

SESHADRIPURAM EDUCATIONAL TRUST
SESHADRIPURAM ACADEMY OF BUSINESS STUDIES
(Affiliated to Bangalore University)
Library and Information Centre
Kengeri Satellite Town Bangalore-560060

Meeting Agenda for the year 2018-19

AGENDA:

From, Ravi Kumar M
Librarian
SABS, K S Town,
Bangalore -60.



Functions of Library Committee –

The committee have been formed by the Principal, Principal as chairperson and Librarian will be the coordinator all subjects HOD'S will be the members of the Library committee. Committee meeting to guide the Librarian in formulating general library policies and regulations which administer the functions of the library.

Orientation Programs for 1st year students. Introducing Library source and service Issue free Book Kit Books, and also book bank scheme special service for the SC/ST students books issue, Training for E-journal membership and searching journals in infibnet and library software EASYLIB with OPAC, Librarians day, Library Week, Reference Books and General Collection Purchase, Reference books exhibition and etc.

LIBRARY AND INFORMATION SERVICES

The Library services refer to facilities provided by the library for the use of books and reading materials and distribution of information for the need and meet the users" requirement.



CIRCULATION. The circulation section is the spirit center of the library. It provides an opportunity for the library staff to come in direct contact with readers. The service rendered by them at the circulation desk should be not only an efficient but also be polite.

PERIODICAL LENDING SERVICE: Normally the periodicals and reference books will not be issued out of the library. However, on rare occasions, the reference books and periodicals may be issued to the students and faculty members for one or two days in exception cases.



ORIENTATION PROGRAMS

ORIENTATION AND BOOK KIT BOOKS ISSUE PROGRAMS FOR 1ST YEAR STUDENTS: Introducing Library source and service, library provide free book kit Books for all the course and also book bank scheme special service for the SC/ST students books issue books under this scheme for reasonable long term use.

EXTRA BOOK FACILITIES TO MERITORIOUS AND ALUMNI STUDENTS: An extraordinary service provided to the students in order to support their merit by taking special risk by the library. Under this scheme, the Advance studies students and alumni students will be issued books. This facility may be extended only on the gratuity availability of books in the library.

INTER-LIBRARY LOAN The college library has to establish an inter library co-operation with SURANA COLLEGE OF MANAGEMENT for resource sharing under Memorandum of Understanding (MOU). The student/ faculty members of colleges can make use of the information resources available in the College library.

OPAC: Online Public Access Catalogue is a catalogue consisting of a collection of bibliographic records in machine readable form maintained on a easylib software dedicated computer that provides searchable by author, title, subject headings and key words.

INTERNET SERVICE: Inter connection of computers and computer networks around the world using a particular suite of communication protocol is called internet protocol. Internet provides universal computer connectivity with several basic services and tools like E-mail (messaging), File Transfer Protocol (FTP) from one computer to another (remote data processing) and also down loading of information from the web. The INTERNET service may be provided with 6 computers and Wi-Fi connected with broad band to the readers.

LIBRARY EXTENSION SERVICES

NEW ARRIVALS DISPLAY: Newly purchased books will not be issued to any user for at least one week. But it will be displayed separately as new arrivals for the benefit of reader.

PHOTOCOPYING SERVICES: The library had providing photocopying for Reference books, periodicals, or general books, etc, found to be important can get it photocopying without spending their valuable time outside for 1 to 5 copies.

BOOK KIT BOOKS: The book kit books will be issued on very first day of the college opens.

BOOK BANK SPECIAL BOOKS ISSUE: (Our library has Book Bank facility with a good collection of books for SC/ST Students that serves the deserving students)

INFLIBNET, N-List (which provides access to e-books, e-journals, articles and digital resources) The Central Library is a Wi-Fi enabled place, where the staff & students can access subscribed and freely available online resources for their academic and research activities.

Librarians Day, Library Hours, Books Issue for Alumni Students, Article Writing, Current Awareness service, Thoughts Writing, Article Writing, College ID card making, Previous year Questions papers and also updated in College web set sabs.ac.in

CCTV” surveillance for added security and for automated monitoring of users.



BULLETIN BOARD: where the student can exhibit their talents by writing Thought and article



LIBRARIAN'S DAY

LIBRARIAN'S DAY Librarian's day was celebrated on 08th September 2018. Guest for the occasion was Dr. Hemavathi B N, Assistant Professor, Department of Library and Information Science, Tumkur University, Tumkur who inaugurated the Programme. The chief guest gave the speech on use of Internet for Academic learning.



BOOK EXHIBITION

Principal advising students to use Library in vacation, write article by using Library source.

BOOK EXHIBITION: Exhibition on specific topics would help readers to be aware of the kind of books. To promote the library awareness among the various users of the library and to motivate the users to read the books, in library we arrange the book exhibitions on different publication.



Training for Students usage on E-Journals N-List. Guiding for SC/ST students special sources available in library





Sl/ No	Names of The Faculty	Events	Prize
1	Nandhini Dept.of Commerce & management	Best Library user	1st
2	Harshitha Dept.of Commerce& Management	Best Library user	2nd
3	Viswa Janane Dept of Computer Science	Best Article Writer	Best
4	Roopashree U Dept of English	Best Article Writer	Best



References for Free access of on-line journals

Online Journals- Free online Books in Library GENESIS (<http://gen.lib.rus.ec>) search for books foreign authors.

Training as given from Library

The Banking exams free web set (www.bankexamstoday.com / www.bankersadda.com) or

(www.testbook.com) training as given from Library

Directory of Open Access Journals DOAJ www.doaj.org

· Directory of Open Access Repositories www.openoar.org

· Directory of Open Access Books www.doabooks.org

· RePEc (Research Paper in Economics) www.repec.org

- Shodhganga: a reservoir of Indian Thesis www.shodhganga.inflibnet.ac.in
- Shodhgangotri: Repository of Indian Research in Progress www.shodhgangotri.inflibnet.ac.in
- JURN www.jurn.org
- OAPEN Library www.oapen.org
- JISC (Joint Information System Committee) www.jisc.ac.uk
- Bnet: www.battle.net online magazine dedicated to issues of business management
- Academic Journal www.academicjournal.org
- Public Library of Science www.plos.org
- Intech Open Access Publisher www.intechopen.com
- Hindawi Press www.hindawi.org
- Indian Academy of Science www.ias.ac.in
- Open J- Gate www.openj-gate.com
- Google Scholar <http://scholar.google.co.in>
- Cogprints <http://cogprints.org>
- Microsoft Academic Search <http://academic.research.microsoft.com>