

**Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College**

**Year: July 2015- June 2016**

**Submitted by-**

**Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College**

1. Collections-

No.	Type	Total
1	Total Collection	41989
2	Subject Books	37259
3	Reference Books	1321 + 3409 = 4730
4	Journals & Periodicals (J- 09 /P-11 )	20
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CDs/DVD	43
9	COHSSIP	528
10	North East Collection	503 + 2 = 505
11	Rare Collection	351
12	Biography	213 + 2 = 215
13	Reports/Directory/Almanacs/Surveys/Rules	161
14	Sankardeva Collection	56
15	Rasanawali etc	273 + 4 = 277
16	Novels etc	307 + 6 = 313
17	Dictionaries	215
18	Encyclopaedias	362 + 1 = 363
19	Political figures	425
20	Natural Resource Management (NRM)	248
21	Ph. D Thesis	06
22	MRP Reports	15

Sl. No. 9-19 = 3409

## 2. Subject Wise Collection-

No.	Subject	Previous Text	Added	Reference	Added	Total
1	Assamese	5733	89	230	9	6061
2	Bengali	2462	25	117	3	2607
3	Economics	2264	13	118	--	2395
4	Education	2834	60	100	5	2999
5	English	4863	13	129	1	5006
6	Environmental Studies	309	06	--	--	312
7	Geography	2213	08	79	1	2301
8	Hindi	3361	75	52	3	3491
9	History	1896	38	81	1	2016
10	Mathematics	1717	08	31	--	1756
11	Philosophy	2529	14	81	--	2624
12	Political Science	3399	37	107	2	3545
13	Sanskrit	2607	03	168	--	2778
14	Statistics	485	00	03	--	488
15	Home Science	191	00	--	--	191
16	Computer Science	07	00	--	--	07
		36870	389	1296	25	38580

Total text = 36870 + 389 = 37259

Total ref. = 1296 + 25 = 1321

3. Library Holdings (July 2015- June 2016  
Total :( 426) from- 41563-41989

Sl. No.	Subjects	Text (Added)	Reference (Added)	Total
01	Assamese	89	09	98
02	Bengali	25	03	28
03	Economics	13	--	13
04	Education	60	05	65
05	English	13	01	14
06	Environmental Studies	03	--	03
07	Geography	08	01	09
08	Hindi	75	03	78
09	History	38	01	39
10	Home Science	--	--	--
11	Mathematics	08	--	08
12	Philosophy	14	--	14
13	Political Science	37	02	39
14	Sanskrit	03	--	03
15	Statistics	--	--	--
16	Encyclopaedia	01	--	01
17	Dictionary	--	--	--
18	Biography	02	--	02
19	North East	02	--	02
20	Novels	06	--	06
21	Rachanawali	04	--	04
22	Rules	--	--	--
23	Sankardev Collection	--	--	--
		401	25	426

4. Total Number of Journals & Periodicals

No	Title	Category
1	Economic & Political Weekly	Periodical
2	Gariyoshi	Periodical
3	National Geographic	Periodical
4	Careers	Periodical
5	Down To Earth	Periodical
6	Outlook	Periodical
7	Desh	Periodical
8	Prantik	Periodical
9	Competition Refresher	Periodical
10	Priyo Sakhi	Periodical
11	Career Guide (Assamese)	Periodical
12	Barah Utharah (12/18-Assamese)	Periodical
13	Hariganddha	Periodical
14	Samakalin Sahitya Samachar	Periodical
15	University News	Journal
16	South Asia Politics	Journal
17	The Heritage	Journal
18	Prabuddha Bharata	Journal
19	Journal of Indian Art History Congress	Journal
20	The Indian Journal of Political Science	Journal
21	Samakalin	Journal

5. Total Number of News Paper

No	Name of the Paper	Language
1	Employment News	English
2	The Assam Tribune	English
3	The telegraph	English
4	Amar Asom	Assamese
5	Dainik Asom	Assamese
6	Sentinel	Hindi
7	Ananda Bazaar Patrika	Bengali

6. Issue & Return of Books: - Teachers

MONTH	ISSUE	RETURN
July	00	00
August	61	74
September	55	32
October	27	41
November	30	33
December	29	19
January	54	53
February	45	51
March	75	97
April	123	82
May	114	73
June	26	25

7. Issue & Return of Books: - Students

MONTH	ISSUE	RETURN
July	216	634
August	1021	616
September	665	508
October	546	346
November	394	248
December	119	642
January	461	1024
February	722	942
March	1204	935
April	3372	1498
May	1270	1122
June	711	2191

8. Number of Visitors (July 2015- June 2016):-

Month	Faculty Members	Students	Outsiders
July	09	62	92
August	166	6522	52
September	130	6310	10
October	92	3214	06
November	110	2110	06
December	104	974	00
January	14	431	02
February	97	2241	02
March	352	3962	02
April	120	2181	03
May	247	2246	02
June	211	1926	03

9. Number & Value of Reading Materials (July 2015 – June 2016)

Category	Existing		Newly Added/ Existing		Total	
	Number	Value	Number	Value	Number	Value
Text Books	38158	4477223.00	422	90863.00	38580	4568086.00
Reference Books	3404	1009350.00	05	6040.00	3409	1015390.00
e-books	07	--	07	--	07	--
Journals	19	60197.00	09	4195.00	09	4195.00
Periodicals	11	14620.00	11	--	11	14620.00
CD/DVD	43	--	43	--	43	--
Manuscripts	75	--	--	--	75	--

10. Facilities available:-

- I. As regard to computerization and administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II. Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice
- III. Separate Reading Rooms for the teachers and the students: - The student's reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV. Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs
- V. Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed
- VI. A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII. Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books
- VIII. Separate Library Notice board for the users along with a complaint box for the library users.
- IX. OPAC is open to the users and they can browse for the presence or absence of a book.
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College



## Library Audit Report: 2015-2016

### 1. Library staff and Maintenance of the library:

The library is maintained by 4 no. of staff both regular and casual to look after the workings of the library and is kept open from 9:30 AM to 4:00 PM on all working days.

### 2. Infrastructure:

The library is housed in a 2 storied building where the ground floor houses the librarian's chamber, stack room, counters and other utilities. The first floor comprises the reading rooms of the students and the teachers.

### 3. IT infrastructure:

The library has the following structures for the users: -

I. Computers	2 nos.
II. Printers	1 no.
III. CC Camera	2 no.
IV. Software	1 no. (SOUL)

### 4. Facilities:

Apart from its normal services such as circulation, reference and xeroxing, the library has cataloguing and classification system to direct the users to the source. As the library practice open access system, the users can directly go to the stack and retrieve the books of their choice.

## Observation and Suggestions:

Following observations were made and suggestions were put forward by the members-

- 1) Observations were made on the collection of the library and it has been suggested that procurement of more books are to be made
- 2) The reading room lacks proper furniture and as such new furniture should be procured so that the users attracted towards the library.
- 3) SOUL software is being used for house keeping operations but there is a need for remote access.
- 4) The question papers and the manuscripts should reach the users and steps should be taken to upload these materials for the user community.

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*Mina Baruah*  
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*Amiya Patar*  
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**Action taken:**

1. More number of books have been procured for the users
2. Apart from SOUL software, steps were taken to procure other software for uploading of information resources