

## **Mannaniya College of Arts and Science Library**

The Mannaniya College of Arts and Science Library is an integral part in accomplishing the academic mission of the college. The Library provides adequate and comfortable physical amenities to support the Teaching Learning activities as well as the Research requirements of the academic community.

### **Mission**

The mission of our college library is to support academic excellence of our institution by providing access to diverse resources, supporting innovative research and learning, promoting information literacy, ensuring equitable access to resources and preserving institutional heritage. Through collaboration and the integration of the emerging technologies, we strive to adapt to the evolving needs of our academic community and contribute to their intellectual and personal growth.

### **Vision**

The vision of Mannaniya College of Arts and Science Library is to be a leading centre of academic excellence and innovation by providing state-of-the-art resources and fostering an inclusive collaborative environment that empowers the user community to achieve their educational and research goals and holistic development.

### **About the Library**

Mannaniya College of Arts & Science Library was established along with the inception of the college in 1995 and was named as Rai-suk Ulma M Shihabudeen Moulavi Library.

The Library provides adequate and comfortable physical amenities to support the Teaching Learning activities as well as the Research requirements of the academic community.

Library has been effectively functioning in a well-furnished spacious hall, with an area of 2200 square feet with a seating capacity of 100 users. In order to satisfy the varied academic and extracurricular needs of both students and teaching fraternity, the library provides a large variety of teaching and learning materials. In addition to supporting the new curricular and instructional programs, the library also encourages reading for pleasure, personal growth and sharpening of intellectual curiosity. By providing access to a wide range of information resources and services, MCAS Library is facilitating academic excellence in the institution; serves as a hub of learning, intellectual growth, fostering a love for reading, research and lifelong learning.

The library functions under the adept guidance of an Advisory Committee consisting of nine members and chaired by the principal Prof (Dr) P Nazeer. Its meetings are held promptly in a periodical manner, to review the status or effectiveness and to receive suggestions for improvements, so as to undertake new initiatives, if needed.

### **Library Infrastructure**

Library Infrastructure typically consists of various components that work together to provide access to information and resources. The components include

#### **Physical Space:**

Library is functioning in a well furnished spacious hall with an area of 2200 square feet with 100 seating capacity consisted of reading area, stack area and Digital Library

### **Technological Infra structure**

The Technological Infrastructure of the Library includes computers with workstations and internet. An Internet Browsing Centre attached to the library has a number of computers with Wi-Fi access. These components help to manage resources, provide access to information and enhance overall user experience.

### **Library Infrastructure**

Library Infrastructure typically consists of various components that work together to provide access to information and resources. The components include

#### **Physical Space:**

Library is functioning in a well furnished spacious hall with an area of 2500 square feet with 100 seating capacity consisted of reading area and stack area and Digital Library

### **Library Resources**

Library resources refer to the human resources, Library materials and services available in a library that support teaching, learning, research and other information needs of the user community. These resources include books, journals, databases, computers, study/reading spaces and assistance from library professionals.

Human resource is the most important asset in a college library for the efficient administration, management and catering of diverse information needs of the academic community. Professional manpower is required to achieve the goals and objectives of the Institution, Mannaniya College of Arts & Science Library headed by Library Professional with high academic and professional qualifications as per UGC norms. Librarian supports teaching, learning and research activities by providing access to scholarly resources, assisting with literature searches, providing instruction on using NLIST- E Resources and offers guidance on citation styles and copyright issues.

#### Library Staff

Name	Designation
Dr Sofiya A, B.Sc, BEd, MLISc, NET, PhD	College Librarian (UGC)
Sulfiker S	Library Assistant

#### Library Collection/ Materials

The Library is a repository of excellent collection of text books, a wide range of reference books such as general and subject encyclopaedias, language and subject dictionaries, self helping and motivational books, literature books, books for civil service and other competitive examinations and for general reading. Library subscribes to dailies, Periodicals and journals and holds separate book collections under *Career Corner* for Competitive Exams, *Walk with a Scholar* and *Scholar Support Programs* are there for the concerned users. As per the stock verification March 2023, library has good collection of total 11,923 books and are arranged as subject wise according to Dewey Decimal Classification Scheme.

#### Library Management System ( LMS)

The library is automated with an Integrated Library Management Software,

LIBSOFT with OPAC (Online Public Access Catalogue) facility. The software used to manage the library's operations such as classification, cataloguing, the system by which library materials are organized and labeled, making it easier for users to locate items. Library has Web OPAC and its link <http://mcas.libsoft.org> is provided in the college website. The OPAC enable the users to

search books and other materials by author, title, subject, publisher, keyword, call number and accession number.

### **General Periodicals and Scholarly Journals**

Periodical refers to any publication, that is issued regularly such as daily, weekly, monthly or quarterly. These publications include newspapers, magazines and journals. They provide current information on wide range of topics and are valuable sources of research and staying updated on varied subject areas.

MCAS Library has subscribed a good number of periodicals and scholarly journals for providing up-to-date information, research findings and perspectives on various subject areas to the academic community. Scholarly journals provide valuable insight into current research and developments.

### **E- Resources**

#### **INFLIBNET N-LIST**

The college library subscribes to the N- List programme i. e. ( National Library and Information Services Infrastructure for scholarly Content ) of INFLIBNET funded by the Ministry of Human Resources Development. This is a College component of the e-ShodhShindhu Consortium with access to 6,000+ journals, 1,99,500 + e-books under N-LIST and 6,00,000 ebooks through NDL. It covers all subject areas like Humanities, Social Sciences, Chemical Sciences, Biological Sciences, Law, History, Political Sciences, Linguistics, Literature etc. The remote access to the N LIST resources is provided to the users by creating login ID and password.

### **Library Services and Facilities:**

Library offers following services to its users for effective and scientific use of its resources.

- **Book Lending Service**

Following facilities are offered.

- Membership registration,
- Issue /Return/Renewal of Books,
- Collection and Remittance of overdue charges and fine charges,
- Reservation of Book,
- Reminders for overdue books, and

➤ Issue of No dues certificates

- Reference Services
- Question paper Archives
- News Archives
- Reprography (printing & photocopy) Service
  
- Online Document Delivery Service
- OPAC
- E- Newspaper Clipping Service
- Library User Orientation (Library Tour)
- Current Awareness Service
- Career Support Service
- Literature Service for Visually Challenged
- Research Assistance
- Open Access
- Members can be used Online Book Reservation/ Renewal facility by whatsapp or E-Mail [mcaslibrary2021@gmail.com](mailto:mcaslibrary2021@gmail.com)

## **Membership**

Library offers membership to all enrolled students, faculty members and non teaching staff of the college .

## **Library Rules**

- All the members of the staff and students of the college are members of Library .
- The library will remain open from 9.30 AM to 4.30 PM on all working days including vacation and Saturdays except holidays declared by the Government
- Students should produce their identity card, while entering into the library and books will be issued only on production of identity cards

- All members should be entered their name and signature into the Gate Register kept at the entrance counter, before entering.
- Strict silence should be observed in the library, members shall not bring their personal belongings such as umbrellas, bags, tiffin carriers etc are not allowed to be kept in the library .Smoking, sleeping and indecorous behaviour are prohibited inside the library.
- The use of mobile phone is restricted to academic purpose only.
- Books from Reference Section shall not be taken outside the library
- Sub-lending and transferring of books to other person's name are not allowed.
- No outsider is permitted inside the library without valid permission from the principal
- Number of books a student can borrow at a time from the library

Degree Level	3 books	14 days
Post Graduate Level	5 books	14 days

- A member of the teaching staff is allowed to borrow **Ten books** at a time from the library
- Members of non-teaching staff are allowed to borrow **Three** books at a time.

Teaching Staff	10 books	14 days
Non - Teaching staff	3 books	14 days

- Failure to return a book on the due date, entails the member to pay a fine of **One Rupee** per day of delay for each book.
- Book reservation facility is available, members can reserve one book at a time.

- Absence from college will not be accepted as an excuse for not returning the books in time
- All books should be returned in time for the annual stock verification in March every year
- A member of the staff who takes leave must return all the books borrowed from the Library before proceeding on leave
- Disfiguring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held as serious damage to books and in such cases they are either to be replaced by new copies or get bound by borrowers as the case may be.

- No dues Certificate

Each students/Staff obtain No Due Certificate from the Library after returning all the books issued and after paying outstanding dues , if any.

- For loss of books, the following procedures will be followed as per **G.O.1028/A3/93.H.Edn.**

**Dated 28/05/1993.**

- a) If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one
- b) If the lost book is not available for replacement the value of the lost book will be realised at the following rates:
  - i. Ten times the face value of
  - ii. the books which are published prior to 1946
  - iii. Six times face value of the books which are published, prior to 1970
  - iv. Three times the face value of the books in all other cases.

- The Librarian may recall any book from any member at any time and the member shall return the same immediately
- In all matters regarding the Library, the decision of the Principal shall be final.

### **Furniture and Equipments:**

The library furniture and equipments refer to the physical items and furnishings found

within a library that facilitate the storage, organization and use of library materials and resources. This can include bookshelves, tables, chairs, computer stations, printers and other items necessary for the functioning of a library space. These items are arranged to create an environment conducive for teaching, learning, research and recreational activities within the library.

## **Library Activities and Programs**

### **Library and Literary Forum**

**Coordinator : Dr Sofiya A College Librarian( UGC)**

Library and Literary Forum (LLF) is a platform to carry out the extension activities of the library with an intention to attract users into the library and make maximum use of resources and services.

### **Library User Orientation Programme**

The library user orientation program at our college library aims to familiarize students with various resources, services and facilities available to support their academic endeavours.

### **Internship in Library and Information Science**

The library offers internship programme for the students of Certificate in Library and Information Science (CLISc) conducted by University of Kerala approved by Kerala Public Service Commission. The programme is an excellent opportunity for CLISc students to gain practical experience and apply their theoretical knowledge in a real library environment.

### **Dr Nazeethath Memorial Best Library User Award**

Dr Nazeethath Memorial Best Library User Award for best library user( 1000/- with a momento) is being awarded from the academic year 2022-23 in memory of our former librarian Dr Nazeethath.

### **Mannaniya@media**

The activity includes collecting news clippings of events or programme conducted or achievements of faculties and students and other relevant information related with our college published in dailies. The organized press clippings are being preserved on a physical medium as an archive, named as *Media Album*. The activity helps to track the college's public image, reputation and coverage in the media is useful for creating a historical record of the college's media presence for future reference and analysis and the institution can effectively communicate the achievements and contributions to a wide audience.

### **Use of Social Media-**



### ***MCAS Library Info- WhatsApp Group***

The group is created on 01/02/2023 with an intention to enhance the utilization of library services and resources among the user community consisted of teaching and non-teaching staff.

The platform is useful for sharing and accessing information, provides forum for feedback and facilitates usage of library resources and services. *MCAS Library Info* enables real time interactions between librarian and users and facilitates use of resources and services.