQs', 'Downloads', and 'Awareness Programme'. Below this is a secondary menu with 'HOME', 'ABOUT', 'MEMBERS', 'REGISTER', 'E-RESOURCES', and 'SEARCH'. The main content area features three prominent banners:

- Who are eligible?**: A green banner stating that all colleges covered under Sections 12(B) and 2(f) of the UGC Act are eligible, listing fields like Agriculture, Engineering, Management, Medical, Pharmacy, Dentistry, and Nursing. A 'JOIN' button is present.
- REGISTERED MEMBER'S LOGIN**: A blue banner with an 'Important' warning about firewall settings for colleges under Section 12(B) and a 'LOGIN' button.
- ShodhSindhu**: A banner for the e-ShodhSindhu consortium, mentioning access to 6,000+ journals and 6,00,000 ebooks through NDL, with a 'READ MORE' button.

This screenshot displays the administrative and user statistics sections of the N-LIST website.

- FOR PAYMENT RELATED QUERIES**: A contact box for 'paymentinfo[at]inflibnet.ac.in'.
- FOR ACCESS RELATED ISSUES**: A contact box for 'college[at]inflibnet.ac.in'.
- COLLEGE ADMINISTRATOR**: A section with 'Administrator Login' and 'Admin Manual' buttons. It includes text about Proforma Invoice and Payment Receipt for the 2024-2025 financial year, with a 'Payment Manual' button.
- SUMMARY STATISTICS @ N-LIST PROGRAMME**: A table showing:

4465 Beneficiary Colleges	804497 Total Active Users	32858 Users Activated in Mar-2024
-------------------------------------	-------------------------------------	---
- WHAT'S NEW**: A section with two news items: 'New Usage Statistics Features is available under College Administrator portal' and 'Online Payment CMP E-Collection (VAN) facility is implemented for N-LIST membership fees'.
- TOP 10 COLLEGE USERS**: A section titled 'BASED ON FEB-2024 USAGES' listing top users like Ramkrishna Paramhansa Mahavidyalaya, Osmanabad, Maharashtra.

This screenshot shows the 'E-Resources' section of the N-LIST website. The navigation menu at the top highlights 'E-RESOURCES'. The page title is 'E-Resources @N-LIST'.

E-Resources @N-LIST

Subscribed e-Journals and e-Books

The Consortium subscribes to the following resources for the colleges. All electronic resources subscribed under N-LIST Programme are available from the publisher's website.

You may search e-Books or e-Journals All Fields

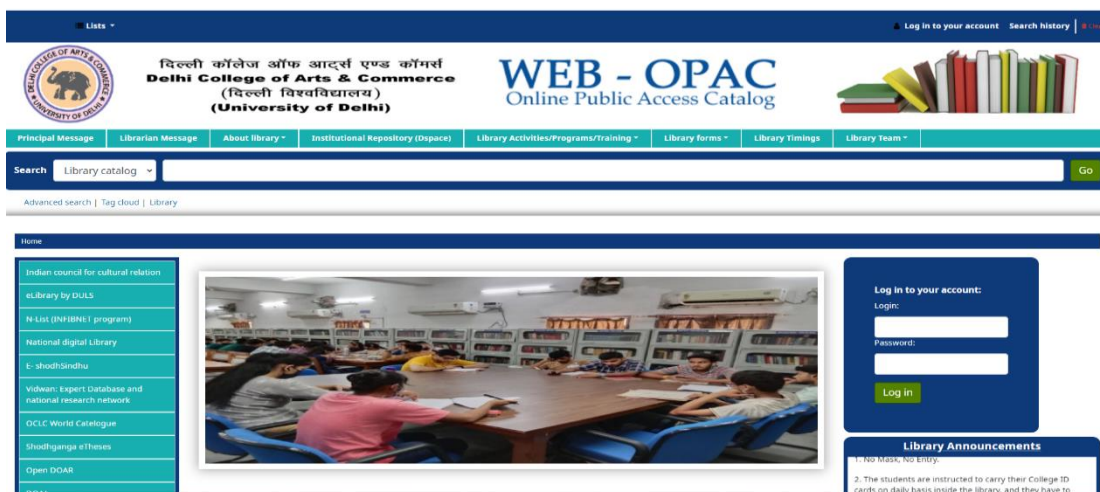
E-Journals (Fulltext)
✓ American Institute of Physics [18 titles]
✓ Annual Reviews [33 titles]
✓ Economic and Political Weekly (EPW) [1 title] Alternate Link
✓ Indian Journals [180+ titles]
✓ Institute of Physics [46 titles]
✓ JSTOR [2500+ titles]
✓ Oxford University Press [262 titles]
✓ Royal Society of Chemistry [29 titles]
✓ EBSCO - OmniFile Full Text Mega [3000+ titles]
✓ Cambridge University Press [224 titles] (2010-2016)
✓ ISID [Database]

E-Books
✓ Cambridge Books Online [1800 titles]
✓ E-brary [185000+ titles]
✓ EBSCOHost-Net Library [936 titles]
✓ Hindustan Book Agency [65+ titles]
✓ Institute of South East Asian Studies (ISEAS) Books [382+ titles]
✓ Oxford Scholarship [1402+ titles]
✓ Springer eBooks [2300 titles]
✓ Sage Publication eBooks [1000 titles]
✓ Taylor Francis eBooks [1800 titles]
✓ MyiLibrary-McGraw Hill [1124 titles]
✓ South Asia Archive [through NDL]
✓ World e-Books Library [Now Available through NDL only]

APPLICATION OF ICT AND INNOVATION WORK IN THE COLLEGE LIBRARY:

In the years 2023–2024, the college library has integrated advanced ICT solutions and innovative features to enhance its services.

- Full automation and computerization using the library management software KOHA on a cloud server enable remote access to library resources 24/7 through WEB-OPAC. Users can manage their transactions, check availability, reserve books, and locate physical copies online.



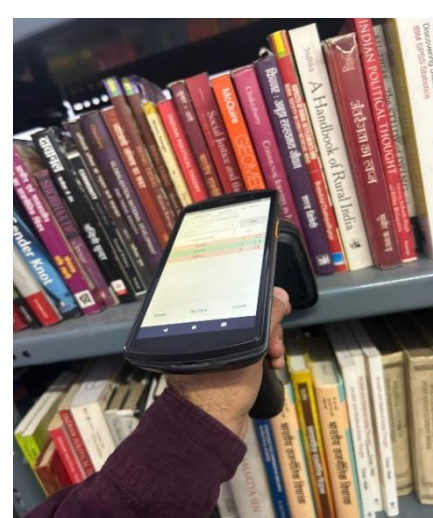
- CCTV surveillance covers the entire library premises, ensuring security and safety.
- Successfully Implementation of Radio Frequency Identification (RFID) technology streamlines library operations, enhancing security, stock verification, and book retrieval processes. RFID smart cards facilitate borrowing and returning books, eliminating the need for reader tickets. A book drop facility expedites returns, and self-circulation services are available through kiosks and book drop machines.



**Self-Check-in
Check-Out Kiosk**



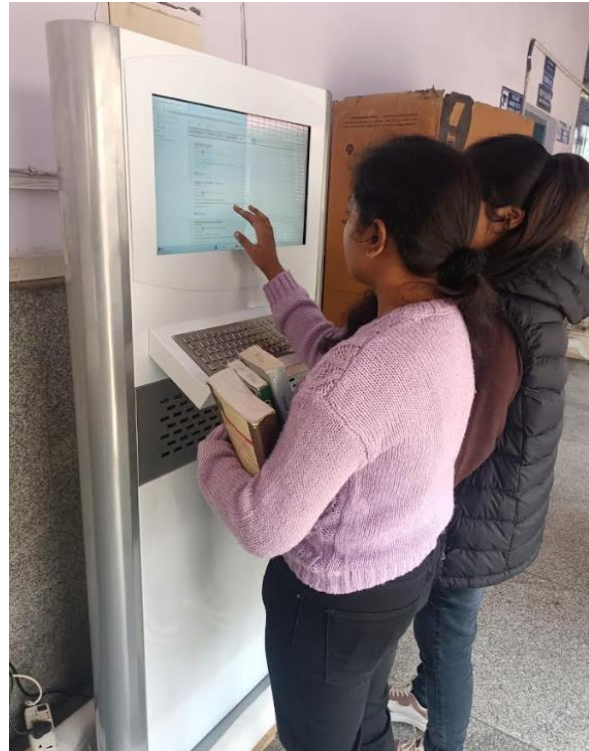
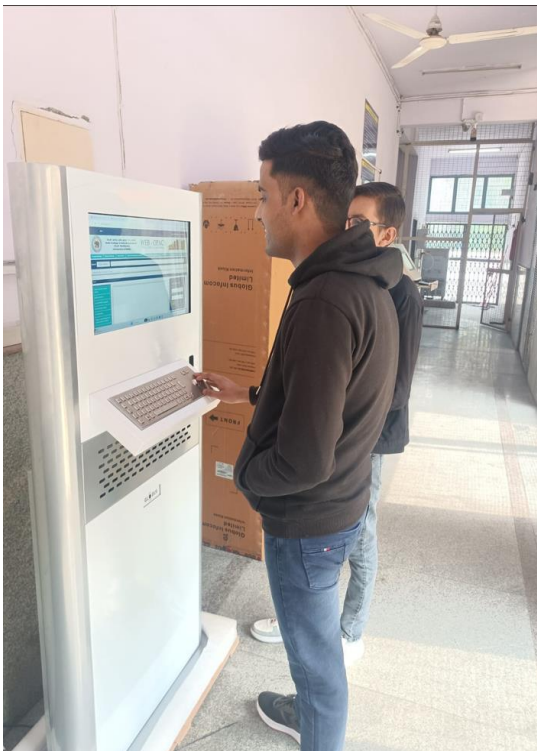
Book Drop Reader



Handheld RFID Reader



RFID Security Gate



Touch Screen Kiosk to search the library resources (print and e-resources)

- The college library has upgraded its visitor entry system, transitioning from manual methods to a digital entry reader. This enhancement not only saves time for library users but also ensures accurate recording of footfalls.



Digital Entry Management System

- Now the college library has established an institutional repository through the successfully implementation of D-Space software. This repository offers remote access to a wide range of materials, including old syllabi, question papers, journalism projects, and various college activities, benefiting both students and faculty members.

Home Browse Help Search DSpace Sign on to

Delhi College of Arts and Commerce (University of Delhi)
दिल्ली कॉलेज ऑफ आर्ट्स एंड कॉमर्स (दिल्ली विश्वविद्यालय)

शोध संग्रह
INSTITUTIONAL REPOSITORY

Browse Collections

DSpace at Delhi College of Arts and Commerce

Useful Links

- New User Registration
- Web – OPAC
- NLIST
- DU – eLibrary
- DULS
- Library Home
- DCAC Home
- Contact us:

Welcome to the Institutional Repository at Delhi College of Arts & Commerce (University of Delhi), known as IDR@DCAC, is a platform for faculty, students, and staff to share research work, including journal articles, conference papers, book chapters, theses, and dissertations etc. Efforts will be made to provide full-text access to the documents without violating copyrights.

For inquiries or assistance with depositing or accessing documents, individuals can contact the service via email at idr.library@dcac.du.ac.in

Home Browse Help Search DSpace Sign on to

Communities in DSpace Discover

Choose a community to browse its collections.

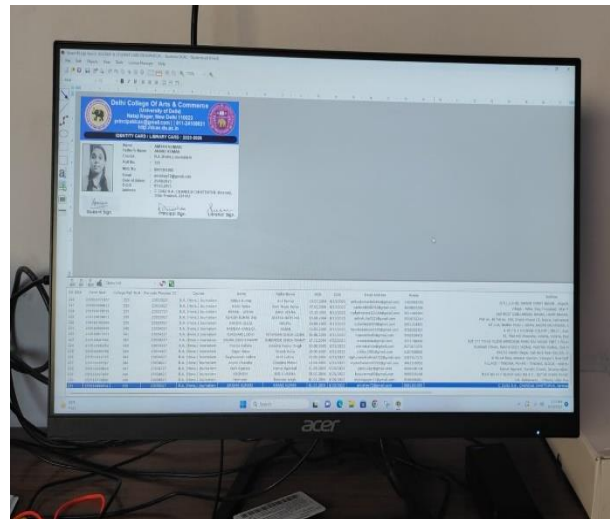
Academic	DCAC, LIBRARY	11
Academic Activities	DELHI COLLEGE OF ARTS AND COMMERCE	10
Annual Reports/NAAC/NIRF	Department of Economics	2
DCAC PUBLICATIONS	Department of English	2
DCAC@Media	Ankit Mittal	1
DU-UG Curriculum	ANUSHKA SHARMA	1
Faculty Publications	Archita Sharma	1
Library Activites	Arohi Verma	1
Photo Gallery	Career Development Centre	1
Question Bank	Department of Environmental Science	1
Rare Books, Manuscripts & Special Collections		
Societies/Committee		
Thesis and Dissertation		
year	Has File(s)	true 982

B.A. (Prog)	312
B.Com (P)	82
B.A. (HONS) English	63
B.A. (HONS) Hindi	56
B.A. (HONS) History	55
B.A. (HONS) Economics	32
B.A (H)	19
B.Com (H)	19
B.A (H) Economics	10
B.A (H) Pol. Science	10
next >	

2020 - 2023	610
2010 - 2019	244
2000 - 2009	33
1990 - 1999	72
1980 - 1989	22
1977 - 1979	1

Semester	
4	190
1	171
6	163
5	91
3	73
2	71
A1	2
2 old course	1
3 & 4	1

- Additionally, the implementation of an RFID smart card printer allows for the generation of RFID smart cards, facilitating seamless access to library resources for students, faculty, and non-teaching staff. These advancements signify the library's commitment to efficiency, accessibility, and technological innovation.



PROFESSIONAL GROWTH, ACHIEVEMENT AND OTHER ACTIVITIES:

Ms. Poonam Rani, Librarian

The librarian Ms. Poonam Rani, constantly engages in necessary tasks to uphold and improve the standard of library services. According to the daily satisfaction of the users, the library's service quality is gradually being improved.

ACADEMIC ACHIEVEMENTS

- Successfully Completed the Post Graduate Diploma in **Library Automation and Networking** (PGDLAN) from IGNOU in (March 2024).

PAPER PRESENTING IN CONFERENCE

- Poonam Rani, (2024) Presented Paper entitled **“Mapping the Literature on open science research: A Scientometrics and visual approach”** in 8th National Conference on Multidisciplinary Research trends and approaches jointly organised by Shri Khushal Das University, Hanumangarh & Rajasthan Technical Library Association (RTLTA) on January 27 -28, 2024.
- Poonam Rani, (2024) Presented Paper on **“Mapping out of research productivity of Indian data science: A bibliometric and visual journey”** Organized by Department of Library & Information Science University of Rajasthan, Jaipur In collaboration with Raja Rammohan Roy Library Foundation, Ministry of Culture, Government of India & Society for Library Professionals, New Delhi.

PAPER PUBLISHED IN CONFERENCE PROCEEDINGS

- Poonam Rani, Md. Kaiyumshaikh and Dr. Akhtar Hussain (2024), **Mapping the Literature on open science research: A Scientometrics and visual approach**. In Proceedings of the 8th National Conference on Multidisciplinary Research trends and approaches, organised by Shri Khushal Das University, Hanumangarh & Rajasthan Technical Library Association (RTLTA), January 27 -28, 2024. P67-77.

PUBLICATIONS:

- **Journal Articles**

Paper published in an international Double – Blind, Peer- reviewed\ refereed open access journal. Rani, Poonam (2024) **Green Libraries: A way towards sustainability**. Russian Law Journal Volume XII (2024) Issue 1 Page no. 931-940 <https://russianlawjournal.org/index.php/journal/article/view/3833/2451>. ISSN 2312-3605.

- **Book**

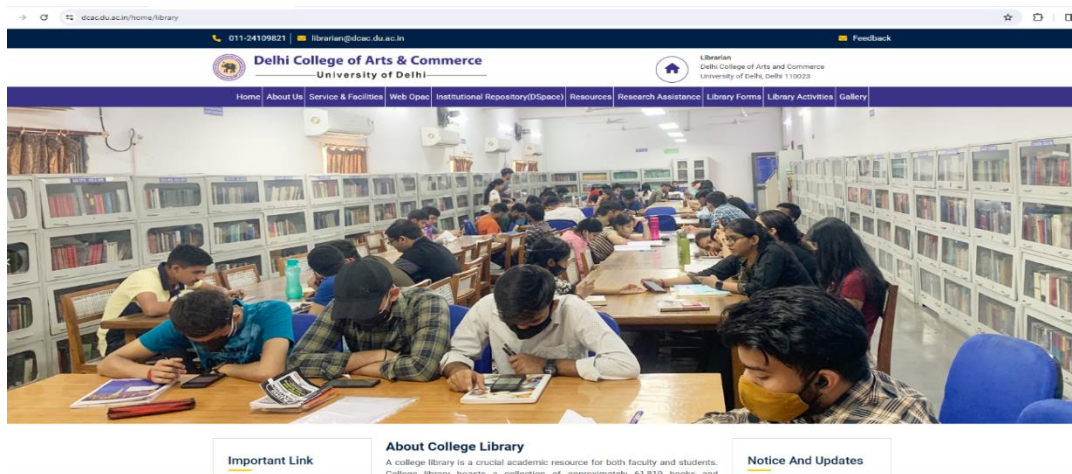
Poonam Rani (2024). **Libraries beyond Their institution: Partnerships that work**. Canada, Society publishing. (ISBN: 978-1-77469-893-8)

DETAILS OF COURSES/WORKSHOPS/SEMINAR /FDP/FIP/REFRESHERCOURSE ATTENDED:

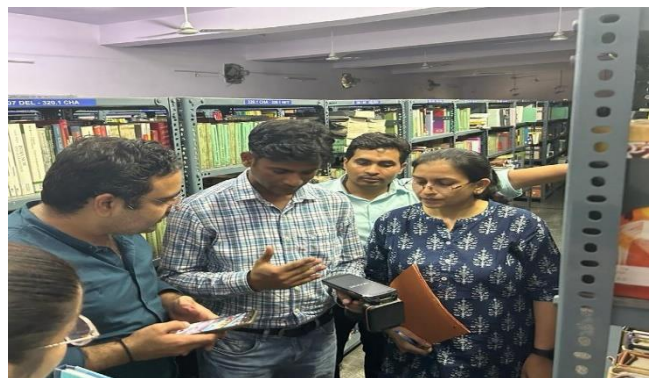
- Participated in the **“One-week national workshop on KOHA Integrate Library Management System (KOHA-ILMS)”** held from December 11-15, 2023 organised in virtual mode by the Department of Library and information Science, Central University of Haryana, Mahendergarh
- Successfully Completed Online **“Two-week Refresher Course in Library Sciences”** from 30th September- 14th October, 2023 by Teaching Learning Centre, Ramanunjan College, University of Delhi under the aegis of Ministry of Education Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching.
- Successfully Completed an Online short term Course on **“Workshop on Automation and Digitisation”** from August 11-18, 2023 organised by CPDHE (UGC-HRDC) Centre for Professional Development in Higher Education Human Resources Development Centre, University of Delhi.
- Participated in Online **“User Awareness Program to demonstrate accessibility of Springer Nature eBooks and Journals”** for Du Researchers and Faculties organised by Springer Nature in Collaboration with Central Library, University of Delhi on July 19, 2023.
- Participated in International Seminar on **“Access to knowledge and the future of Digital Libraries in India: Technology, Law and Policy”** organised by National Law University Delhi & Dr. B. R Ambedkar University Delhi on May 17, 2023 at National Law University Delhi.

TRAINING AND OTHER ACTIVITIES ORGANISED:

- Assisting in upgrading and updating the library webpage on the college website to provide comprehensive information on library resources (both print and electronic), services, facilities, and other pertinent details.



- Organised a training program on “Use and benefits of RFID technology in libraries” in collaboration with Total IT Software Solutions Pvt. Ltd. and Delhi College of Arts and Commerce, conducted on July 4th, 2023, aimed to enhance the competencies of library staff.



- Conducted a Library Information Literacy Programme cum Orientation on August 14th, 2023, for newly enrolled students. This session showcased the diverse range of services, resources, and effective library utilization techniques.



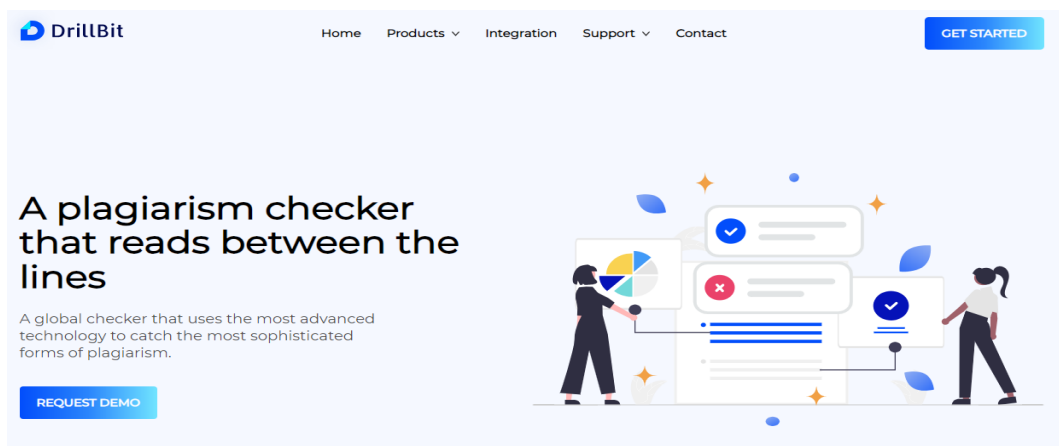
- Organised a dynamic book exhibition on November 6th and 7th, 2023, inviting 19 prominent publishers and vendors. This event provided students and faculty with extensive options to purchase books at discounted rates and facilitated the acquisition of relevant titles for the library's collection.



- Disseminated a comprehensive PowerPoint presentation via email elucidating the benefits of N-LIST (National Library and Information Services Infrastructure for Scholarly Content) e-resources, along with step-by-step guidelines for students (across all academic years) and faculty members on January 2024. These resources serve as invaluable assets, significantly augmenting academic and research endeavors.



- Generated plagiarism report via software such as Urkund/Drillbit to scrutinize various documents submitted by faculty members, ensuring academic integrity and originality.



PROFESSIONAL GROWTH, ACHIEVEMENTS OF THE LIBRARY STAFF:

Ms. Kavita

- Participated in “One-Day National Workshop on ShodhSuddhi/PDS special Training on DrillBit” organised by Delhi University library System, University of Delhi in Collaboration with Balani infotech Pvt. Ltd, Noida & DrillBit, Bengaluru on February 15, 2024

- Participated in the **“One-week national workshop on KOHA Integrate Library Management System (KOHA-ILMS)”** held from December 11-15, 2023 organised in virtual mode by the Department of Library and information Science, Central University of Haryana, Mahendergarh
- Attending an in-person **“Springer nature author workshop”** organised by Central Library, University of Delhi in Collaboration with Springer Nature on August 10, 2023
- Participated in Online **“User Awareness Program to demonstrate accessibility of Springer Nature eBooks and Journals”** for Du Researchers and Faculties organised by Springer Nature in Collaboration with Central Library, University of Delhi on July 19, 2023.

Mr. Anish Sahani

- Participated in **“cyber suraksha day”** organised by Delhi University Computer Centre, University of Delhi on February 2, 2024.

The librarian and the library staff extend their sincere gratitude to the college principal, a highly supportive library committee, as well as esteemed faculty members for their keen interest in advancing and upgrading library services and facilities to meet academic pursuits.

Poonam Rani (Librarian)
Library Committee, Convenor