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Best practice in rural college Libraries

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Introduction:-

ICT (Information and Communication Technologies) have impact on the functioning of college libraries. There is global change in libraries by using ICT and expectations of users are increase from college Libraries. To satisfy the end user college libraries need adopt good practices. The article throws light on the various best practices to be followed in College Libraries. This article covers its definition & meaning.

Best practices can reduce cost and improve quality. These practices will help to develop good environment among the user. Best practices are play a vital role to improve standards of education in colleges libraries. The paper provides a few examples of the best practices experienced in libraries in different situations

Best Practice: - Definition

"Best practices are guidelines which are used to obtain the most efficient & effective way of completing a task using repeatable & proven procedures." According to webopedia.

"Best practices as a quality of high standard, excellence, highly improved outstanding par excellence service". Oxford Advanced Learners Dictionary.

"Best practice may be innovative and be a philosophy, policy, strategy, program, process or practice that solve a problem or create new opportunities and positively impact on organizations. Institutional excellence is the

aggregate of the best practices followed in different areas of institutional activities. "According to National Board of Accreditation and Assessment (NAAC).

"NAAC developed a set of best practices followed in college libraries and presented under the following four broad areas:

- 1. Management and Administration of Library.
 - 2. Collection and Services.
 - 3. Extent of User Services.
 - 4. Use of Technology.
- · General Best Practices in college libraries :-Following are the routine library practice.
 - 1) Neat & cleanness in library premises.
- Provide question sets, of previous examinations and syllabus to student.
- 3) Provide Library Information in prospects & College Websites.
 - 4)Use Library software in library.
- 5) Pasting of barcode, spine label and stamping on the books.
- 6) Binding of books & periodical Volumes.
 - 7) Library Calendar of Activity & Events.
- 8) Facility for new arrivals among various departments and students.
- Display of various library photos, Charts and information.
 - 10) Library Advisory Committee Meeting.
- 11) Book demand facility for student and staff.

12)information literacy programme for students and staff.

· Other Best practices in college libraries

A library in order to survive should acquire resources which are useful to users in present as well as these will be in future too. The question of goodness is not only related to efficiency and effectiveness of the process, but also adaptability and responsiveness of the library to its environment. Different organizations have different set of indicators to judge the quality of the library. And these indicators

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should have amalgam of both-traditional library operations and ICT base services.

Here following are the best practices which is to be adopted in College libraries.

1. Book Exhibition :-

Arrange book exhibition of rare books, newly added books of the library. This will attract user to library.

2. New arrival :-

Putting the list of newly available books on notice board student could demand for those new books.

3. Library Information Broachers:-

To creating awareness about the services & collection of the library .

4. Special deposits scheme:-

To provide facilities of Library to outsiders. To ensure optional use of the collection and services. On deposit base.

5. Without Deposit Scheme:-

Provide books to student and citizens in summer and Diwali vacation without taking any deposit from them but guaranty of staff members will be must.

6. Ask A Librarian:-

Provide online answers of question to student by using Webpage.

7. Use of Face book and e-mail:-

To provide library new arrivals, job information, videos of lectors, other information can collect students and teachers e-mail id and face book account to spread information to users.

8. Use of WhatsApp:-

Create whatsApps group of student and teacher and spread library information like new arrivals, job information, videos of lectors, other information for good service.

9. Internet access facility:-

Access to current and comprehensive information. Provide an air-conditioned computer room with computers with broadband connection to the students and teachers.

10. User feedback practice through different formats:-

Collect user feedback by using suggestion box, feedback forms and book recommend book also kept at stack room to improve library services.

11. Digital repository through library website:-

Create the digital center of the faculty publications, Library has installed a web server for creating different repositories. It is proposed to create other repositories also. Provide information to student and faculty.

12. Inter Library Loan:-

Provide books and services to other College and public library under inter library loan facility.

13. Earn while learn programme:

Library has several part-time jobs for the students to work in the Library under earn while learn program.

14. Compact storage of less used collection:-

Every Library have its less used collection. Separate the less used collection and shift it to compact shelving.

15. User Education (Information literacy programme):-

To orient the newly enrolled library user to the facilities and service provided by the library.

To provide guidance on accessing, electronic databases to faculty and students.

16. Information Literacy Program to fresher:-

To acquaint the new students in understanding the services the library provides them.

17. Library best user award:-

To attract more students to visit the library and use the resources. On the base of data and the observations of the librarian one best user award can give to the student who has made maximum use of the library.

18. Other library visit for Library Staff:-

The library staff member are taken for a one-day visit to other College libraries to study their functioning. To improve their services.

19. Maintenance of library areas:-

Maintain cleanliness inside & and outside the library and provide suitable atmosphere for reading and searching to reader.

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Conclusion :-

Best practice means enhancing the existing function. Use of technology in designing and delivering the information products and services is always made good results. Adopting new techniques and tools in imparting user education may be of best practice in extent of use of library services.

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Small scale and Cottage industries in rural India

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Abstract:

"A New Vision towards the Small scale industries."

A cottage industry is a small-scale, decentralized manufacturing business often operated out of a home rather than a purpose-built factory. Cottage industries are defined by the amount of investment required to start, as well as the number of people employed. They often focus on the production of labor-intensive goods but face a significant disadvantage when competing with factory-based manufacturers that mass-produce goods.

India has rightly been described as the land of agriculture. Agriculture is highly confined to the rural areas of the country. It has been noted that rural areas have been playing a vital role in strengthening the economic development of India by paving the way for small-scale industries and cotton industries. Also, the Government of India is promoting the small-scale industries by its policies. The theme of Small scale industries and cottage industries has been continuously growing within the roots of India. Introduction:

What are Small-scale & Cottage industries? Basically, cottage industries and smallscale industries are two very similar terms with a minute difference or distinction between them. Cottage industry is the one which is owned, operated and managed by the members of a family. On the other hand, small-scale indus-

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