

THE LORD'S UNIVERSAL COLLEGE OF EDUCATION

B.Ed. Library

The Institution has a full-fledged library for students' academic referencing. Good collections of books and non-book materials have been built up since its inception. The books are classified and arranged according to the Dewey Decimal Classification Scheme and Open Access System is followed.

The purpose of running the library in the institution can be listed as follows:

- ❖ To serve students, and faculty members of our institute with required information resources to meet their academic needs
 - ❖ To develop meaningful reading habits
 - ❖ To develop research skills
 - ❖ To enable students to learn through the library
- **Library Advisory Committee:** Library Advisory Committees are generally appointed for improving the library services and framing of policies in colleges. This coordinates the library services and helps to provide high-class library services. This committee advises the librarian on his area of responsibility and carries out inspections.
- **Formation of a Library Advisory Committee:** The Formation of the Library Advisory Committee is an important task in any library. Care should be taken while selecting the members for the committee. The committee should represent the entire stakeholders of the library. The Principal has the discretionary powers in nominating the members for the committee. The Librarian can also propose a panel name. The following members may be nominated by Principals as members of the library advisory committee separately and independently.

Sr. No.	Designation	Position in LAC
1.	Principal/Director	Chairperson
2.	Librarian (Head of the Library)	Coordinator/Member Secretary
3.	Subject Teachers	Members
4	Non-teaching staff	Member
5	Students	Members

Usually, the colleges function according to the Academic calendar. Based on the Academic calendar the college's academic activities are planned. Therefore, it is advisable to form a committee for the academic year. The Principal is empowered to nominate the members to the committee. In case of any member is discontinued from his/her service, due to various reasons, the Principal can nominate other suitable members to the committee based on the above criteria. Meetings may be conducted periodically as and when required.

- The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users.
- The Committee's main objective is to establish a bridge between the Library and the academic fraternity.
- The Library's collection of books is augmented on a continuous basis. National, International Journals, Magazines, Project Reports, and Educational CDs are available. The question papers and syllabus are made available for reference.

Library Management and Information System (MIS) :

The Institution in line with its effort to use ICT in the educational set-up has an enriched Management Information System (MIS). The Lord's Universal College of Education has set up the Librarika software as MIS. Librarika is Cloud based library management software that enables librarians to manage their library collection and disseminate information available in the library.

The Institution has well established online Library Management System Software with the following features:

Key Features of Librarika Library Management Software

- Web-based Interfaces
- Cataloging facility (Book data entry)
- Online issue return of books
- Library fine management
- Generating various library reports
- Easier borrowing and record management process for students as well as for the librarian
- OPAC facility
- Printing of barcodes

Overall Services offered to students by the librarian are as follows:

- ❖ Library Orientation
- ❖ Book Circulation Facility
- ❖ Reference Service
- ❖ Reading Room
- ❖ New Arrival Service
- ❖ Inter Library Loan
- ❖ Newspaper Clipping Service
- ❖ Online Library
- ❖ Access to Online Journals
- ❖ Book Bank Facility
- ❖ Past students' membership for using the library

Library Timings :

- ❖ The Library is kept open on all week Days from **10.00 A.M. to 05:00 P.M.** Issue / Return timings are 10:00 A.M. to 05:00 P.M. It remains closed on Sundays and Public Holidays.

Currently, the library has the following collection of print material of different types:

Library collection:

- ❖ Books
- ❖ Text Books a) ICSE b) SSC c) CBSE
- ❖ Reference Books
- ❖ Periodicals:
 - National Journals
 - International Journals
 - Bound Volumes of Journal: University News
 - Magazines
 - Newspapers

Students Learning Resources:

- ❖ Previous Years University Question Papers
- ❖ Syllabus
- ❖ Educational CD's
- ❖ Online Library Google Classroom- 'Learning Through the Library'

The last three year's record of Library updates is as follows:

LIBRARY AUGMENTATION

Year	Books	Book Bank Books	Journals and Magazines (Hard Copy)	Cd's
2015-2016	2710	-	15	-
2016-2017	2793	-	15	-
2017-2018	3047	32	16	-
2018-2019	3434	41	10	-
2019-2020	3761	0	10	-
2020-2021	3787	0	09	33
2021-2022	3870	0	12	-
2022-2023	4089	0	10	50

The Institution intends to update the library as an enriched unit for student support through the following provisions:

- Arranging Thematic Display of Books
- Arranging Book Exhibition
- Collection Development in online resources and print material
- Facility to access freely available online resources
- Online Library 'Learning Through The Library'

Library Activity Sessions by Librarian and Faculty Members:

The librarian makes the best possible use of the collection for facilitating learning among students by carrying out the following learning activities:

- Vocabulary games, Subject-based scrapbook projects, writing editorial columns, etc.
- Research reviews of the articles published in prescribed journals.
- Reading references, and books in print form or digital form and reflecting on it in groups.
- Celebrating Gandhi week **Gandhi week** by displaying books authored by Gandhiji and books written on Gandhiji.

- Celebrating the **Vachan Prerana Divas** by reading, reviewing, and analyzing various episodes from various books on Abdul Kalam.
- For such activities the timetable dedicates one lecture time every day to conduct.

To ensure maximum utilization of the library resources, LUCE follows a library activity schedule, wherein students from different mentor groups accompanied by their mentor teacher visit the library to carry out purposeful Library Activities.

During library activity articles are selected from various journals preferably pertaining to similar topics. Students are divided into 4-5 groups and different articles are given to them for reading comprehension along with some specific objective for study. A discussion is followed and the students are required to write a review about their understanding of the journal article.

Throughout the academic year mentors uses these sessions to enhance students'

- Reading comprehension
- Writing skills
- Communication skills
- Vocabulary enrichment
- Research attitude
- Referencing skills
- General knowledge and subject specific knowledge

LEARNING THROUGH LIBRARY



Book Exhibition on the occasion of Gandhi Jayanti, , National Science Day, Vachan Prerna Din

