



# IBN KHALDUN LIBRARY

## W M O ARTS & SCIENCE COLLEGE, MUTTIL

### LIBRARY ANNUAL REPORT 2018-19

**Introduction:** The library of our institution is an important resource for the academic community. It provides access to a wide range of books, journals, and e-resources that support teaching, learning, and research activities. This report provides an overview of the library for the academic year 2018-19.

**Library Building:** The library is housed in a two-story building with an area of 600 square meters. It has a spacious reading room, circulation desk, and stacks of books and journals.

#### I. Library advisory Committee.

SI No	Name	Designation	Remarks
1	Dr TP Muhammed Fareed	Principal	Convenor
2	Mr. Ashiff KM	College Librarian	Secretary
3	Dr P Najmuddeen	Assistant Professor & Head	Members
4	Sibi Joseph	Associate Professor & Head	Members
5	Dr Viji Paul	Associate Professor & Head	Members

Two meetings of library advisory committee were conducted during the academic year.

#### II. Library collection statistics.

**Books Collection:** At the beginning of the academic year 2018-19 the library had 14983 books. During the academic year, 204 new books were added to the collection, bringing the total number of books to 15187. The library has a wide range of books on different subjects, including textbooks, reference books, and popular reading material.



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**Journals Collection:** The library subscribes to 39 print journals in various subjects. In addition, it has access to a vast collection of e-journals through online databases. This provides users with access to the latest research articles and other scholarly publications.

**E-Resources Collection:** The library has a large collection of e-books, with over 3,135,000 titles available through various online databases. In addition, it provides access to over 6,237 e-journals, making it a valuable resource for research scholars and students.

2018-19 Library resources							
Sl:no	Items	Existing		Newly added		Total Numbers	Total amount (Rs)
		Number	Values	Number	Values		
1	Books	14983	4075974	204	120261	15187	4196235
2	Journals	39	68000	0	0	39	68000
3	e-books	3135000	5900	0	0	3135000	5900
4	e-journals	6237				6237	
5	Bounded periodical volumes	56	12500	0	0	56	12500
			<b>4162374</b>		<b>120261</b>		<b>4282635</b>

### III. Library annual expenditure

During the academic year 2018-19, the library incurred an expenditure of Rs. **307122**. This was spent on various activities such as the purchase of new books, journals, and e-resources, maintenance of the library building, and salaries of the library staff.



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### LIBRARY FUND UTILIZED OTHER THAN BOOK PURCHASE

YEAR	PERTICULARS	AMOUNT	TOTAL
2018-19	Library steel rack	134612	186861.00
	Damaged book Binding	31895	
	News Papers& Weekly	20354	

#### IV. Library circulation status

**Book issue statistics:** Total books issued during the academic year is **6857**.

Sl . No	Item	Number
1	Check ins	7118
2	Check outs	6857
3	Renewals	3732
	Total	17707

#### V. Visitor register and Visitor statistics

**Visitor Register:** To keep track of library usage, a register is maintained at the circulation desk. The register records the number of visitors to the library each day. This helps in understanding the usage pattern and planning for future needs.

**Visitor Statistics:** The number of visitors to the library varied from **31 to 185** per day.



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### **VI. Library facilities**

- (a) Reference section
- (b) Periodical section
- (c) Research section
- (d) Career corner
- (e) Internet facilities
- (f) Discussion room
- (g) OPAC

### **VII. Extension Services.**

- (a) Net browsing centre
- (b) Reprographic service
- (c) Membership to neighbour's forum

### **VIII. Library programmes**

#### **Orientation Programme:**

During the year 2018-19 Library conducted user orientation programme to newly admitted students for familiarization of Library software ( Koha) , OPAC Searching etc. and Library Rules & regulations. 456 PG and UG Students participated from all departments. Orientation delivered by Mr. Ashiff Km, College Librarian



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### **Reading Week Programme**

Library organized “The Reading Week Programme” with the collaboration of Department of Hindi and Department of Malayalam on 11-06-2018, in order to make awareness of reading to students. More than 10 students participated from various departments.