

Users' (Students/Scholars) participation in Library Collection & Development.

Visva-Bharati University
(A Central University)
Santiniketan, West Bengal-731235

Best Practice

1. **Title of the Practice:** Users' (Students/Scholars) participation in Library Collection & Development.

2. **Objectives of the Practice:** The major objectives of the initiative may be noted as below;

- To make the library collection useful to the students/ scholars
- To help the students/ scholar for getting their required document
- To help the needy students/scholars to carry out their research work
- To make the users friendly library collections.
- To induce students in library development

3. **The Context:** It is found from the experience that library purchased books recommended by the teachers but the collection sometimes could not satisfy the students and scholars. Faculty members are generally interested to recommend books which are useful for their own interested area. Often, the scholars could not find books which are useful to their research area. Moreover, the collection grows in number and also in terms of amount. On the other hand, the needy students are not able to purchase books in their own research area. Therefore, it becomes very difficult to carry out their research work. In this context library has decided to purchase the books which will be recommended by the students/ scholars.

Moreover, to address the students' grievance (if any), library authority interacts with the students' half yearly where students and staff of the library sit together to find out the possible ways of the problems. The caption of the meeting is 'User Librarian face-to-face'. From the meeting the names of the interested students have been noted and ask them to interact/co-operate with the library on any problem under the name 'Library Friends'.

4. **The Practice:** One of the uniqueness of book selection process in Visva-Bharati Library is that, in addition to faculty members, students and scholars are entitled to submit requisitions for particular book(s) of their need. This process is a continuous process and they are able to submit the requisitions throughout the year irrespective of availability of fund. Authority and fund allocation committee is kind enough to allocate some funds separately for the procurement of books as selected by the students/scholars. To avoid any irrelevant collections and proper utilization of the fund for needful collection the requisition form must be forwarded by the concern HOD (for UG and PG Student) and HOD plus Research Supervisor (for scholars). The requisition form is available in the office of the central library as well as in the library website. In the proforma, concern candidate may mention the position (Reading Room, Reference Section, Main Stack, etc.) for shelving of the book(s), in this way library is trying to represent as students/scholar's friendly library. Moreover, after purchasing and processing of the book(s), concern candidate is being intimated (through mobile call) by the library staff to issue the same from the library.

During meeting with the students, some students have been identified to act as 'Library Friends' to help to run the library smoothly. Not only that, during any program (Seminar/Workshop/ Webinar/ Book Exhibition), these library friends are

involving like a student of the any department and this is also very helpful to the library to conduct any event as library has no students directly because VB has no Library and Information Science as its teaching department.

5. Evidence of Success: It is observed that, scholars/ students are taking active part in print books procurement in impartial manner. The trend of submission of requisition is in ever increasing in nature. The sample of book requisition by the student is as below;

**Visva-Bharati
Central Library**

100M
7/2/18

Book Requisition Form for Scholars / Students
Session 2018-2019

To
The University Librarian
Visva-Bharati, Santiniketan

A. General Information
Name of the Candidate: Pranay Sekar
Course (Please put tick mark on right one): UG / PG / M.Phil. / Ph.D.; Semester: II / Ph. D. Course Work
Bhavana: Vinaya Bhavana Subject: Education
Visva-Bharati Library Card No. 18B/43 Contact No. 8967451126

B. Information about the Book

Sl. No.	Title (Name of the Book)	Author(s)/Editors	Publisher	Year of Publication**	Price*	Where to be kept**
1	Understanding India: A History of the Cultural Heritage	Prakash Chandra Chatterjee	—	2011	—	—
2	Learning Disabilities in Higher Education: A Guide to Effective Instruction	—	—	—	—	—
3	E-12: Pedagogies of Hope: A Reflection on the Possibilities of Education	—	—	—	—	—
4	Psychology of Learning: A Guide to Effective Instruction	—	—	—	—	—

* Please provide, if known. ** Choice any one option: Reading Room / Stack Room

Signature of Head of the Dept (with Date and Seal) _____
Signature of Supervisor (with Title and Seal) (In case of Scholars only) _____

Sl. No.	Name of the Departments/ Bhavanas / Sadanas / Centres	Allocation (Rs.)
64.	Marathi	15000.00
65.	Tamil	15000.00
66.	Assamese	15000.00
67.	Udancharya, VB	15000.00
68.	Central Administration	15000.00
69.	Indira Gandhi Center Library	15000.00
70.	Computer Centre	15000.00
71.	Centre for Mathematics Education	10000.00
72.	PM Hospital	10000.00
73.	In-charge of Sectional Libraries (including Books requisitioned by students) PSE and Siksha Bhavana @ Rs. 50000 = Rs. 100000/- PSV and Kala Bhavana @ Rs. 30000= Rs. 60000/- Sangit, Vinaya, Ratha Bhavana, Siksha Shatra, @ Rs. 20000= Rs. 80000/- and Hindi, Chinese, Darshan, Rabindra Bhavana @ Rs. 10000= Rs. 40000/-	280000.00
74.	Students / Scholars Requisition (Central Library)	300000.00
75.	Central Library (Reference)	210000.00
76.	Pending Bill out of previous grant	205000.00
77.	E-Books (Central Library)	600000.00
Total Allotment		3300000.00

Meeting ended at 5.00pm with vote of thanks.
Members and Invitees present:
Dr. Vinay Chand Saha, University Librarian (Acting), V.B. - Chairperson
Principal, Siksha Bhavana, V.B.
Principal, Vidya Bhavana, V.B.
Principal, Bhasha Bhavana, V.B.
Principal, Kala Bhavana, V.B.
Principal, Bali Samantana Vbhava, V.B.
Principal, Bali Siksha Bhavana, V.B.
Principal, Sangeet Bhavana, V.B.
Principal, Ratha Bhavana, V.B.
Principal, Siksha Shatra, V.B.
In-charge Periodical Section, Central Library, V.B. (Invitee)
In-charge Acquisition Section, Central Library, V.B. (Invitee)

**VISVA-BHARATI
CENTRAL LIBRARY**
(Visva-Bharati Library Network)

The following students/scholars have been picked-up as 'LIBRARY FRIENDS' by the library authority based on their request/willingness in the meeting among the students/scholars and library staff/authority held at Conference Hall, Central Library, dated 25 May 2019 at 3.30pm. These library friends are supposed to communicate with the library authority on any problems/issues relating to library services. Validity of the list is till next meeting or one year i.e. 24 May 2020, which one is earlier.

Sl. No.	Name of the Students	Dept./Bhavana	Library card No.	Mobile No.	Mail ID
1.	Anamika Debnath	Sanskrit/ Bhasha	18L/175	7585804246	anamika kmg1@gmail.com
2.	Nibedita Naskar	AIHC&A/ Vidya	16V/108	8282836369	nononaskar@gmail.com
3.	Shivam Kumar	Economics/Vidya	17V/254	8210066194	sksingham@gmail.com
4.	Subhedu Saha	Chemistry/ Siksha	16S/9	9593901728	subhendusaha1998@gmail.com
5.	Atish Mondal	Chemistry/ Siksha	16S/5	8906378766	atish.mondal553@gmail.com
6.	Sibananda Roy	Sanskrit/Bhasha	17MP/64	9002324233	sibanandaroy1993@gmail.com
7.	Abhishek Ghosh	Physics/Siksha	16S/63	8637837387	ov.021098@gmail.com
8.	Sayan Banerjee	PCK/PSV	16PV/7	8926518545	sayonbanerjee125@gmail.com
9.	Ashish Mondal	Sanskrit/Bhasha	18L/321	8911808850	ashism667@gmail.com
10.	Tarun SA	Odiya/Bhasha	17RS/65	8917308919	tsandhyajiban@gmail.com
11.	Mir Sajjad Ali	Comp. Sc./Siksha	17S/19	8918221936	aftabnia2000@gmail.com
12.	Sk. Abdul Sarkar	Education / Vinaya	18B/66	7865094292	skabdursarkar51@gmail.com
13.	Susim Sabuj Sarkar	ISERC/Siksha	18S/119	8902288010	susim_sabuj@gmail.com
14.	Rohit Sengupta	Social Work / PSV	18PV/121	9614234644	rohit-sg.sw26@gmail.com
15.	Sudipa Ghosh	Sanskrit/Bhasha	17L/27	8768838332	sudipaghosh2000@gmail.com
16.	Muhammad Mijanur Rahman	Chemistry/Siksha	18S/228	8670108165	mijanur9138@gmail.com
17.	Apoorva Sharad	ISERC/Siksha	18S/130	9113194408	sharadapoorva@gmail.com

Authority has allocated separate fund for procurement of books requested by the students, above screen shots are self-explanatory.

It is fact that, the needy students are immensely benefitted with this practice and encouraged to use library properly.

6. **Problems Encountered and Resources Required:** the main problem is as;

Before this introduction of this it was a regular that students/scholars came and report to the library that the books need to us is not available in the library; on the other hand, required books were not available as books have been selected by the faculty members only. After introduction of this system, the grievance from the general users are gradually decreasing.

Library needs some special budget to meet the expenses for the procurement of books recommended by the students/scholars throughout the year. Compare to number of students, scholars, courses, departments the total book grant is not enough to meet the current needs.

Library Friends are not in same nature. Some are in very inactive nature and a few of them are active.

7. **Notes (Optional):** Any university/institute library may introduce this system to encourage the general users for using more and more library for the study and research purpose and also to develop user's friendly library with print collections.