

Status report of BLMCE Library
academic year of 2018-19

The importance of Library and books as the original source of knowledge cannot be denied for any educational institution. BLMCE library was set up in 2016 with the opening of B.Ed course. The library is well equipped with meeting the needs and requirements of students pertaining to all core school subject books as well as books pertaining to the field of education.

There are 4748 total books in the library and the 3575 titles which include the text book and references books relating to the course of study such as educational encyclopedias, year book, along with 16 journals including national, international and electronic publication on education. All the books are purchased according to the prescribed procedure. The above said library is library-cum-reading room with seating capacity for 100 students at a time. The said library is fully automated with the help of Software system of KOHA.

About KOHA

KOHA is open integrated software system used worldwide by Public School and College Libraries, created in 1999 by katipo communication for horowhena library trust in New Zealand and technical support by DELNET. Following are the features of KOHA Software.

1. A full featured modern integrated library software.
2. OS independent, any operating system Linux, Unix
3. Web Based interfaces integrated with website
4. Full Marc 21, and Unimarc support for professional cataloguing
5. Multilingual and multiuser support
6. Z39.50 Server
7. Customizes web based OPAC
8. Full Cataloged ,Circulation
9. Serial Management
10. Printing function of barcode, Spine label and patron card and reports.

Following are the Details of Library Materials

Strength of BLMCE Library

Item Name	No of item	No of increase Jan 2018 to till date
Total Volumes in BLMCE Library	4748	169 (New purchased)
Total No of Titles (BLMCE)	3575	
Total No of English Books	3833	
Total No of Hindi Books	915	112 (New Purchased)
Total Number of English Titles	2973	
Total Number of Hindi Titles	621	
Reference Books	588	

Reserves Books	576	
Foreign Authors	581	41
Encyclopedias	10	
Dictionaries	18	
Book Bank	50	
News Papers	05	
Journals	16	
Magazine	6	
Audio Video Collection	81	
Total Collection of (D.El.Ed)	1621	
Total Number of Titles (D.El.Ed)	1102	
Total Number of English Books (D.El.Ed)	1258	

Total Number of Hindi Books (D.El.Ed)	363	
Total Number of English Titles (D.El.Ed)	917	
Library Software	KOHA	

Following are the Details of Journals

NATIONAL JOURNAL

S.No	Name of Journals	Institution/ origination	Periodicity	print by	ISSN No.
1.	Bharatiya Adhunik Shiksha	NCERT	Quarterly	NCERT	0972-5636

2.	Indian Education Review	NCERT	Quarterly	NCERT	0019-4700
3.	Journal of Indian Education	NCERT	Quarterly	NCERT	0377-0435
4.	Prathmik Shikshak	NCERT	Quarterly	NCERT	970-9312
5.	Primary Teacher	NCERT	Quarterly	NCERT	0970-9282
6.	School Science	NCERT	Quarterly	NCERT	0036-679x
7.	MERI	Management Education and Research Institute	Annual	MERI	0974-2085
8.	NEUPA (JOURNAL OF EDUCATIONAL PLANNING AND ADMINISTRATION)	National University of Educational Planning and Administration New Delhi	Quarterly	National University of Educational Planing and Administrati on New Delhi	0971-3859

9.	Edutrack	Neelkamal Publication (P) LTD Hyderabad	Quarterly (3)issue	NeelKamal Publication PVT. Hyderabad.	0970-1346
10.	University News	Association of Indian Universities, New Delhi .	Weekly	Association of India University New Delhi	0566-2257
11.	Gyanodya-The Journal of Progressive	Indian Journals.com	Half-Yearly	Diva Enterprises	0974-1801

INTERNATIONAL JOURNALS

S. No	Name of Journals	Institution	Published	Periodicity	ISSN No
1.	IJOL (Indian Journal of Open Learning)	STRIDE (IGNOU)	IGNOU	Quarterly	0971-2690

2.	IJIP (The International Journal of Indian Psychology)	Red shine Publication	Red Shine Publication	Quarterly	2348-5396
3	Journal of Teacher Education and Research	RAM-EESH Institute of Education	RAM-EESH Institute of Education	Half-Yearly	0974-8210
4.	Journal of Exclusion Studies	Indian Journals.com	Diva Enterprise Pvt. LTD	Half-Yearly	2231-4547
5.	Educational Quest- An International Journal of Education and Applied	Indian Journals.com	Diva Enterprises Pvt.	Trice a year	0976-7258

ONLINE JOURNALS

S. No	Name of Journals	Institution /Organization	Published by	Remarks
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1.	IJOL (Indian Journal of Open Schooling)	(STRIDE)IGNOU	IGNOU	<u>User Name:- blmce</u> <u>Password:- 123456</u>
2.	IJIP (International journals of Indian Psychology)	Red Shine Publication Gujarat	Red Shine Publication Gujarat	http://ijip.in/ Username : blmce Password :red@12345
3.	Journal of Teacher Education and Research	RAM-EESH Institute of Education	RAM-EESH Institute of Education	Link to IP-Address
4.	Journal of Exclusion Studies	Indian Journals.com	Divya Enterprise Pvt. Ltd	Link to IP-Address
5.	Gyanodya-The Journal of Progressive	Indian Journals.com	Divya Enterprise Pvt. Ltd	Link to IP-Address

6.	Educational Quest-An International Journal of Education and Applied	Indian Journals.com	Diva Enterprises Pvt. Ltd.	Link to IP-Address
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MAGAZINES

S. No	Name of Magazines	Language	Priority	Published by
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1.	Teacher	English	Quarterly	Australia council for Education Research New Delhi
2.	India Today	Hindi	Weekly	Manoj Sharma K-9, Connaught Place, New Delhi
3.	Reader Digest	English	Monthly	B-45,Sector 57, Noida U.P
4.	Out Look	English	Weekly	AB-10,S,J Enclave ,New Delhi 110029
5	Education Today	English	Monthly	Gulab Singh & Sons.6, Bahadur Shah Zafar Marg,New Delhi 110002

6	Bhavan's Journals	English	Forthrightly	Bharatiya Vidya Bhavan ,K.G Marg, New Delhi-110001
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News Papers

At least 5 News paper subscribing in the Library of BLMCE. These are:-

1. Hindustan Times (English)
2. The Times Of India (English)
3. The Hindu (English)
4. Navbharat times (Hindi)
5. Hindustan (Hindi)

Following Points are Work Procedure of BLMCE Library

Initiation of Acquisition

In acquisition the new books were purchased by under supervision

Following are some points of procedure of news books

1. After receiving the recommendation, find out the exact details of the title.
2. Prepare issues/purchase order by telephonic and attention male.
3. Correspondence with supplier/vender/publisher for the checking availability status.
4. After receiving the books from supplier / vender / publisher, crosschecking with purchase order.
5. Verification of discount and price which mention of the book .
6. Keep photocopying of the publisher catalogue, and from the photo copy of the invoice received by supplier from the distribution.

Accessioning

1. Enter the details of the invoice and books in accession register
2. Assign Accession number to the computer bill.
3. Entered the Library Software In KOHA
4. Pass Entries in Bill Register and Forward
5. Maintain Bill Registrar
6. Maintain Accession Register

Classifying

All books have been classified according to Dewey Decimal Classification Schedule, and conforming to some website of:-

1. Classify [.oclc.org/classify](http://oclc.org/classify)
2. D.P.L. GOV. In
3. Catalogue.loc.gov.in
4. Online Union Catalogue of Indian University.

Cataloguing

Complete bibliographical detail of each book and entered into cataloguing module database according to marc 21 standard.

1. Assigning Keyword
2. Data validation: regular editing of various access point in the database like author, title and class no etc.
3. Making analytical entries wherever needed.

Process of books

Library stamp must have each book put on the front of title page, back of the title page, on secrete page and last page.

Library Services and Activities:-

1. Circulation Service – Total Four Books for 15 Days are Issue to the student at one time .In the last page slip pasted and stamped mentioning the due date and the fine will be charged Rs 5/- per per day book from the due date till the book is returned to Library.
2. Reprography facility is available separately in the BLMCE.

Reference and Reserve Section

This section has Encyclopedia, Dictionaries, text books, references books etc. Which are only available for reference .User can make use of these resources

Journal Section

In this section Journals and magazines are available. They arranged systematically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer.

Book Bank

The Student of BLMCE can become a member of the Book Bank giving application by paying refundable membership fee of Rs 100 for the duration of course. The member of the Book Bank will be issued 4 text books for each semester.

Promila

**Librarian
BLMCE**