

RATNALAY

A JOURNEY SINCE 1970

THE CENTRAL LIBRARY

DEMOW COLLEGE

DEMOW COLLEGE LIBRARY:

A HIGHLIGHT



By Library Staff

HISTORY

- The library of [Demow College](#) has been considered an important and indispensable part of the institution since the setting up of this college ([1970](#)).
- The [library](#) had no separate physical existence till 1997. With a very limited collection and insufficient infrastructure the library started to develop since 1997 with separate existence.
- The [student union](#) of the college donated their share from the fund collected for Swaraswati puja for purchasing of books. The surrounding tea garden proprietors had also contributed for building up the collection of books.

CONTD...

- **After having UGC registration in 1998 the college got ample opportunity for development of the library.**
- **Technology added to the library in 2001, the SOUL 2.0 software was installed parallel to the internet in 2004.**
- **In 2015, the library building has been extended to double storied having facilities for different groups of users with the sections- text book, periodical, reprographic, internet, reference etc.**

CONTD...

- **N-LIST (National Library and Information Services Infrastructure for Scholarly Content) service has also been added to the library.**
- **3 and 6 months self financed short term computer course namely CLP (Computer learning Programme) intending for increasing the rate of computer literacy among the students has been introduced.**
- **Subsequently the library of Demow College has been renamed as 'RATNALAY' as per resolution adopted in the G.B. meeting held on 26/03/2024.**

VISION & MISSION

- *VISION*
- **To fulfil the need of every user by rendering manual as well as machine based services efficiently and timely.**
- **To make provision for rare document section where scientifically and systematically the ancient manuscripts will be preserved.**
- **Proper documentation in every aspect of collection.**
- **Effective use of technology in different services including management of library.**

CONTD...

- **To render the service for children in section/corner or public at one particular time**
- **Providing service to rural areas by extending awareness programme intending to make them information literate.**
- **To support the research scholars by providing proper information and guide.**
- **To make the library building attractive by outside and inviting from inside.**
- **To set up an ideal library in context with services required by different types of users.**

- ***MISSION***

- Supporting the basic objectives of parent institution by rendering the services like required books/document/information to its clientele on demand or in anticipation of demand.
- Making a close relationship in between students and books/journals/documents.
- Making some arrangement for building relationship among students, books and teacher (along with library personnel as guide).
- Converting the potential users of the library into the habitual users by rendering LOC.

CONTD...

- **Providing extension services by holding group discussion, meeting, popular talk etc. at library and holding some awareness programme at outside the college.**
- **Enhancing the rate of information literacy among library users.**
- **Promoting the users of library as technologically sound at par with outside world.**
- **Processing for converting the right documents into digital format.**

INFRASTRUCTURE

AND

RESOURCES

INFRASTRUCTURE

Area of the entire building : (i) Total length of the old building = 43 fts.

Wide of the old building = 37 fts.

(ii) Total area of the old building = 1591 sq fts./484.93 sq mts.

(iii) Total area of the new building (both floors) = 3,472 sq fts./1058 sq mts.

(iv) Total area of the entire building = 4924 sq fts./1510sq mts.

(v) Area of Reading room (old) = 114.60 sq mts. New = 120 sq mts.

(vi) Total area of Reading room = 234.6 sq mts. (old+new)

(vii) Area of Stack (old) = 160.32 sq mts., new = 120 sq mts.

(viii) Total area of stack = 280.32 sq mts.

(ix) Total seat capacity = 60 +15

(x) Area circulation = 111sq fts.

(xi) Area of Librarian's room = 111 sq fts.

(xii) Area of property counter = 111sq fts.

DIFFERENT SECTIONS/ AREAS

- **Ground Floor**

- A.
 - i. Property counter
 - ii. Circulation
 - iii. Librarian's Room
- B. Text book section (Stack Area) with reading provision
- C. Periodical section
- D. Reprographic Section cum Teachers/Scholars Reading Area
- E. Internet cum Digital section (Provisioned with Computer Learning)

- **First Floor**

- F. Reference Section
 - i. Stack area with Reading provision
 - ii. Group discussion area

TECHNOLOGY

- **Computer system- 33 nos**
- **SOUL 2.0/KOHA**
- **Barcode scanner**
- **LAN with Browser (OPAC) and circulation**
- **Internet connection (Unlimited) with Wifi**
- **Mi Board with Digital Visualiser**
- **Projector**
- **Digital Scanner**
- **Photocopy machine- 1 nos**

RESOURCES

- *Manpower*
- **Dr. Wakidur Rohman, MLISc., LL.B., Ph.D.**
Librarian
- **Chayarani Kachari, MCA**
Library Asst. Cum Computer Teacher
- **Nikumoni Borgohain, M.Lib.I.Sc**
Library Asst.
- **Jibon Gogoi**
Library Bearer

LIBRARY ADVISORY COMMITTEE OF DEMOW COLLEGE

Chairperson:

Dr. Krishnajyoti Handique, Principal

Ex-officio secretary:

Dr. Wakidur Rohman, Librarian

Senior Faculty:

Mr. Pabitra Gogoi, Vice- Principal

Members of the Committee:

- 1. Juri Kotoky**
- 2. Deepa Sarmah**
- 3. Mondira Mohan**
- 4. Dr. Lengdon Chetia**
- 5. Palash Sarma**
- 6. Dulurani Phukan**
- 7. Upen Gogoi**

DETAILS OF COLLECTION (ONLY ADDITION)

Library Holdings	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2023-2024	
	No	Value	No	Value	No	Value	No	Value	No	Value	No	Value
Text Books	10554	1314135	11279	1393766	11279	1393766	11279	1393766	11279	1393766	11279	1393766
Reference Book	1820	732635	1820	732635	1820	732635	1820	732635	1820	732635	1820	732635
E-Books							80409		80409		80409	
Journals/ Periodicals	13						13		11		12	
E-Resources							3828		3828		3828	
Any-Other							20					

DETAILS OF COLLECTION(PURCHASE)

Year	Existing Books		Newly Added		Total	
	Books	Expenditure	Books	Expenditure	Books	Expenditure
2018-2019	10554	1314135	725	79631	11279	1393766
2019-2020	11279	1393766			11279	1393766
2020-2021	11279	1393766			11279	1393766
2021-2022	11279	1393766	4	860	11283	1394626
2022-2023	11283	1394626			11283	1394626
2023-2024	11283	1394626			11283	1394626

FUND GENERATION

1. CLP (Computer Learning programme)

- Rs.2,56,500/- generated from 2016-2024
- Rs.1,64,500/- generated from last five years

1. Over dues and Xeroxs

- Rs. 1104/- from 2016-2017

SERVICES & FACILITIES AVAILABLE AT PRESENT

- **Books lending service** for students of every particular class thrice a week.
- **Automated circulation & OPAC**.
- **Reading facilities** at adjacent part of text book section.

Contd...

- Separate periodical section with reading facility.
- Separate reference section with reading facility.
- Book Bank service
- Availability of information sources at North-East Collection
- Separate provision for discussion/meeting/talks etc.

CONTD...

- Separate reprographic section. Services rendered by Photocopier machine
- CCTV surveillance available at different corners
- Separate section for Internet and digitization process. Wi-Fi is available at library.
- Computer Learning Programme (a six months/ self financed course) has also been running at computer lab of the library. The classes are being held with the help of smart board and digital visualizer.

CONTD...

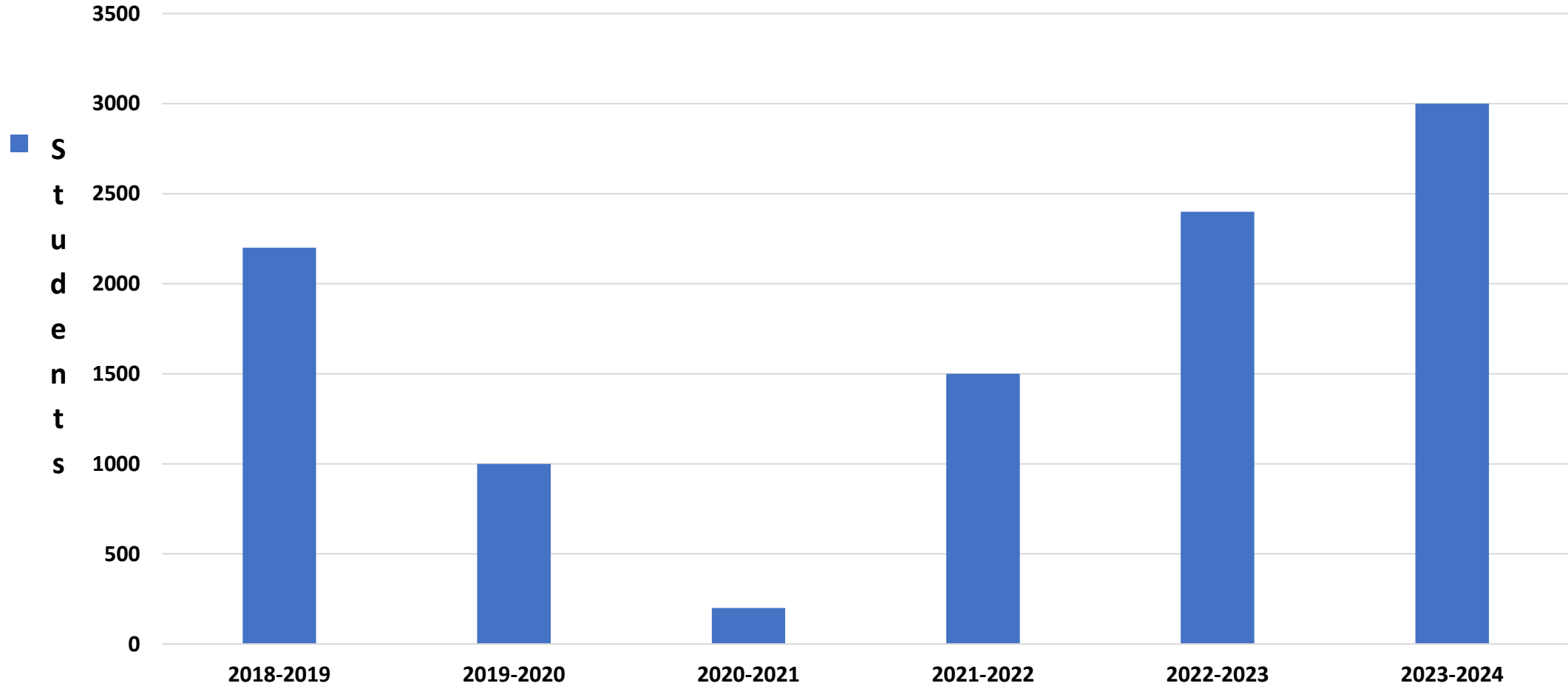
- **N-LIST (National Library & Information Services Infrastructure for Scholarly Content) service is also available at library.**
- **Apart from the library orientation classes at degree & H.S classes, the library has regularly been rendering extension service at surrounding educational institutions.**
- **Best Reader Award.**
- **News Letter Publication from Library**

STRATEGIES ADOPTED FOR ENHANCING THE READING HABIT:

- **Orientation class holding at the different point of time among different level of students, particularly with new comers**
- **Provision of *Best Reader Award***
- **Organising extension work through '*Let us Read*' programme in different educational institutions of surrounding area**
- **Holding programmes by '*Readers Club*' in different occasions to promote the study for their reading habit**

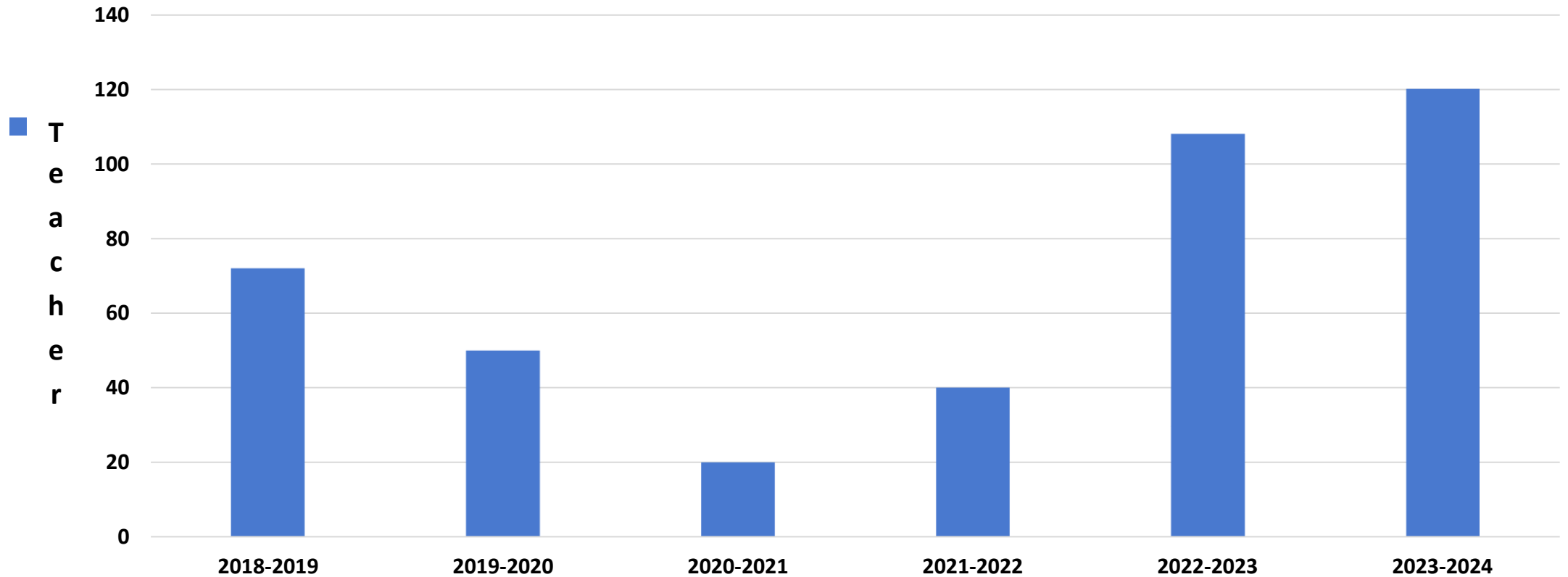
GRAPHICAL REPRESENTATION OF LIBRARY USERS IN AVERAGE(PER MONTH)

Students footfalls per month over last 6 years



GRAPHICAL REPRESENTATION OF LIBRARY USERS IN AVERAGE(PER MONTH)

Teachers footfalls per month over last 6 years



PRESENT SUBSCRIPTION

JOURNAL(POPULAR)	JOURNAL(RESEARCH)	NEWS PAPER
Prantik	University News	The Assam Tribune
SportStar	Economic and Political Weekly	Amar Asom
Pratiyogita Darpan	Kurukshetra	Times of India
GNRC Sasthya	Prakash	Employment news (Discont..)
India Today	IASLIC Bulletin	
Competition Success Review	The Heritage(Multilingual)	
The week (Discont..)		
Gariyoshi (Discont..)		
Frontline (Discont..)		

Activities of Demow College Library(last 6 years)

Sl. No	Date	Name of Activities	Details of Activities
1	06/04/2017	Library Advisory Committee (LAC)meeting	The meeting presides over by Mr. Anil Borgohain, V. P.,resolves to select Best reader award to Mr. Babul Masua, a student of English,6 th sem.,etc.
2	10/08/2017	Inter class Quiz Competition	The programme conducted to follow New India Manthan Programme-2017.
3	13/08/2017	Extempore Speech Competition	The programme conducted by Library well assist by faculty members and select Bhaskar Hazarika, student of 1 st sem as first and the 2 nd position obtained by Prasanta Saikia, 1 st sem.
4		Regular Library Orientation Classes(LOC)	Basically the classes are taken to the students of HS 1 st year and 1 st semester students in general.

CONTD...

Sl. No	Date	Name of Activities	Details of Activities
5	26/08/2017	Extension service at Dhai Ali Joirapar M. V. School, Sivasagar	Delivered speech on how to create/increase reading habit, need and importance of library among the people of rural inhabitants etc..
6	14/09/2017	Extension service at Maharani Adarsha Janajati Hogh School, Rupahibam	Delivered speech on how to create/increase reading habit, need and importance of library at educational institutions, how can a book change the life of a person.
7	21/09/2017	Extension service at Baruah Changmai Chahjanajati High School	Inspired the students, other staff members by delivering speech on importance of reading books, significance of library services at schools etc..

2018-2019(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Orientation Classes	The classes held among the students of Higher Secondary and B.A 1 st semester.
2	26/10/2018	Library Advisory Committee (LAC) Meeting	Basically discusses the issues on Best Reader Award (2018-19) and Computer Learning Programme(CLP).

2019-2020(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Orientation Classes	Served and inspired the students through off line and online classes on how to continue their reading habit .
2	06/11/2019	Library Advisory Committee (LAC) Meeting	Discussed on Various issues of library problems, services, CLP etc.

2021-2022(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Aware services	Served and inspired the students to continue their reading habit in post-covid situation .
2		Library Advisory Committee (LAC) Meeting	Discussed on Various issues of library problems such as disrupted power supply, insufficient collection and infrastructure development etc.

2022-2023(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Aware services	Classes to the students of 3 rd sem/4 th sem. on Library and Information Science as SEC, and essential awareness among the students.
2	03/12/2022	Library Advisory Committee Meeting	Discussed on various issues of library such as selling of old news papers, renewal of N-LIST, repairing of roof at 1 st floor, library building.
3	28/02/2023	Speech on Library technology, networks, resources and its use etc. at Bir Lachit Borphukan College, Sivasagar	Delivered a speech on use of modern library by a college student, on INFLIBNET, different functions provided by a library important for a college students etc.

2023-2024(April-March)

Sl.No	Date	Name of Activities	Details of Activities
1		Library Aware services	Classes to the students of 3 rd sem/4 th sem. on Library and Information Science as SEC, and essential awareness among the students.
2	27/04/2023	Library Advisory Committee Meeting	Discussed on various issues of library such as purchase of books, research journals, updation OPAC to Web-OPAC, SOUL2.0, change of fee for CLP students etc.
3	28/04/2023	Extension service at Rupahibam MV School, Udoipur, Demow, Sivasagar	Delivered a speech on how to grow reading habits, how to grow efficiency through acquiring required skills in life style, etc.. Provided 10 nos. of useful books for library.

CONTD...

Sl.No	Date	Name of Activities	Details of Activities
4	12/08/2023	Observation of National Librarian's Day	On the occasion of 131 st birth anniversary of Dr. S.R. Ranganathan, father of Library Science in India , a programme was held, delivered speech on significance of the day, felicitated Sri Jibon Gogoi, a library grade IV personnel for his untiring service, inspired the programme by participating faculty members.
5	18/08/2023	Extension service at Khangia T.E. Modal School, Demow, Sivasagar	Delivered a speech how to utilise time when at school by arranging library in their won classes, arranging their assignments, how can they help people of neighbouring society, , negative effects of using mobile phone etc.
6	23/08/2023	Projector displaying the event of landing Chandrayaan-3 on Moon	The entire travelling and moment of landing the Chandrayaan-3 on Moon had been well enjoyed by the entire college fraternity with local youths. The programme organised at the computer laboratory in library.

CONTD...

Sl.No	Date	Name of Activities	Details of Activities
7	29/08/2023	Extension service at Bamrajabari High School, Bamrajabari, Demow, Sivasagar	Extends the service to the students, faculty staff by delivering a speech on need of well organised school library, how can it help in their knowledge and wisdom required to have efficiency in day to day life, in academic issues and problems etc.
8	10/10/2023	Awareness Programme at Bhimpowa High School, Udoipur, Demow, Sivasagar.	An awareness programme in association with NSS unit of Demow College, basically on health and hygiene among girls, reading habits etc. Distributed 100 sanitation pads among the girls of the school.
9	22/01/2024	Library Advisory Committee Meeting	Discussed on selling of old news papers, book purchase, KOHA installation , Book faire etc

CONTD...

Sl.No	Date	Name of Activities	Details of Activities
10	25/01/2024	Let Us Read (Extension Service) Programme at Attabari Higher Secondary School, Attabari	A programme was held to make the students informed on why to read, how to read, how a library can help in fulfilling their dreams. Member of Science Society, Demow branch, 3 other faculty members were also present and delivered their speeches.
11	08/02/2024	Let Us Read (Extension service) programme at Dikhari T.E. Model School, Dhemechi	A programme was organised by the library in association with faculty members and the school authority to aware the students for increasing their reading habit and few other related current issues.

- The Library Audit held on 23/09/2024
- It audit period covers 2019-2024
- Audited by Dr. Pankaj Kr. Nath, Librarian (Associate), Gargaon College, Sivasagar.

IMAGES OF THE
LIBRARY

In 2000, Library Scenario



Extension Service in 2000



Extension Classes Inside College



Contd...



Contd...



Contd...



Extension Classes Outside the College



Contd...



Contd...



Inter Class Quiz Competition



Contd...



Smart Classes



Contd...



The First Batch Computer Learning Programme

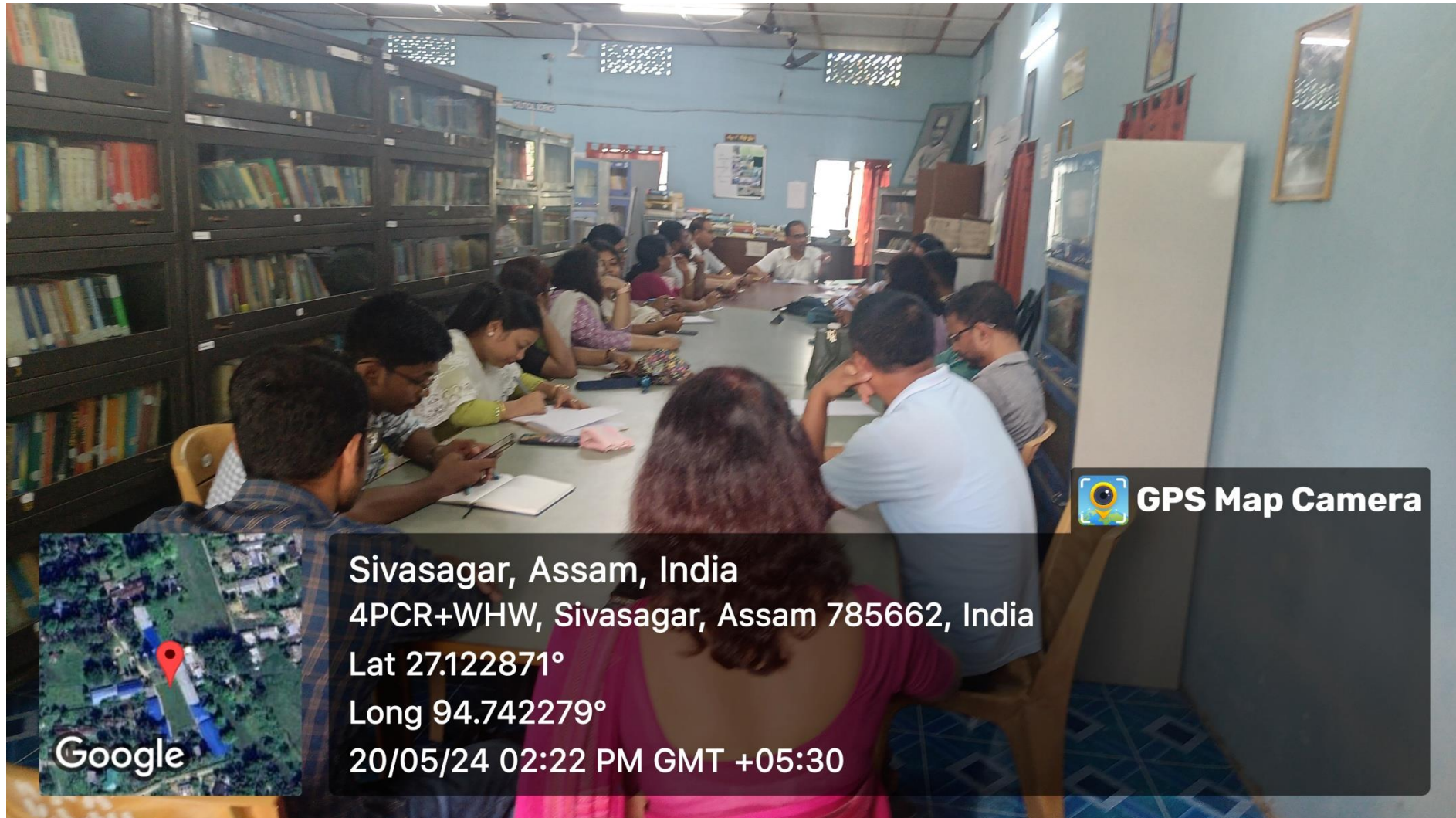


An image of receiving cloth at Library for Cloth Banking Service



Sivasagar, Assam, India
4PCR+WHW, Sivasagar, Assam 785662, India
Lat 27.123015°
Long 94.742051°
31/05/24 11:48 AM GMT +05:30

An image of staff meeting at library



An image of discussion with teacher and students at library



An image of CLP batch -2023 with staff

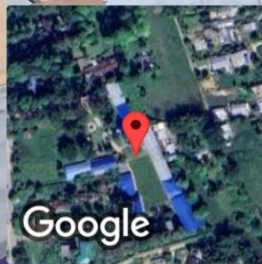


 **GPS Map Camera**

Sivasagar, Assam, India
4PCR+WHW, Sivasagar, Assam 785662, India
Lat 27.122888°
Long 94.74211°
14/05/24 02:14 PM GMT +05:30



An image of class of CLP at library



Sivasagar, Assam, India
4PCR+WHW, Sivasagar, Assam 785662, India
Lat 27.122916°
Long 94.742219°
14/05/24 01:39 PM GMT +05:30

An image of present Library Staff with the Honourable Principal



An image of Readers at Periodical section



Let Us Read an extension programme at Dikhari Model School



An image of discussion with students by Readers' Club at library



An image of enjoying (at Library) ChandraYaan landing at Moon



An image of extension service at neighbourhood school



Library Audited for 2019-2024 period, by Dr. Pankaj Kr. Nath, Librarian (Associate), Gargaon College



*If you have a Library and a
Garden you have Everything
you need.*

-Marcus Tullius Cicero

THANK YOU