Department of Library
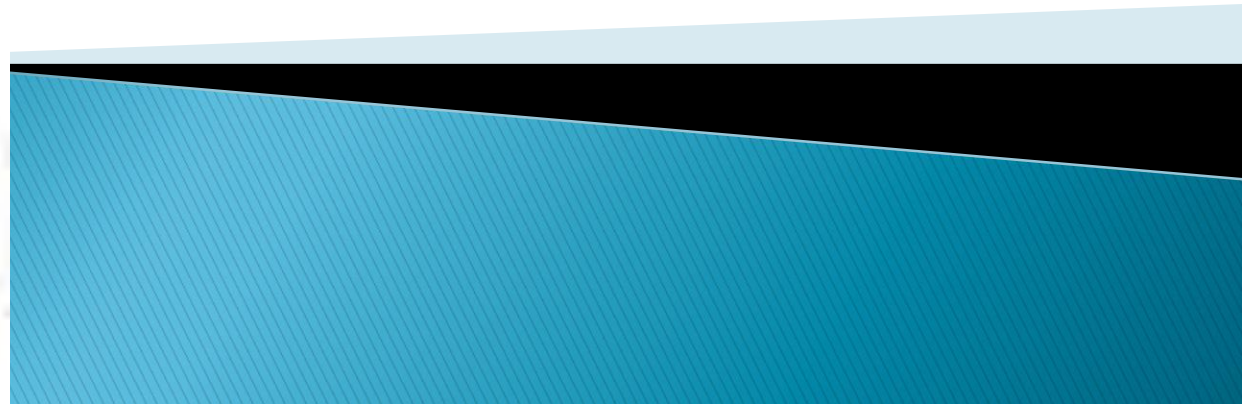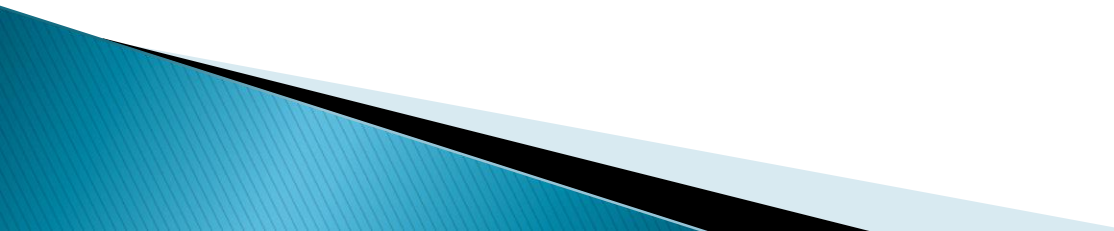
Hazi A. K. Khan College
Hariharpara

About Library

- The library established in the year 2008,
- The library has more than 7475 books
- The library is led by Kismot sk, Librarian
- Computerized circulation counter is made available for issue, return and renewal of books.
- Internet with Web OPAC facilities for students adopted in the library(Upcoming)
- NLIST facilities for students and teachers(Upcoming)

Librarian Profile

Name	Kismot sk	
Designation	Librarian(Contractual)	
Qualification	B. A, BLIS, MLIS,	
Experience	08 years	
Publications	International	National
	Nil	Nil
Training/ Workshops/ Refresher and Orientation attended	Refresher Course: Nil Orientation Course: Nil Seminar Attended: 08	

Library Staff Members

Name	Designation	Qualifications
Md. Mehbub Murshid Khan	Library Peon(Contr.)	B.A

Library Staff Pattern

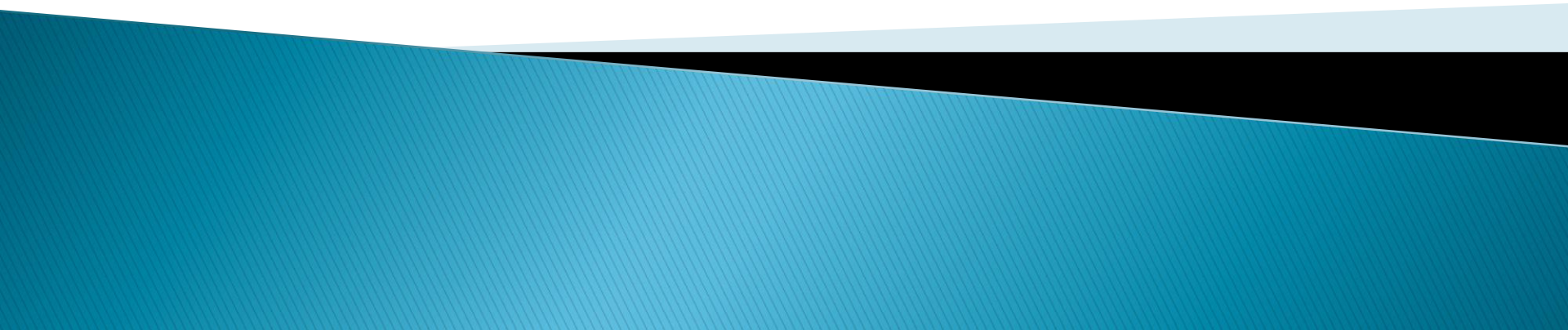| Post	Sanctioned	Working	Vacant
Librarian(Contr.)		1	0
Library peon(Contr.)		01	0

Lay Out of the Library

The college library building is located adjacent to the class room building on the 2nd floor

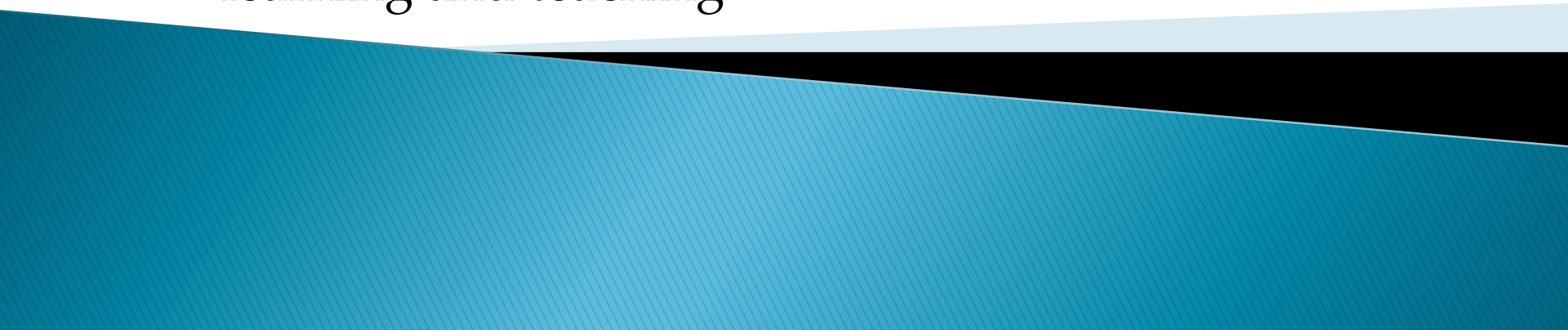| Librarian Office	Internet
Computerized Circulation Counter	Toilet for Staffs
UG General Books	
Reference Books	

MISSION

The mission of Hazi A. K. Khan College Library is to provide and manage information resources to support teaching and learning process at the college and the informational needs of the library members.

AIM OF LIBRARY

➢ To develop collection of reading material useful for various courses.
➢ To provide full information support to the teaching-learning process in the college.
➢ To provide various library services and facilities to the readers.
➢ To support research activity for its progress and qualitative development.
➢ To support parent institution for developing quality of learning and teaching

Library Details

Sl No	Details		Remarks
1	Total Area of the Library	1058 sqft = 98.21 Sq Mtrs	Room No-206
2	Total Seating Capacity	Student sitting Capacity-22 Teachers sitting Capacity-12	
3	Working Hours	10.30 am to 4.30 Pm	(All working days from Monday to Saturday)
		On Holidays	(Remain Closed)
4	Layout of the Library		
		Lounge area for browsing and relaxed reading	Yes

LIBRARY COMMITTEE

The main objective of library committee is to decide and adopt policies to govern the Programme of the library, to prepare the annual budget, rules and regulations of the library.
 The Committee formed for the year 2021-2022 is given below.

1. Dr.Goutam Kumar Ghosh, Principal
2. Kismot Sk, Librarian
3.Piyali Dan, Convenor,(New Convenor Dr. Munmun Dutta, Dept. of Philosophy)
4. Dr. Noni Gopal Malo, Assistant Professor, Dept. of Bengali,
5. Sri Faruk sk, Teacher of SAACT, Dept. of Education,
6. Sri. Protyus Kumar Ghosh, SACT, Dept. of Geography,

Total Library Collections

Total No. of Books	7475
No. of Titles	2911
No. of Text Books	7126
No. of Reference Books	349
No. of Journals	Desh
No. of news papers	Karmasangsthan,Anandabazar,The Telegraph
CD/DVDs	Nil
E-Books	Nil
E-Journals	Nil

Subscribed to INFLIBNET (Information and Library Network) through NLIST (National Library and Information Services Infrastructure for Scholarly Content Program.(Upcoming)

Number of Books Procured During Last Five Years

Year	Amount Spent (Rs.)	No of Books
2019-2020	Nil	00
2020-2021	Nil	00
2021-2022	2,54,424	1255
2022-2023	Donated Books	74
2022-2023	99,908	295

Collection of Books Subject Wise

Sl no	Subject	Total number of Books
1	ENGLISH	1215
2	BENGALI	1897
3	HISTORY	815
4	PHILOSOPHY	904
5	Sanskrit	287
6	Political Science	421
7	Arabic	105
8	Religion	77
9	Education	978
10	Geography	357
11	Environmental Science	147
12	Physical Education	271
13	Sociology	01

ICT and other tools deployed

OPAC	Yes	
Library Website	haziakkhancollege.ac.in	
Library automation	Yes, Koha version-21.05.08.000	
Total number of computers for public access	Not yet given	
Total numbers of printers for public access	Not yet given	
Internet band width/ speed	High Speed Combo Plan 100.Mbps	
Participation in Resource sharing networks/consortia (like INFLIBNET):	Upcoming	

Average number of walk-ins	20/day	
Average number of books issued/returned	5/day	
Average number of books added during last three years	1549 books/year	
Average number of login to opac (OPAC)	Nil	
Details of "weeding out" of books and other materials:	*Long Overdue-141*	

Infrastructure of the Library

Computers	02
Server PC with LAN Connectivity	Nil
Wifi & LAN Connectivity	02
Koha Software	01
Printer	01
Mineral Water	Nil
Modem	Nil
CCTV Camera	01
Chair	15
Table	05
Alimirah (Wooden)	Nil
Almirah (Steel) Include Office Library Almirah	11
Steel Rack	10

Services

- Circulation (Issue, Return & Renewal)
- Web OPAC (Online Public Access Catalogue)Upcoming
- Internet facility with Wi Fi & LAN Connectivity(upcoming)
- Display of Newspaper clippings(upcoming)
- Display of new arrivals(upcoming)
- Reference Service
- Referral Service
- Reading Room Facility
- Previous Year Questions
- Syllabus

Borrowing facility

➢ Each Student: 2 Books for Hons. 1 for Pass students (for 14 Days)

➢ Faculty Members : 10 (One month)

➢ Non-Teaching Staff : 05 books

➢ Books for competitive examinations such as SSC, UPSC, NET/SET are also issued on the identity cards. Current Journals are displayed on racks and the back issues are issued for seven days.(upcoming)

Internet Facility

- Internet facility are given to the all users of the College(Nil)
- **Journals(Nil)**

  Current issues of journals and periodicals are made available to the students and faculty members in the Reading Room. Back issues of journals and periodicals are issued on request for home–lending for a week.

Library E-Resources@N-LIST

-Journals (Fulltext)	
American Institute of Physics (18 titles)	http://journals.aip.org/
American Physical Society (10 titles)	http://publish.aps.org/browse.html
Annual Reviews (33 titles)	http://arjournals.annualreviews.org/
Cambridge University Press (224 titles)	http://journals.cambridge.org/
Economic and Political Weekly (EPW) (1 titles)	http://www.epw.in/
Indian Journals (150 titles)	http://www.indianjournals.com/
Institute of Physics (46 titles)	http://www.iop.org/EJ/
JSTOR (2000 titles)	http://www.jstor.org/
Oxford University Press (206 titles)	http://www.oxfordjournals.org
Royal Society of Chemistry (29 titles)	http://www.rsc.org/Publishing/Journals/
H. W. Wilson (1420 titles)	http://vnweb.hwwilsonweb.com/hww/jumpstart.jhtml

Cambridge Books Online (1800 titles)	http://ebooks.cambridge.org
E-brary (83000+ titles)	http://site.ebrary.com/lib/inflibnet
EBSCoHost-Net Library (936 titles)	http://www.netlibrary.com/
Hindustan Book Agency (65+ titles)	http://hindustan.igpublish.com
Institute of South East Asian Studies(ISEAS) Books (382+ titles)	http://iseas.igpublish.com
Oxford Scholarship (1402+ titles)	http://www.oxfordscholarship.com/
Springer eBooks (2300 titles)	http://www.springerlink.com.
Sage Publication eBooks (1000 titles)	http://knowledge.segepub.com.
Taylor Francis eBooks (1800 titles)	http://www.tandfebooks.com.
Myilibrary-McGraw Hill (1124 titles)	http://lib.myilibrary.com/
Cambridge Books Online (1800 titles)	http://ebooks.cambridge.org

Bibliographic Database

MathSciNet	http://www.ams.org/mathscinet/

Cambridge Books Online (1800 titles)	**http://ebooks.cambridge.org**
E-brary (83000+ titles)	**http://site.ebrary.com/lib/inflibnet**
EBSCoHost-Net Library (936 titles)	**http://www.netlibrary.com/**
Hindustan Book Agency (65+ titles)	**http://hindustan.igpublish.com**
Institute of South East Asian Studies(ISEAS) Books (382+ titles)	**http://iseas.igpublish.com**
World Digital Library	**http://www.wdl.org/en/**

Open Access Resources:

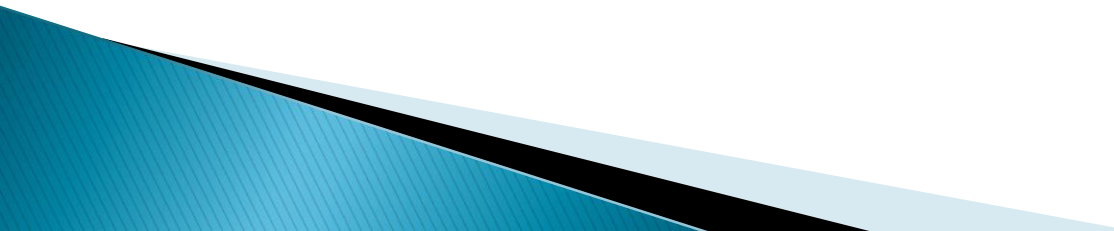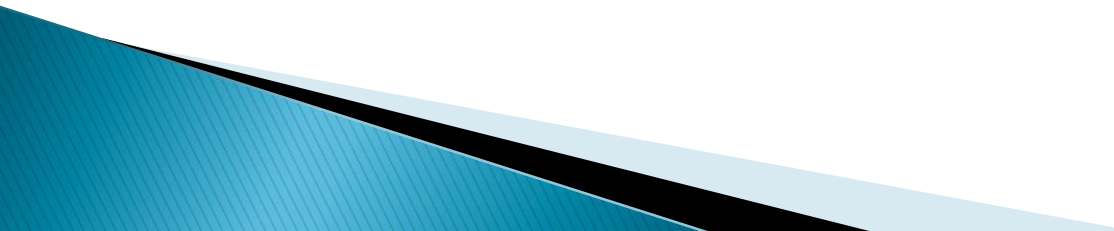|	
National Science Digital Library	http://nsdl.niscair.res.in/
Open Access Theses and Dissertations	http://oatd.org/oatd-publishers.html
E-Theses Portals	http://www.dart-europe.eu/basic-search.php
NISCAIR Online Periodical Directory	http://nopr.niscair.res.in/
WWW Virtual Library	http://vlib.org/
OCLC Worldcat	http://oaister.worldcat.org/
Bentham Science	http://www.benthamscience.com/open/a-z.htm
World Scientific Journals	http://www.worldscientific.com/
Online Brain	http://www.thebrain.com/products/cloud/cloud-faq/
Directory of Open Access Books	http://www.doabooks.org/
Directory of Open Access Directory	www.opendoar.org
Open Access Journals Search Engine	http://oajse.com/
Springer Open e-Books	http://www.springeropen.com/books
Springer Open Journals	http://www.springeropen.com/journals
VERSITA Open Access Journals	http://degruyteropen.com/people/homer/
Open Library	https://openlibrary.org/
Wiki Books	http://en.wikibooks.org/wiki/Main_Page
The Encyclopedia of Earth	http://www.eoearth.org/
The Encyclopedia of Life	http://eol.org/
IPL Library	http://www.ipl2.org/
The Encyclopedia of Finance	http://www.investopedia.com/
National Academy Press	http://www.nap.edu/
Online Books	http://digital.library.upenn.edu/books/
Bibliomania	
Public Library of Science	http://www.plos.org/
Open Access Research Database	http://ijsrp.org/oard/
Education Resources Information Centres (ERIC)	http://eric.ed.gov/
Myjournals Org	http://www.myjournals.org/
Digital Library of India	http://www.new.dli.ernet.in/
Journal Table of Contents	http://www.journaltocs.ac.uk/
Social Science Cyber Library	http://socsccybraryamu.ac.in/

SWOT ANALYSIS

Strength
- Library is in Separate Building
- Library is automated
- Internet Connectivity with Wi Fi with 10 Numbers of Computer System(Nil)
- Web OPAC Facility(Nil)
- NLIST Facilities (Nil)

Weakness
- Separate Reading Room facility for students & faculty with sufficient space

- More space is required for stack room area

- Readers of the library may recommend resources for procurement. The library will procure the books and journals on approval by the principal.
- No admission is permitted in study room without Library Card.
- Students can borrow text books, journals; question paper sets on their Library Card in the study room.
- Books / Study materials issued in the study room will have to be returned before leaving the study room.
- Indiscipline/ misbehavior of the student will be liable for the disciplinary action.

LIBRARY RULES FOR STUDENTS

➢ Library Card is compulsory for all enrolled students for availing of library facilities.

➢ Library Card will be issued by the librarian on presentation of admission receipt and College Identity Card.

➢ Misbehavior and misuse of Library Card is an offence and the student responsible for the same is liable for disciplinary action.

➢ Suggestion is kept in the library. Constructive suggestions/complaints are entertained.

➢ In case of any grievances the users should contact to Librarian or Principal.

- ### *LIBRARY CLEARANCE CERTIFICATE*

- *Library Clearance Certificate is issued to all students from the Library on submission of library end of issued of fee collection end at the time of University Form fill up. Re-admission and leave or transfer from the College. All faculty and staff members should obtained Library Clearance Certificate before leave/transfer the college or at the retirement time.*

COST AND SANCTIONS

Fines

➤ Books late fine of 1.00 rupees per day in for Students

Loss or damage Material

➤ For lost or damaged Library Material user is required to replace this with new material belonging same title, same author, same editions or latest edition and same publisher. The damaged material will be handed over to relevant user.

Loss of Library Card

➤ If a member loses his/her library cards, the loss should be immediately reported the Librarian in writing. Duplicate Library Cards will be issued on payment of Rs. 10.00 per Library Card.

DEPARTMENTAL LIBRARY

1) *Department of English*

2) *Department of Bengali*

3. *Department of History*

4. *Department of Education*

5. *Department Geography*

6. *Department of Political Science*

7. *Department of Philosophy*

8. *Department of Arabic*

9. *Department of Sanskrit*

10. *Department of Environmental Science*

11. *Department of Physical Education*

12. *Department of Defense Studies*