

**Library Data Report (2022-2023):** The college library has taken significant steps to enhance its services and facilities during the period 2022–2023. These improvements are aimed at providing a more efficient and accessible library experience for its patrons.

In the pursuit of continuously improving its services and facilities, the college library has successfully introduced and implemented a range of innovative technologies and initiatives throughout the year 2022–2023.

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—University of Delhi–

### 1. Introduction of Integrated Library Management System (KOHA)

**College library using KOHA** Integrated Library Management System since 2022. This open-source software operates on a cloud server, providing a dynamic and efficient solution for library automation.

Koha encompasses modules for acquisitions, circulation and patron management, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices, administration, Web-OPAC, offline circulation (for instances when Internet access is unavailable), and much more. It caters to libraries of all sizes, including consortia, multi-branch, multilingual and translatable, adheres to library standards, offers web-based interfaces, operates on open-source principles, and is suitable for both single-branch and multi-branch libraries.



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#### Snap Shot of Integrated Library Management System (KOHA): On Cloud

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#### Snapshot of Integrated Library Management System (KOHA) Version



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Toch The Future Technology ISO 2006 : 2015 TOTAL IT SOFTWARE SOLUTION PVT. LTD.

Ref: TISS/DCAC/2023/PR/01

Date: 02-03-2023

To,

The Principal Delhi College of Arts and Commerce Netaji Nagar, New Delhi - 110023

Subject: - Payment receipt against your Purchase Order Ref. No. DCAC/Library/2021-22/807 dated 07-02-2022 for "Implementation of KOHA Open Source Software at College Library".

Respected Sir,

This is with reference to your Purchase Order Ref. No. DCAC/Library/2021-22/807 dated 07-02-2022 for "Implementation of KOHA Open Source Software at College Library".

We would like to inform you that we have successfully installed, configure of KOHA Library Software at our cloud server and completed data migration in the software and provide software training to library staff members on (23-05-2022 and 25-05-2022)

We have received our payment for Rs 62,640 on dated 01-03-2023 after deduction of TDS amount of Rs. 5800.

Thanking you & assuring you of our best professional services at all times.

Kind regards, Puneet Kumar Director Total IT Software Solutions Pvt. Ltd Ph.: 9350515096 Email: <u>puneet.saini@tiss.co.in</u>

For Total IT Software Solutions Pvt. Ltd.

Director

WZ-248, Plot No. 7, Inder Puri, New Delhi - 110012 (INDIA) Phone :- +91-11-25833321, +91-11-25833323, Fax :- +91-11-255833320 E-mail: contact@tiss.co.in Website: www.tiss.co.in



# 2. Procedure for Operating Integrated Library Management System (KOHA) on Cloud Server.

The College Library has streamlined its operations through the utilization of KOHA's cloud-based Integrated Library Management System.

#### The following are the key functionalities of KOHA:

- ➤ WEB OPAC: Patrons can access comprehensive information about the library's collection, facilities, and services through the library's website. Two OPAC terminals, located on the ground floor, and one on the first floor, facilitate online searches for library publications.
- Remote Accessibility: Library resources, services, and facilities are accessible remotely, allowing patrons to conveniently check the availability, accessibility, and location of resources by various criteria, including Title, Author, Subject, Publisher, and Keywords.
- Patron Account Access: Patrons can access their library membership accounts using a Login ID and Password. The Login ID is the Member ID Number, and the initial Password is provided on the college ID card. Patrons can change their password for added security. Within their accounts, patrons can review book transaction records, fine charges, personal details, checkout history, and more, all from a remote location.
- OPAC Facility: The library offers Online Public Access Catalog (OPAC) facilities, with two terminals available on the ground floor and one on the first floor. This enables patrons to search for books and other publications online using criteria such as author, subject, title, barcode, and keywords.
- Access to E-Resources: Through Web-OPAC, patrons can access the library's collection of open-source and subscribed e-resources, including N-LIST (National Library and Information Services Infrastructure for Scholarly Content). Patrons can visit the N-LIST portal through the library's webpage\Web-OPAC or directly through https://nlist.inflibnet.ac.in/index.php, using their registered email ID and a password provided by the college library.



#### Snapshot of KOHA Software (Integrated Library Management System)

#### WEB OPAC: Online public access catalogue (OPAC)

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#### Snap Shot of remote login :

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Log in	



Snap Shot of after login to account in order to check books transaction record, fine charges, Personal details, checkout history etc.

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Snap Shot of OPAC DESK

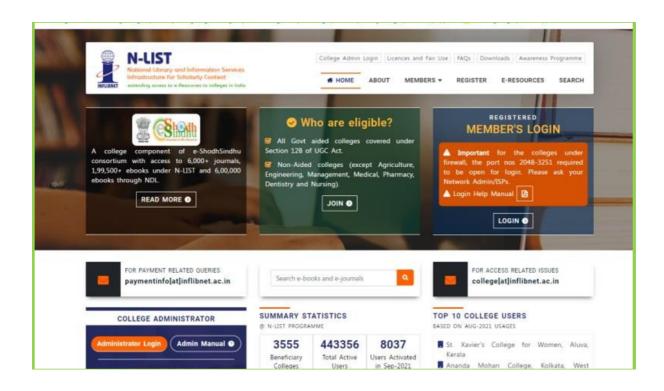






# Other useful links and subscribed E-resources through N-LIST also accessible through KOHA software







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	EMBER USER LOGIN TO GET
_	User Login
1	Username
	Password
	Don't Remember Login
	Clear prior granting of permission for release of your information to this service.
	-D Login
	Forgot password?
	Activate User / Change password?

#### E-Resources @N-LIST

#### Subscribed e-Journals and e-Books

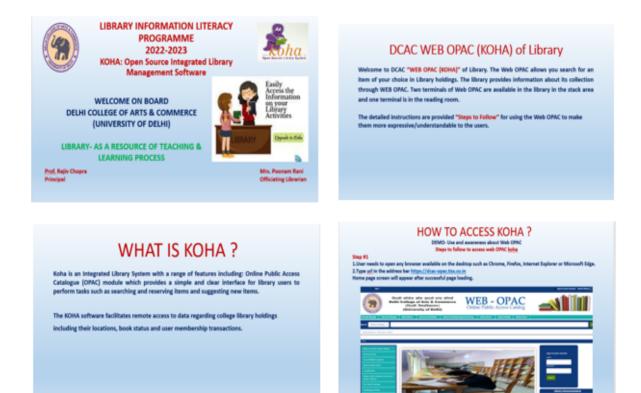
The Consortium subscribes to the following resources for the colleges. All electronic resources subscribed under N-LIST Programme are available from the publisher's website.

You may search e-Books or e-Journals	All Fields						
E-Journals (Fulltext)	E-Books						
American Institute of Physics [18 titles]	Cambridge Books Online [1800 titles]						
Annual Reviews [33 titles]	E-brary [185000+ titles]						
Economic and Political Weekly (EPW) [1 title] Alternate Link	EBSCoHost-Net Library [936 titles]						
Indian Journals [180+ titles]	Hindustan Book Agency [65+ titles]						
Institute of Physics [46 titles]	Institute of South East Asian Studies(ISEAS) Books [382+ titles]						
SJSTOR [2500+ titles]	Oxford Scholarship [1402+ titles]						
Oxford University Press [262 titles]	Springer eBooks [2300 titles]						
Royal Society of Chemistry [29 titles]	Sage Publication eBooks [1000 titles]						
SEBSCO - OmniFile Full Text Mega [3000+ titles]	Taylor Francis eBooks [1800 titles]						
Cambridge University Press [224 titles] (2010-2016)	Myilibrary-McGraw Hill [1124 titles]						
	South Asia Archive [through NDL]						
	Sworld e-Books Library [Now Available through NDL only]						



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Information Literacy Programme: KOHA Library software dated 27-09-2022 by sharing PPT through email to all Students and Teachers based on HOW to use KOHA Software





Step #3

You can search the required books by Title, Author, Subject, etc. along with their location on the shelf





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#### Step #6

After login to your account you can check books transaction record, fine charges, personal details, checkout history etc.

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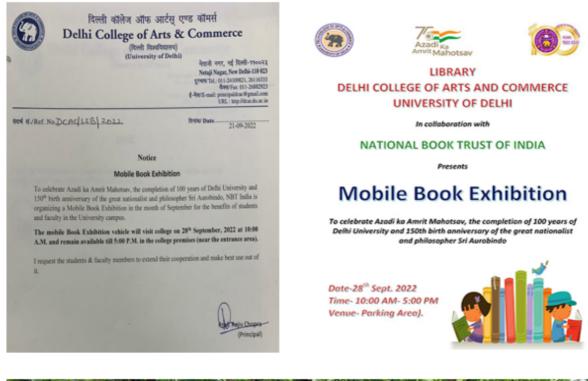
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Mobile Book Exhibition to celebrate Azadi ka Amrit Mahostav, the completion of 100 years of Delhi University and 10<sup>th</sup> birth anniversary of the great nationalist and philosopher Sri Aurobindo by College library in collaboration with National ok Trust of India was held on 28<sup>th</sup> September 2022.







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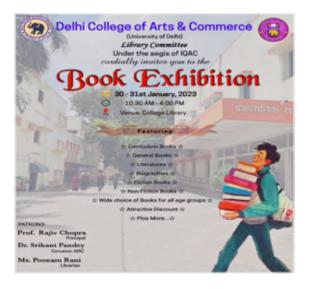








## Book Exhibition organised on January 30<sup>th</sup> and 31<sup>st</sup>, 2023















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College has introduce library webpage through college website in order to provide all information about library resources (print and electronic ), about library, layout, rules and regulations, other ICT technology (RFID, Institutional repository (D-Space), library services and facilities, other useful important link, Notices/ circular etc. and accessible remotely any time and from anywhere



Important Link

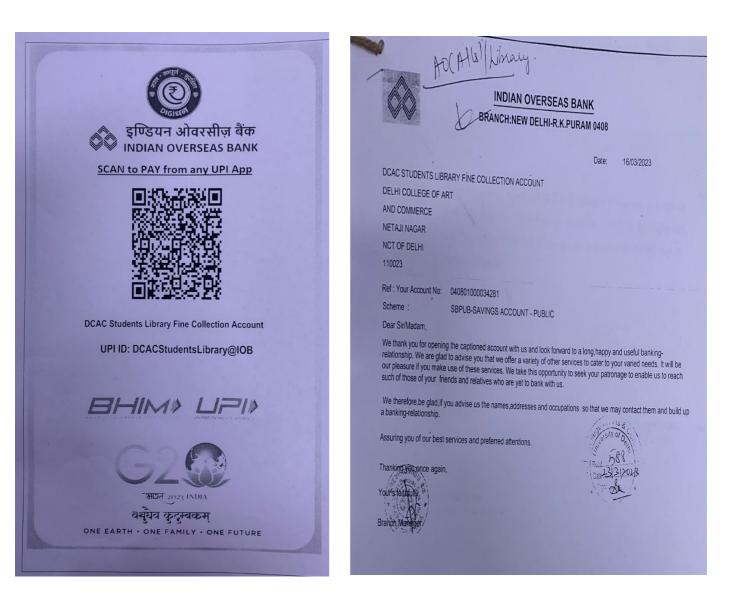
About College Library A college library is a crucial academic resource for both faculty and students. College library boasts a collection of approximately 61,819 books and

Notice And Updates



#### ICT Tool / Technology

College library Shifted from cash to online Students Library Fine Collection through KOHA software by using QR code





### **Facility for Visually Impaired Students**

The College library purchased EVO E11 Daisy Player for Visually Impaired students which assists them to study. This device boast over 35 hours of voice recording capacity, features variable speed playback and an inbuilt speaker. It also facilitates internet connectivity for seamless data access.



**EVO E11 Daisy Player** 



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#### DSpace

DSpace is an open source repository application that allows to capture, store, index, preserve and distribute digital material including text, video, audio and data. DSpace provides a way to manage materials and publications in a professionally maintained repository to give them greater visibility and accessibility over time. There are over 1000 digital repositories worldwide using the DSpace application for a variety of digital archiving needs. DSpace is most often used as an institutional repository - a platform that provides access to research output, scholarly publications, library collections, and more.

### DSpace can be used to store any type of digital materials, including:

- Documents, such as articles, preprints, working papers, technical reports, conference papers
- Books
- Theses
- Data sets
- Computer programs
- Visualizations, simulations, and other models
- Multimedia publications
- Administrative records
- Published books
- Overlay journals
- Bibliographic datasets
- Images
- Audio files
- Video files
- e-formatted digital library collections
- Learning objects
- Web pages



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### **INSTITUTIONAL DIGITAL REPOSITORY**



IDR@DCAC, is a platform for faculty, students, and staff to share research work, including journal articles, conference papers, book chapters, theses, and dissertations etc. Efforts will be made to provide full-text access to the documents without violating copyrights.

For inquiries or assistance with depositing or accessing documents, individuals can contact the service via

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Communities in DSpace
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Discover

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Academic Activities	DELHI COLLEGE OF 10 ARTS AND COMMERCE	B.Com (P)	82	2010 - 2019	244
Academic Activities		B.A. (HONS) English	63	2000 - 2009	33
Annual Reports/NAAC/NIRF	Department of Economics 2	B.A. (HONS) Hindi	56	1990 - 1999	72
DCAC PUBLICATIONS	Department of English	B.A. (HONS) History	55	1980 - 1989	22
	Ankit Mittal 1			1977 - 1979	0
DCAC@Media	ANUSHKA SHARMA 🚺			1977 - 1979	
DU-UG Curriculum	Archita Sharma		19	Semester	
Faculty Publications	Arohi Verma 🚺	B.Com (H)	19	4	190
	Career Development	B.A (H) Economics	10	1	171
Library Activites	Centre	B.A (H) Pol. Science	10	6	163
Photo Gallery	Department of 1 Environmental Science		next >	5	91
Question Bank	next >			3	73
Rare Books, Manuscripts & Special				2	71
Collections				A1	2
Societies/Committee				2 old course	1
				3&4	1
Thesis and Dissertation	Has File(s)				
year	true 982				



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27th June, 2023

To The Principal Delhi College of Arts and Commerce Netaji Nagar New Delhi - 110023

Sub: Successfully Installation of DSpace Digital Repository software against your Purchase order ref No. DCAC/Library/2022-23/1206 dated: February 6th, 2023 for Implementation of DSpace Repository Software including 03 years maintenance charges for Library.

Dear Sir/Madam,

This is with the reference to your Purchase Order Ref No. DCAC/Library/2022-23/1206 dated 06/02/2023 for Implementation of DSpace Digital Repository Software including 3 years maintenance charges for Library.

We would like to inform you that we have successfully completed the installation and customizations of the DSpace software. Gave you the training on 22/05/2023 & 23/05/2023 & 3 years support service is continuing. The payment is under process from your end.

Thanking you and assuring you of our best professional services at all times.



Thanking you, Ria Das Business Development Manager Avior Technologies Private Limited 52, Canal street, Sreebhumi Kolkata – 700048 8017616701

#### Avior Technologies Pvt. Ltd.

Regd Office: 45, Cossipore Road, Kolkata – 700002 |Branch Office: 52, Canal Street Sreebhumi Kolkata – 700048 🕿: 8583963369/8017616701 | Email- mail@aviortechnologies.co.in | Website: www.aviortechnologies.co.in



#### Introduction of Radio-Frequency Identification (RFID)

#### <u>College Library introduced and implemented Radio-Frequency Identification (RFID)</u> <u>technology</u>

**RFID:** Radio Frequency Identification technology uses radio waves to identify people or objects. College library incorporated RFID technology for efficient library management and this includes RFID-enabled smart cards, a self-circulation kiosk for quick and easy book borrowing, a book drop station for returns, and timely email notifications for over dues books. Patrons can check each book transaction simultaneously.





#### Snap Shot of Radio-Frequency Identification (RFID) Tools











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Snap Shot of RFID Smart card Printer for generating RFID enabled Smart Card for Patrons



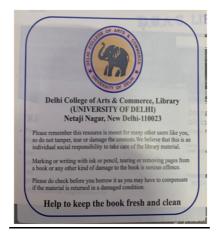


## Procedure for Operating Radio-Frequency Identification (RFID)

Using RFID technology in libraries saves time of library staff's by automatizing their tasks. Uses RFID library management saves the times a book reader. Taking care of books and making them available to the book readers are important tasks. Majority of the library staff spent the time in keeping the record of incoming and outgoing of books.

### The following are the key functionalities of RFID:

**RFID Tags:** Incorporating RFID tags within book covers, libraries can streamline book transactions. Each book's bibliographic data is entered into the library software. When a user brings a book for issue or return, the RFID reader reads the tag, allowing for quick processing. Upon exit, the RFID tag is checked to ensure proper issuance, and any irregularities trigger an instant alert. This system improves efficiency and effectively reduces document theft in libraries.



Self-Check-In touchscreen enabled user-friendly Kiosk is primarily for issue/return and renew of books in Library



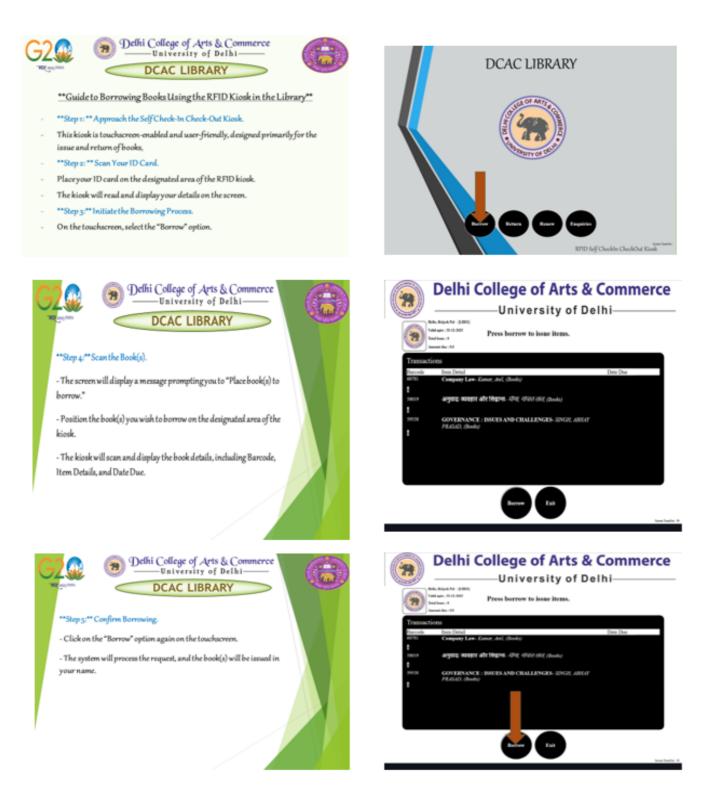
## -University of Delhi-



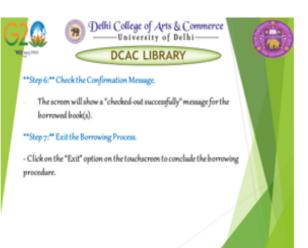
Shelf check- In/Self-Check-Out kiosk offer numerous benefits, including enhanced efficiency and convenience. It allows patrons to complete various common tasks on their own without the assistance of a dedicated employee such as self-issue/return and renew of books in library with its inbuilt screen and patrons can view & print transaction related information such as number of books issued, outstanding, fine etc.

## **Delhi College of Arts & Commerce** University of Delhi

### Guide to Borrowing Books Using the RFID Kiosk in the Library











#### Defhi College of Arts & Commerce University of Delhi DCAC LIBRARY

#### \*\*Step 8:\*\* Print Transaction Receipt

The screen will ask if you'd like a print confirmation.

Select the "YES" option.

The kiosk will print an automated checked-out transaction receipt for you.

#### \*\*Step 9:\*\* Receive Confirmation Email.

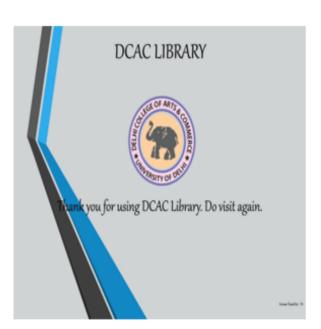
- A confirmation email detailing the borrowed book(s) will be sent to your registered email address as per the library's records





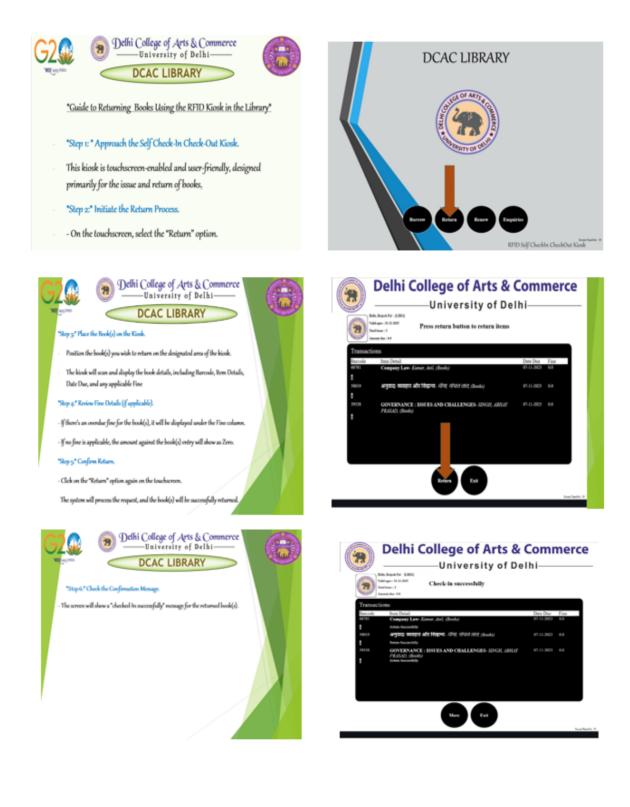
#### \*\*Step 10:\*\* Handover the Receipt to Library Staff.

- Before leaving, hand over the printed receipt to the library staff stationed at the exit gate.
- Note
- Remember to return the borrowed book(s) before the due date to avoid an Any late fine.





#### Guide to returning books using the RFID Kiosk in the library





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#### \*Step 7:\* Exit the Return Process.

 Click on the "Exit" option on the touchscreen to conclude the return procedure.





#### Defhi College of Arts & Commerce University of Delhi DCAC LIBRARY

#### \*Step 8:\* Print Transaction Receipt

- The screen will ask if you'd like a print confirmation.
- Select the "YES" option.
- The kiosk will print an automated checked-out transaction receipt for you.
- \*Step 9:\* Receive Confirmation Email.

- A confirmation email detailing the returned book(s) will be sent to your registered email address as per the library's records.



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#### \*Step 10:\*Address Overdue Fines (if applicable).

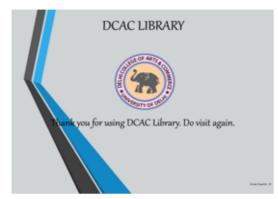
- If there's an overdue fine for the book(s), visit the Circulation Counter to pay the amount.

 If no fine is applicable, the return process is complete once you receive the automated checked-in transaction receipt.

#### \*Step 11:\* Handover the Receipt to Library Staff.

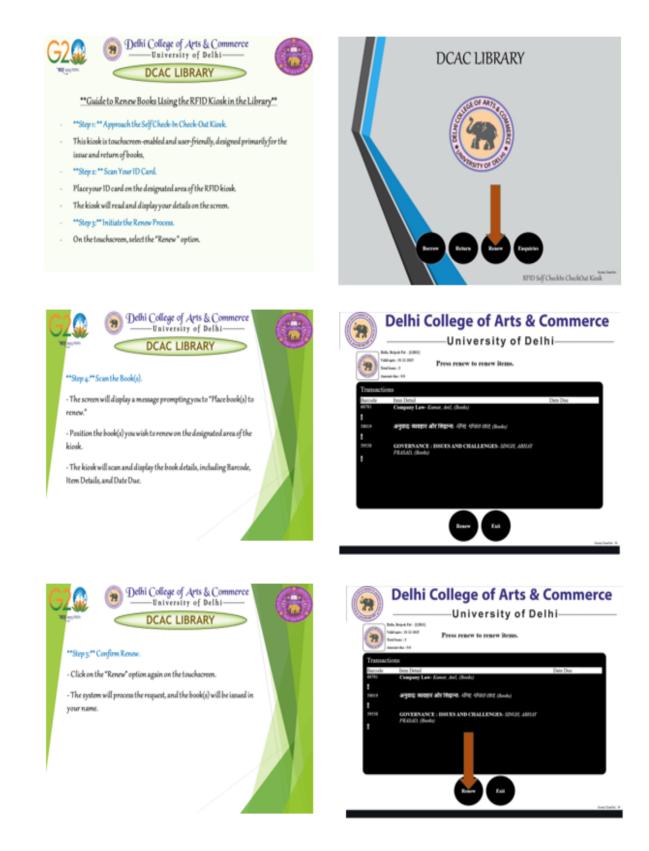
Before leaving, hand over the printed receipt to the library staff stationed at the exit gate.

Note - Always ensure to return books on time to avoid late fine.





#### Guide to Renew Books Using the RFID Kiosk in the Library

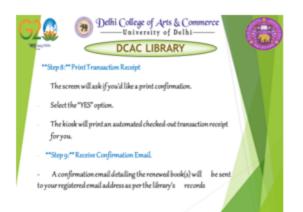




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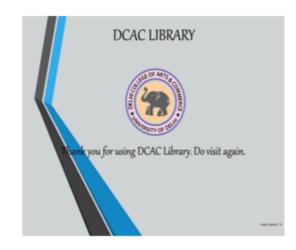








 Remember to return the borrowed book(s) before the due date to avoid an Any late fine.





## **RFID Book Dropbox enabled user-friendly Kiosk is primarily for return books** <u>in Library</u>



The drop box used for returning the books it helps better circulation and gives time flexibility to patrons for returning of library materials issued by patrons.

The RFID Book Drop-Box is a solution that revolutionizes book returns in libraries. With this RFID Book Drop-Box, patrons can return books at their own convenience, eliminating the constraints of library hours and limited return windows. This hassle-free process allows individuals to return items even when the library is closed, catering to busy schedules.



#### Guide to return Books Using the RFID Dropbox Kiosk in the Library





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#### **RFID-enabled security gate**



RFID-enabled security gates are a great way to keep our library safe. It's easy for staff members to know who is returning an item and who is taking items out of the library without issuing. This security gate is installed at the entrance and exit point of the College library.



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#### **RFID Handheld Reader**



RFID Handheld Reader device detects books or other media that haven't been checked out. Stock verification in library can be done with RFID handheld devices more efficiently with high accuracy. It also helps to analyze the preventive measures required to control loss of items.



#### **RFID Staff Station Reader**



RFID Staff Station Reader is a staff assisted station on services such as loan, return, tagging, sorting and etc. The integrated reader features excellent tag read/write operation performance with a high identification rate. The staff puts the item on the reader and click on the view to display the information stored inside the tag.



#### Training on Radio Frequency Identification (RFID) held on July 04, 2023.















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TOTAL IT SOFTWARE SOLUTION PVT. LTD.

Toch The Future Technology ISO 2008 : 2015

Ref: TISS/DCAC/2023/PR/02

Date: 28-06-2023

To,

The Principal Delhi College of Arts and Commerce Netaji Nagar, New Delhi - 110023

Subject: - Successfully Delivery and Installation of RFID Security Solution against your Purchase Order Ref. No. GEMC-511687719139940 dated 31-01-2023 for "Implementation of RFID Solutions at College Library".

Respected Sir,

This is with reference to your Purchase Order Ref. No. GEMC-511687719139940 dated 31-01-2023 for "Implementation of RFID Solutions" in the college Library".

We would like to inform you that we have successfully deliver and installed RFID Solution in your college library and we will organize training to library staff members on 04-07-2023 and bill under process.

Thanking you & assuring you of our best professional services at all times.

Kind regards Puneet Kumar Director Total IT Software Solutions Pvt. Ltd Ph.: 9350515096 Email: <u>puneet.saini@tiss.co.in</u>

For Total IT Software Solutions Pvt. Ltd.

irector

WZ-248, Plot No. 7, Inder Puri, New Delhi - 110012 (INDIA) Phone :- +91-11-25833321, +91-11-25833323, Fax :- +91-11-255833320 E-mail: contact@tiss.co.in Website: www.tiss.co.in



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Delhi College of Arts and Commerce University of Delhi LIBRARY

04.07.2023

**Training Programme** 

on

"Use and Benefits of RFID Technology in Libraries" (July 4, 2023, at 3 p.m.)

1. Mr. S.N Tripathi (SPA)

2. Mr. Amit Gulati (Library Assistant)

- 3. Ms. Kavita (Library Attendant)
- 4. Ms. Beena (Library Attendant) Been

5. Ms. Deepika (Library Attendant) Dubika

6. Mr. Anish Sahani (Library Attendant) Dale

7. Mr. Brijesh Pal (Library Attendant)

Mr. Puneet Kumar Director Total IT software solutions pvt. Itd

Deputy Manager, Rapid Radio Pvt. Ltd.

Joma.

Mr. Shivjee Sharma Installation and support engineer Rapid Radio Pvt. Ltd.

Ms. Poonam Rani

VIS. Poonam Ran Librarian

Prof. Sirkant Pandey Convenor, IQAC

Principal

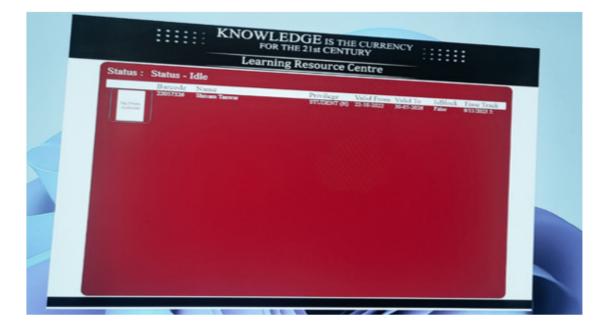


#### **RFID Digital Entry System (In/Out Management system of visitors)**

It is used to track the patrons who visit the library or related locations like study zone, reading rooms, etc. It'll scan the barcode from the ID and log the entry time and exit time of the patrons. The patron data will be fetched from the Koha database along with the images and displayed on this system. The system uses the KOHA database to fetch the information of patrons and store it in another database along with the location, entry time, and exit time.









#### -University of Delhi-

Tech The Future Technology ISO 2008 : 2015 TOTAL IT SOFTWARE SOLUTION PVT. LTD.

Ref: TISS/DCAC/2023/PR/03

Date: 28-06-2023

To,

The Principal Delhi College of Arts and Commerce Netaji Nagar, New Delhi - 110023

Subject: Successfully Delivery and Installation of In/Out Management System against your Purchase Order Ref. No. DCAC/2023/310 dated 21-06-2023 for "Installation and implementation of the Digital Entry Reader or Patron in/Out Management System in college library".

Respected Sir,

This is with reference to your Purchase Order Ref. No. DCAC/2023/310 dated 21-06-2023 for "Installation and implementation of the Digital Entry Reader or Patron in/Out Management System in college library".

We would like to inform you that we have successfully deliver and installed In/Out Management System in your college library and we will organize training to library staff members on 04-07-2023 and bill under process.

Thanking you & assuring you of our best professional services at all times.

Kind regards Puneet Kumar Director Total IT Software Solutions Pvt. Ltd Ph.: 9350515096 Email: <u>puneet.saini@tiss.co.in</u>

For Total IT Software Solutions Pvt. Ltd.

WZ-248, Plot No. 7, Inder Puri, New Delhi - 110012 (INDIA) Phone :- +91-11-25833321, +91-11-25833323, Fax :- +91-11-255833320 E-mail: contact@tiss.co.in Website: www.tiss.co.in



#### Photographs of library of the period 2022-2023



**Property Counter and Entrance of Library** 



Digital Entry Reader and Visitor's Register



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**Check Point and RFID Security Gate** 



**Circulation Counter** 



University of Delhi-



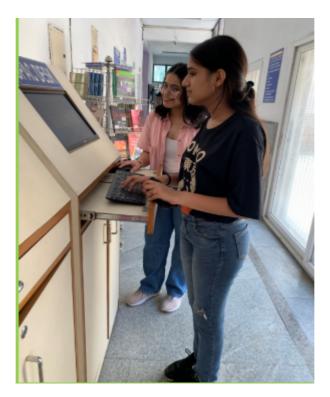
Kiosk for issue/return and renew of books in Library



RFID book Dropbox



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WEB-OPAC



Stack Hall



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**Students Reading Room** 



Faculty Reading Room



-University of Delhi-



**Current Awareness Section** 



**E-Resource Room** 



—University of Delhi–