

## **Library Audit Report**

Audit of Harvey Library of The Madura College, Madurai – 625 011 was conducted on 19<sup>th</sup> May 2022. Interaction took place in the principal's office with Principal, NAAC & IQAC Co-ordinators. During the interaction, several aspects of library functioning were discussed.

Physical visit to the library to find out facts in respect of available area, available resources, and facilities provided, record maintenance, Issue-Return system, use of technology, staff interaction was carried out.

### **Strength:**

- ❖ Prime Location
- ❖ Wonderful Building
- ❖ Good collection of books
- ❖ Resources through N-List
- ❖ Good LMS software
- ❖ Full-Time Qualified Librarian

### **Weakness:**

- ❖ Insufficient professional staff
- ❖ Different services for Aided and Self-Finance Students
- ❖ Lack of Library Notice Board
- ❖ Lack of updated Newspaper clipping service
- ❖ Require Sign boards mentioned the collection names
- ❖ Reprography services not available
- ❖ Inadequate Reading space
- ❖ OPAC access orientation
- ❖ Sign board for Research wing not available
- ❖ Lack of Divyangjan Students' facility

**Opportunities:**

- ❖ Create user name and password for the students to access N-LIST (Online Access)
- ❖ Orientation to access Digital resources
- ❖ Promotion of library services through social media
- ❖ Collaboration with relevant organizations
- ❖ Hands-on-Training programmes to access online library resources for the staff and students.
- ❖ Frequent library orientation for various web/print sources.
- ❖ Introduction of “Library Science” in the curriculum as a Part V programme.

**Threat:**

- ❖ Causes to decline in library users:
  - Cheap resources and Fast service from online,
  - Powerlessness to maintain new Information Technology in the library.
- ❖ Provide service according to their needs and wishes.
- ❖ Funding - shortfalls.
- ❖ Limited library hours to accomplish goals and serve the students.

**Overall Suggestions:**

- ❖ Vision and Mission for the library is to be displayed at the library Entrance
- ❖ Entire list of library resources to be displayed at the entrance
- ❖ Need to be increase subject journals in the library
- ❖ Need to be increase Reference books in the library
- ❖ Provision of E-books & E-journals.
- ❖ To observe various special / commemorative days.
- ❖ To increase the user walk-in and provide adequate facilities (Seating and computers)
- ❖ There is a dire need of reading area in the library as per student's ratio.

- ❖ In view of NAAC requirement, Open Access library with necessary security arrangement and human resource should be provided for benefit of students.
- ❖ Statistical data should be prepared for footfalls, circulation and collection development and the same should be brought to the notice of students and faculty members to increase the utility of the resources.
- ❖ Install Institutional Repository
- ❖ Important link of various databases, e-journals should be attached in library web page.

I extend my heartfelt thanks to the management for conducting library audit. My immense thanks to the hospitality extended by the college.

ALL THE BEST!

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