दिल्ली कॉलेज ऑफ आर्टस् एण्ड कॉमर्स
Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय)
(University of Delhi)

नेताजी नगर, नई दिल्ली–११००२३
Netaji Nagar, New Delhi-110023
दूरभाष/Tel. : 011-24109821, 26116333
फैक्स/Fax : 011-26882923
ई–मेल/E-mail : principaldcac@gmail.com
URL : http://dcac.du.ac.in

सदर्भ सं./Ref. No.....

दिनांक/Date 18 June 2024

Supporting Documents for 4.2.1:

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students.

This document compiles Library Data Report for the last five years (2018-2023).

Summary-

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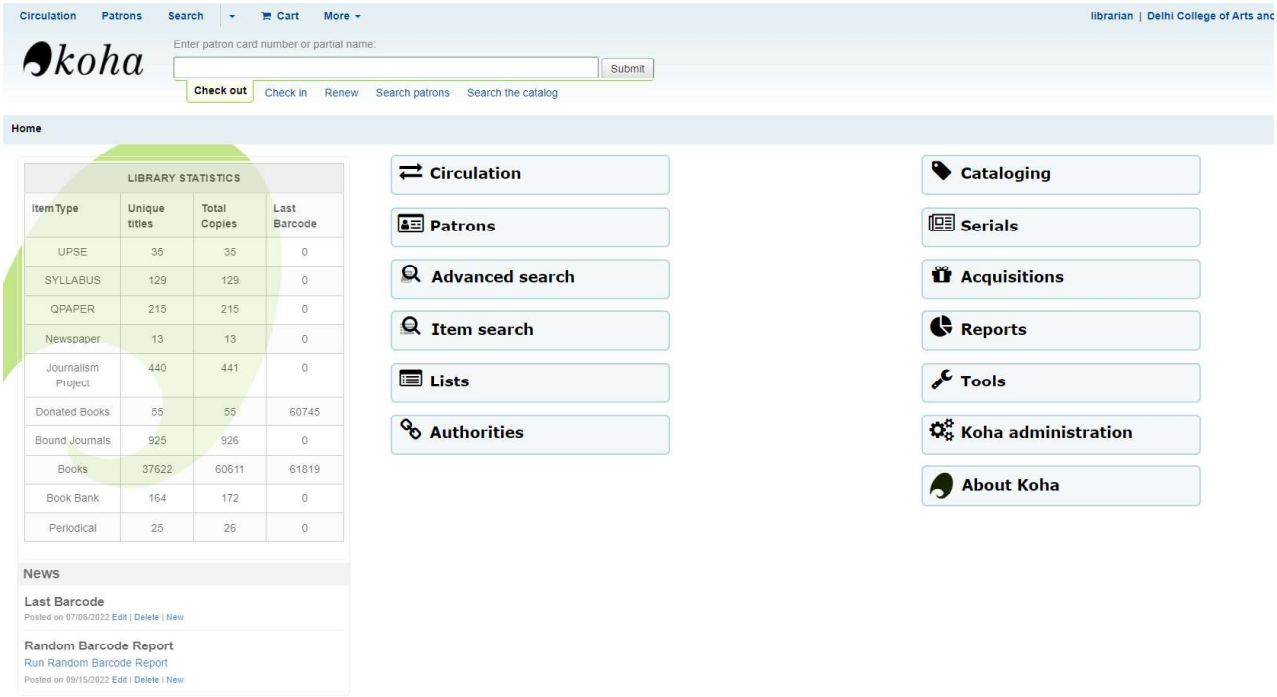
Prof Rajiv Chopra
प्राचार्य / Principal
दिल्ली कॉलेज ऑफ आर्टस् एण्ड कॉमर्स
Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय) / (University of Delhi)
नेताजी नगर, नई दिल्ली-110023
Netaji Nagar, New Delhi-110023

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.

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



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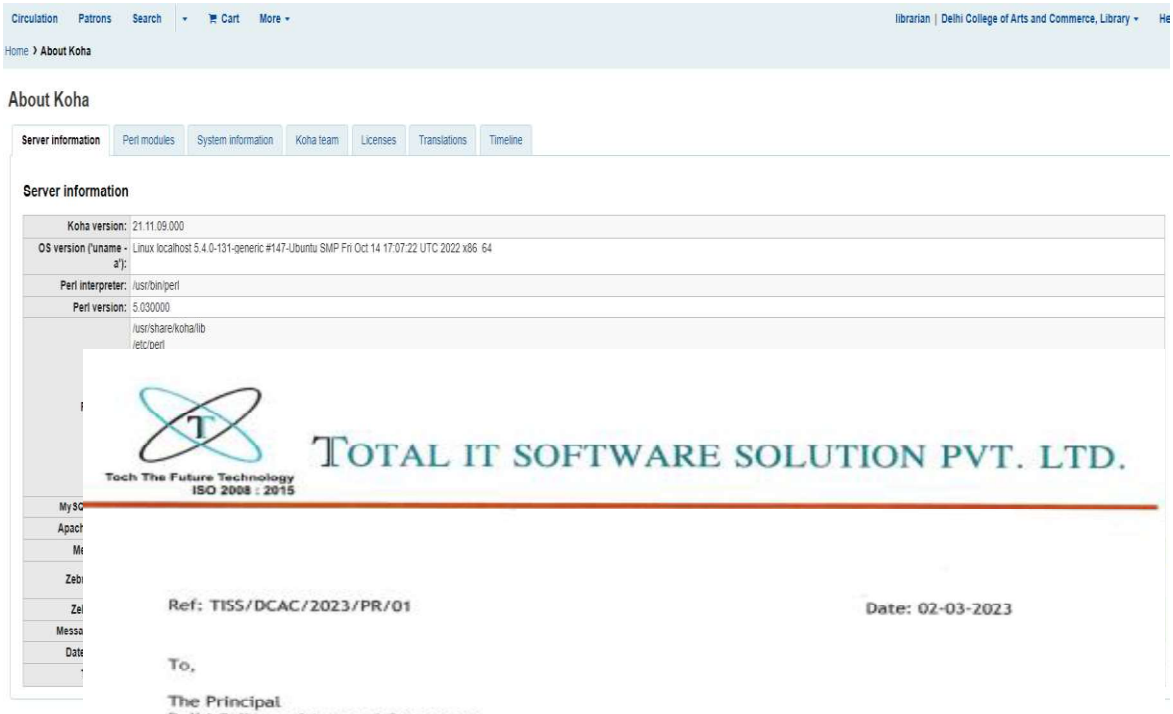
University of Delhi

Snapshot of Integrated Library Management System (KOHA) Version



TOTAL IT SOFTWARE SOLUTION PVT. LTD.

Tech The Future Technology
ISO 2008 : 2015

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: puneet.saini@tiss.co.in

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.

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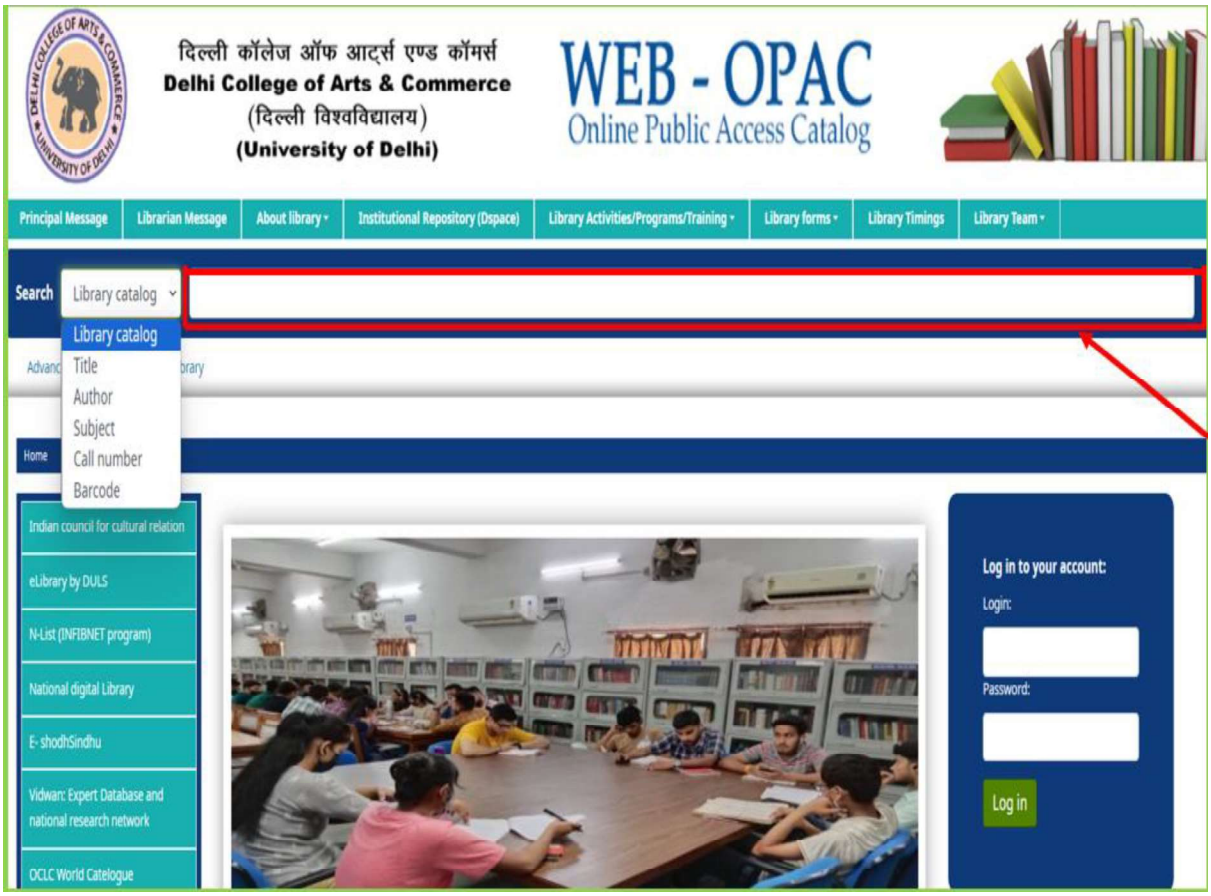
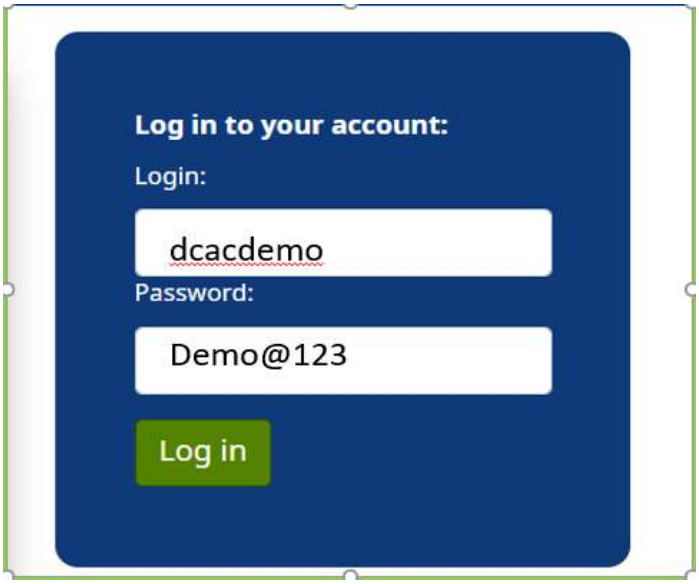
University of Delhi

Snapshot of KOHA Software (IntegratedLibrary Management System)

WEB OPAC: Online public access catalogue (OPAC)



Snap Shot of remote login :



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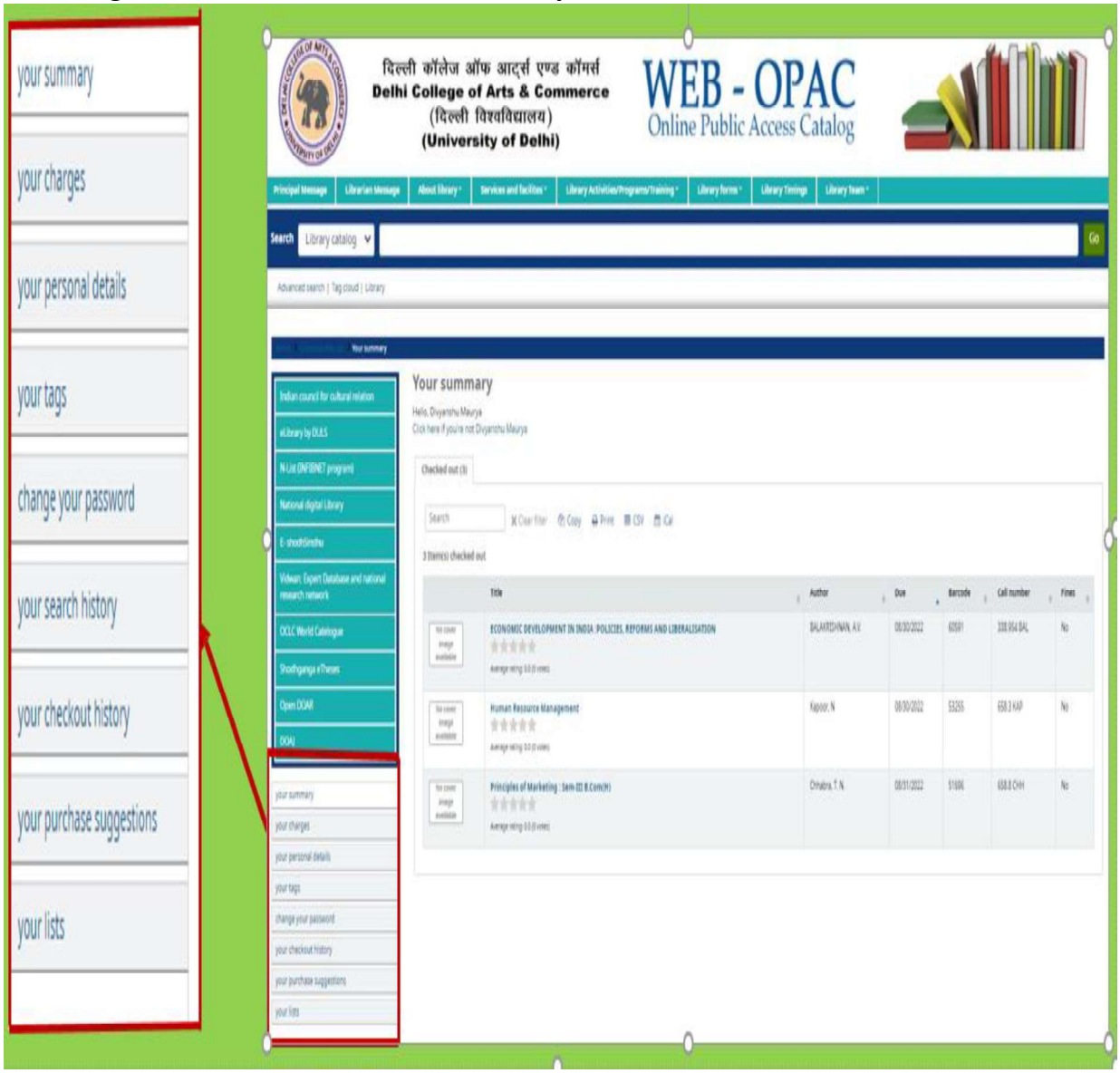
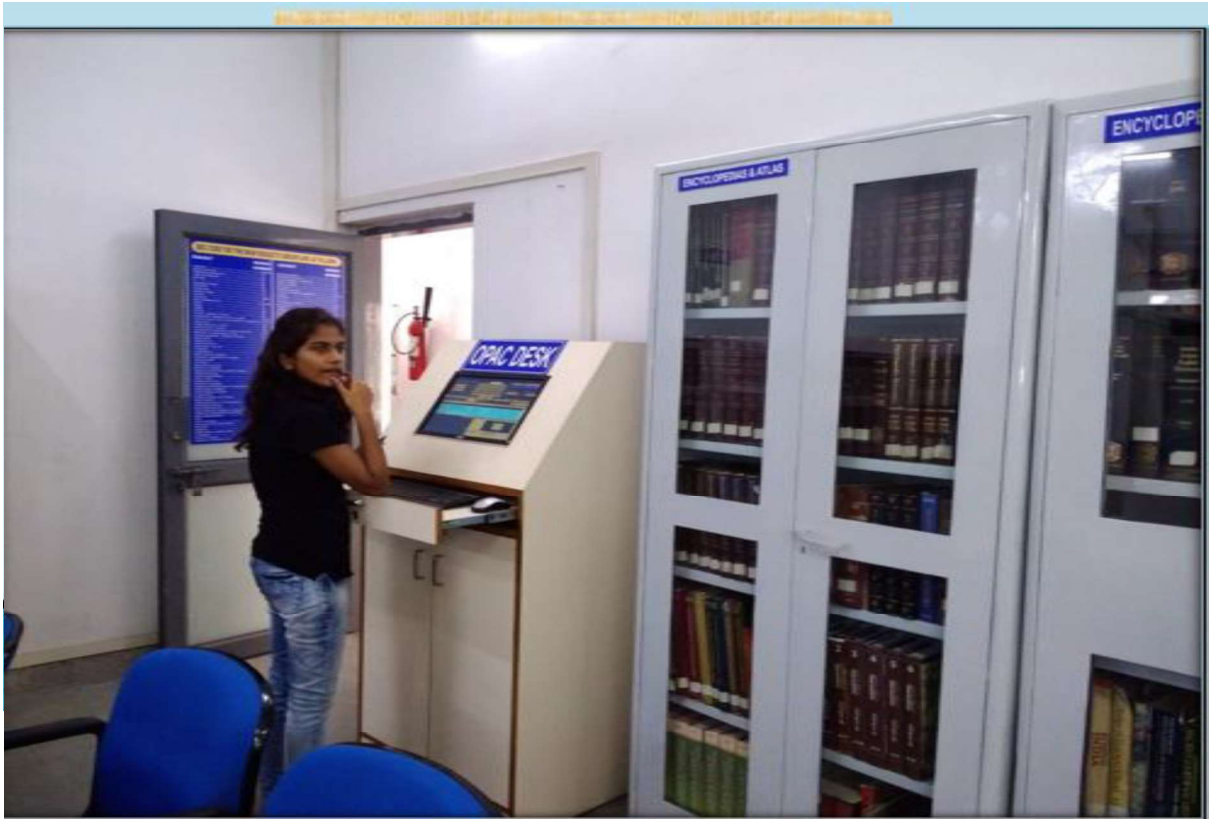
University of Delhi

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



Snap Shot of OPAC DESK



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

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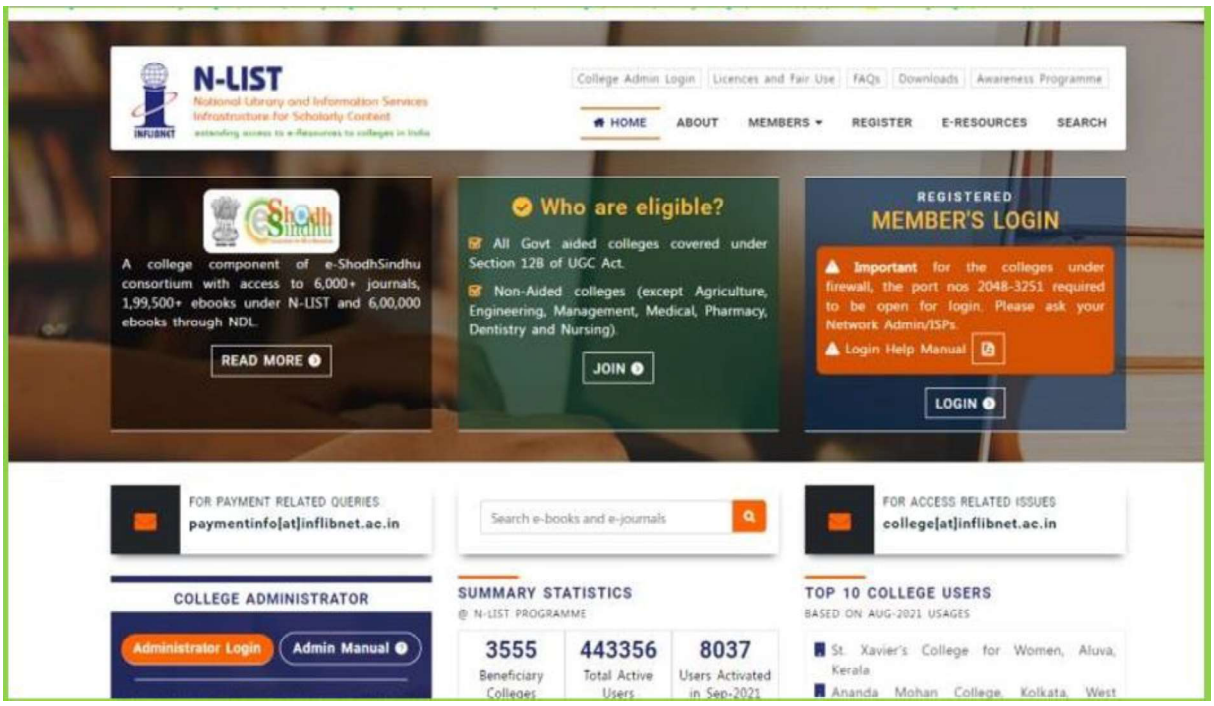

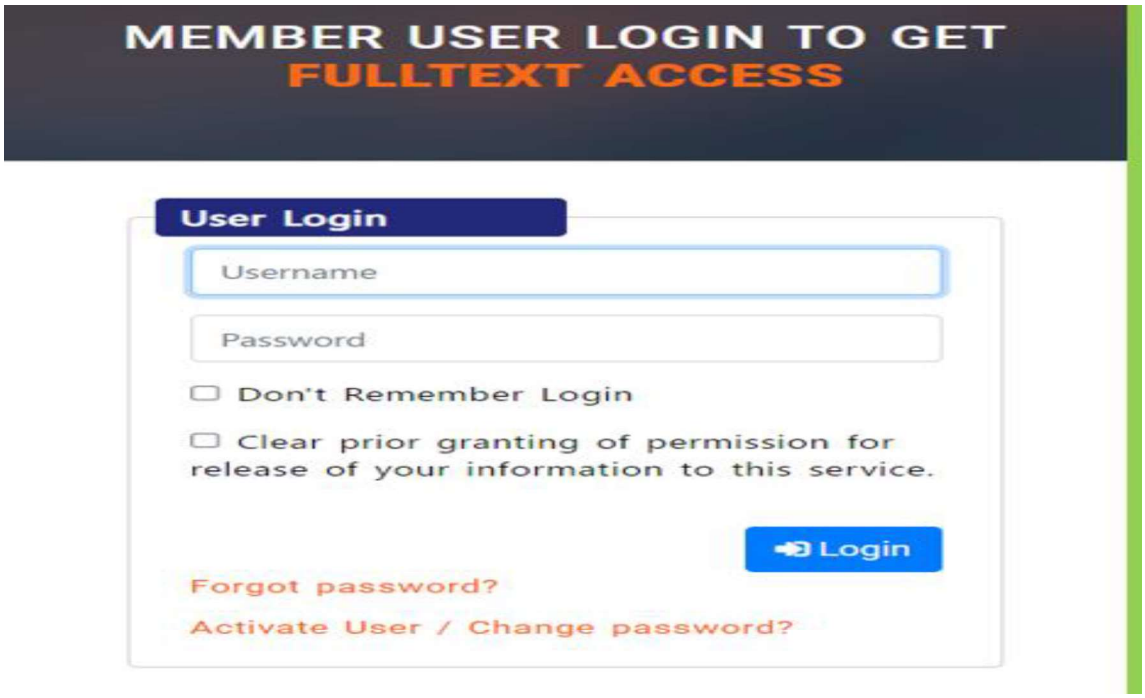

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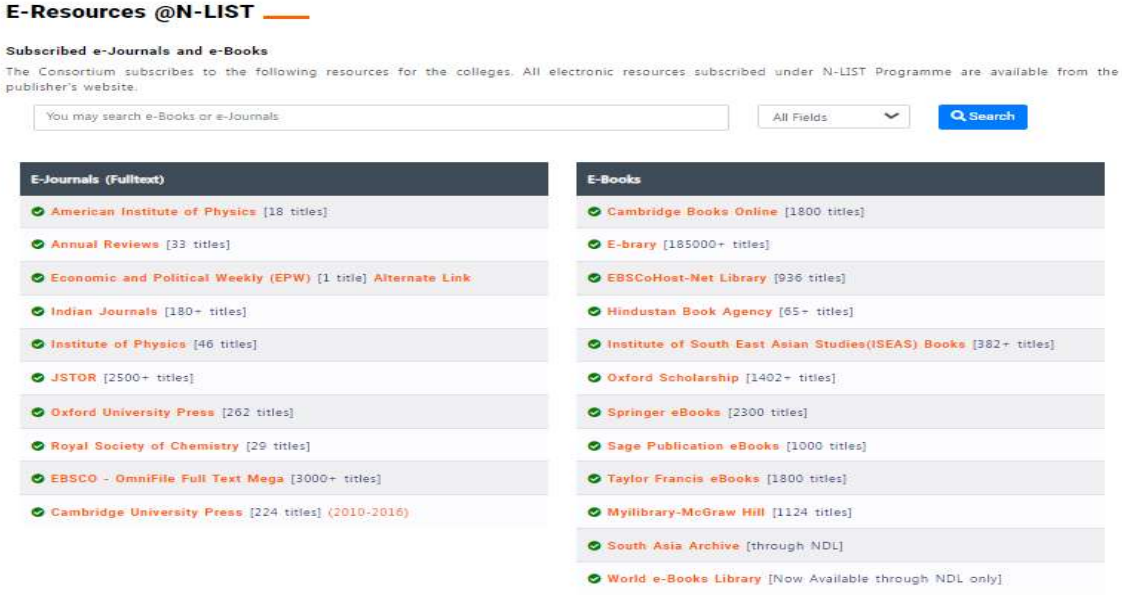

E-Resources @N-LIST

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 | Search

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]
JSTOR [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]
EBSCO - 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]
	World e-Books Library [Now Available through NDL only]

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

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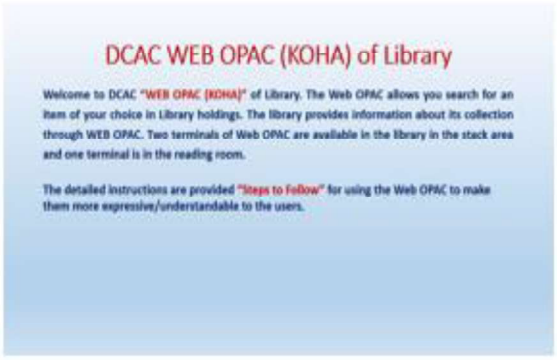

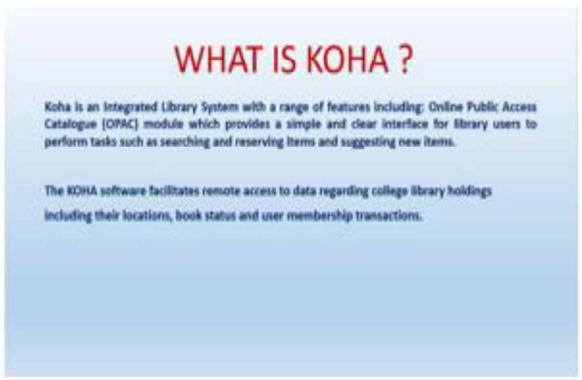

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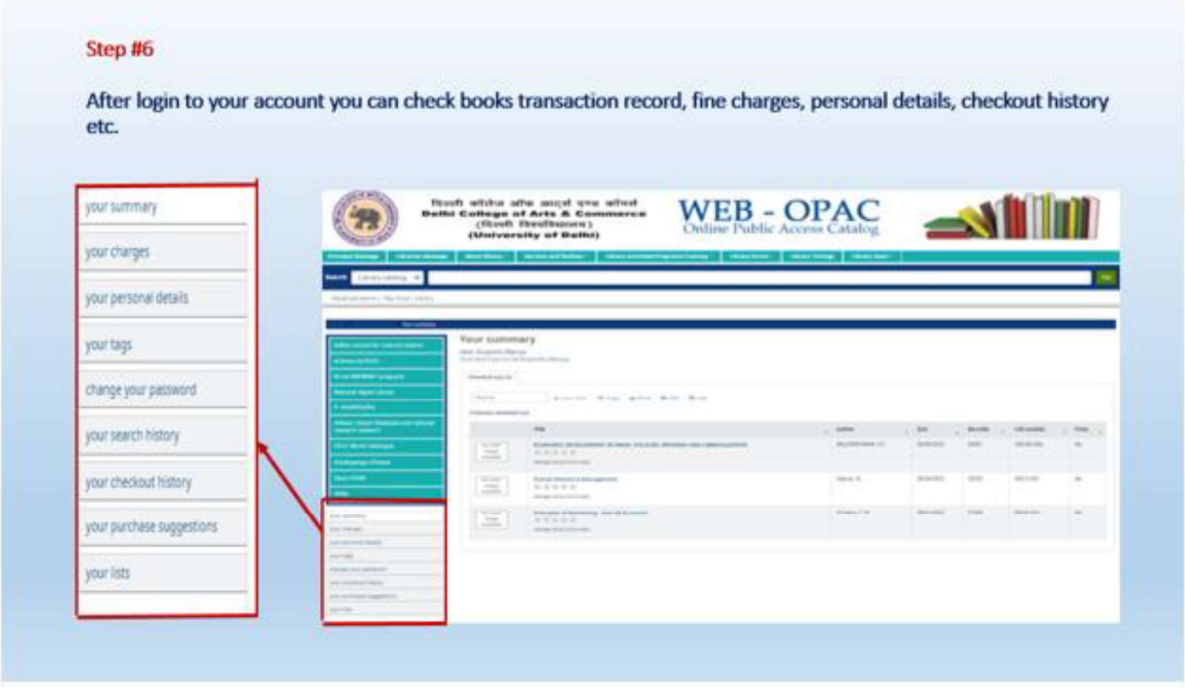

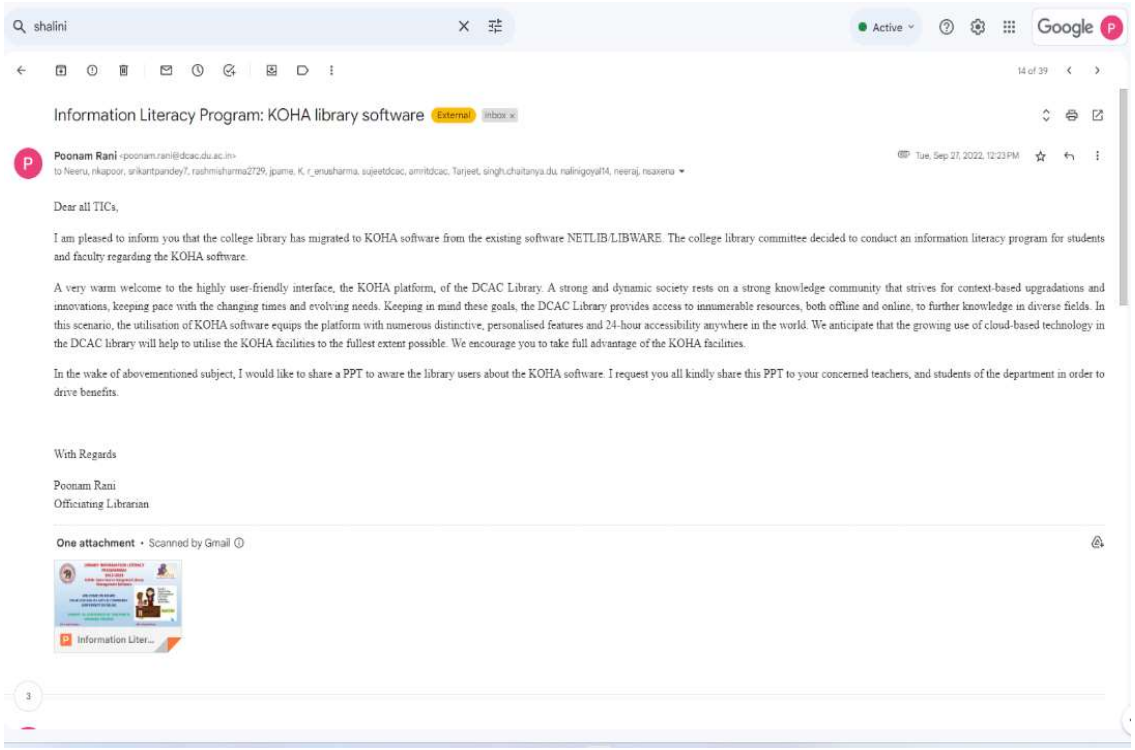

shalini

Active

Google

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Information Literacy Program: KOHA library software External Inbox ×

Poonam Rani <poonam.rani@dcac.du.ac.in>
to Neeru, nkapoor, srikantpandey7, rashmisharma2729, jpame, K, r_enusharma, sujeetdcac, amritdcac, Tarjeet, singh.chaitanya.du, nalinigoyal14, neeraj, nsaxena

Tue, Sep 27, 2022, 12:23 PM

Dear all TICs,

I am pleased to inform you that the college library has migrated to KOHA software from the existing software NETLIB/LIBWARE. The college library committee decided to conduct an information literacy program for students and faculty regarding the KOHA software.

A very warm welcome to the highly user-friendly interface, the KOHA platform, of the DCAC Library. A strong and dynamic society rests on a strong knowledge community that strives for context-based upgradations and innovations, keeping pace with the changing times and evolving needs. Keeping in mind these goals, the DCAC Library provides access to innumerable resources, both offline and online, to further knowledge in diverse fields. In this scenario, the utilisation of KOHA software equips the platform with numerous distinctive, personalised features and 24-hour accessibility anywhere in the world. We anticipate that the growing use of cloud-based technology in the DCAC library will help to utilise the KOHA facilities to the fullest extent possible. We encourage you to take full advantage of the KOHA facilities.

In the wake of abovementioned subject, I would like to share a PPT to aware the library users about the KOHA software. I request you all kindly share this PPT to your concerned teachers, and students of the department in order to drive benefits.

With Regards

Poonam Rani
Officiating Librarian

One attachment • Scanned by Gmail

Information Liter...

3

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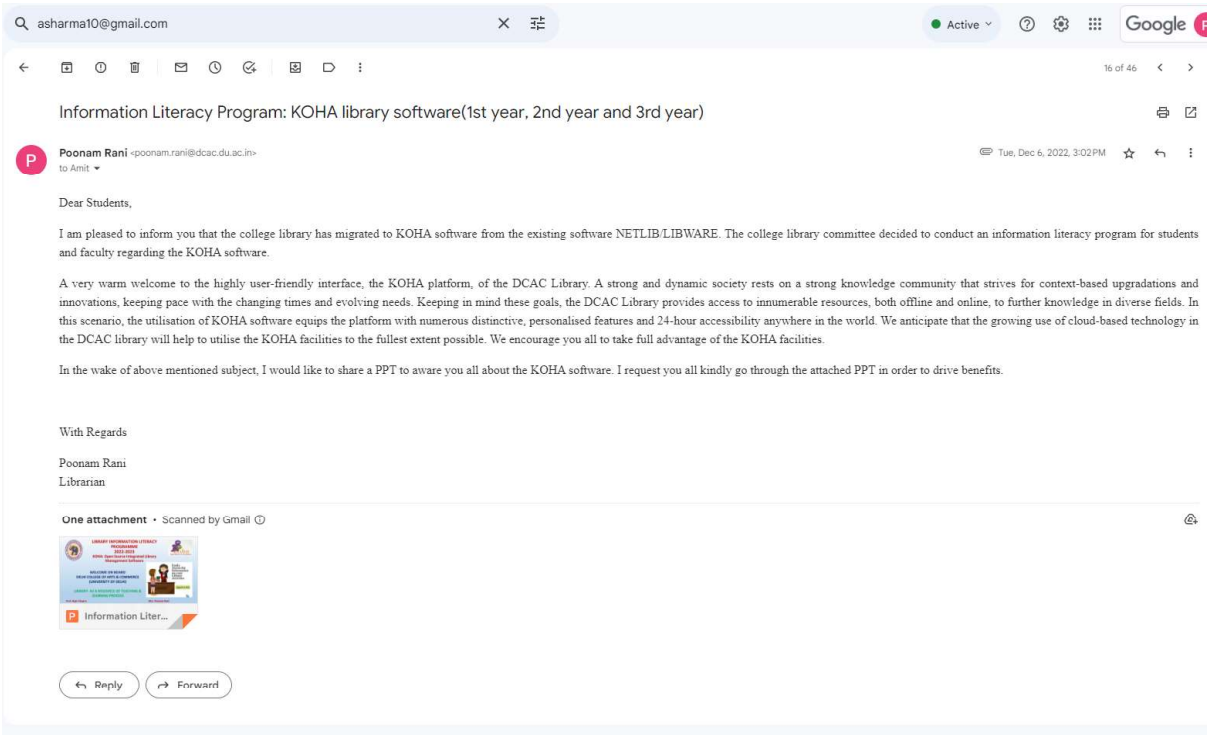
University of Delhi



asharma10@gmail.com

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Google

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Information Literacy Program: KOHA library software(1st year, 2nd year and 3rd year)

Poonam Rani <poonam.rani@dcac.du.ac.in>
to Amit

Tue, Dec 6, 2022, 3:02 PM

Dear Students,

I am pleased to inform you that the college library has migrated to KOHA software from the existing software NETLIB/LIBWARE. The college library committee decided to conduct an information literacy program for students and faculty regarding the KOHA software.

A very warm welcome to the highly user-friendly interface, the KOHA platform, of the DCAC Library. A strong and dynamic society rests on a strong knowledge community that strives for context-based upgradations and innovations, keeping pace with the changing times and evolving needs. Keeping in mind these goals, the DCAC Library provides access to innumerable resources, both offline and online, to further knowledge in diverse fields. In this scenario, the utilisation of KOHA software equips the platform with numerous distinctive, personalised features and 24-hour accessibility anywhere in the world. We anticipate that the growing use of cloud-based technology in the DCAC library will help to utilise the KOHA facilities to the fullest extent possible. We encourage you all to take full advantage of the KOHA facilities.

In the wake of above mentioned subject, I would like to share a PPT to aware you all about the KOHA software. I request you all kindly go through the attached PPT in order to drive benefits.

With Regards

Poonam Rani
Librarian

One attachment • Scanned by Gmail

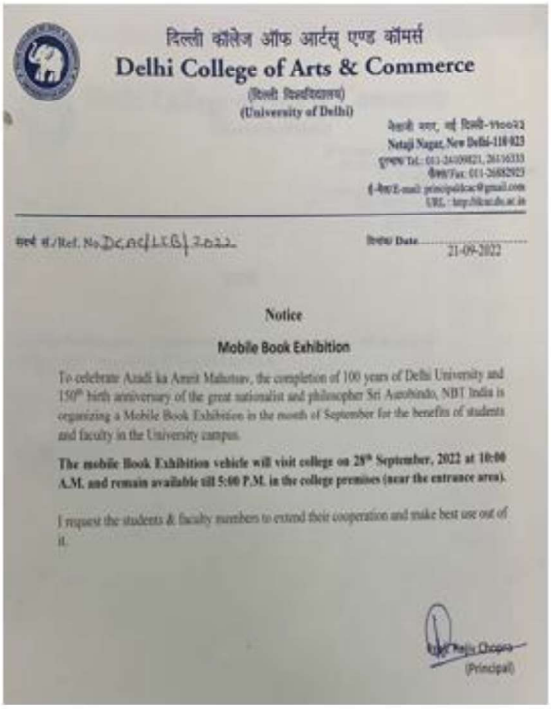
Information Liter...

Reply Forward

Delhi College of Arts & Commerce

University of Delhi

Mobile Book Exhibition to celebrate Azadi kaAmrit Mahostav, the completion of 100 years of Delhi University and 10th birth anniversary of the great nationalist and philosopher Sri Aurobindo by College library in collaboration with National ok Trust of India was held on



दिल्ली कॉलेज ऑफ आर्टस् एण्ड कॉमर्स
Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय)
(University of Delhi)

Netaji Nagar, New Delhi-110 023

Ref. No. DCAC/LIB/2022

Date 21-09-2022

Notice

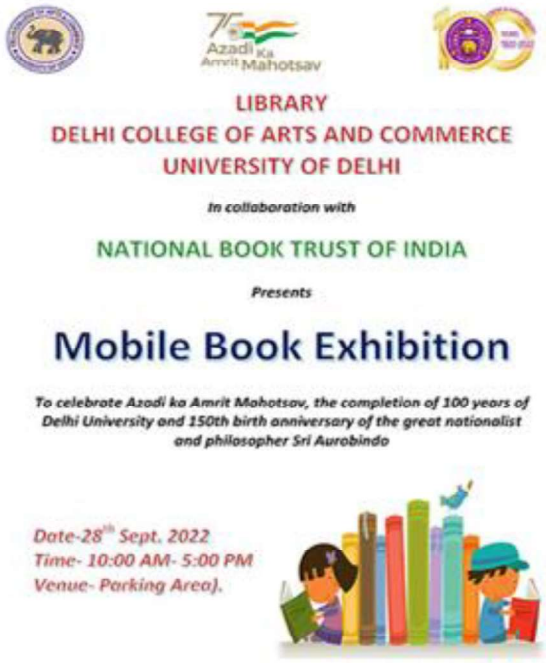
Mobile Book Exhibition

To celebrate Azadi ka Amrit Mahotsav, the completion of 100 years of Delhi University and 150th birth anniversary of the great nationalist and philosopher Sri Aurobindo, NBT India is organizing a Mobile Book Exhibition in the month of September for the benefits of students and faculty in the University campus.

The mobile Book Exhibition vehicle will visit college on 28th September, 2022 at 10:00 A.M. and remain available till 5:00 P.M. in the college premises (near the entrance area).

I request the students & faculty members to extend their cooperation and make best use out of it.

(Principal)



LIBRARY
DELHI COLLEGE OF ARTS AND COMMERCE
UNIVERSITY OF DELHI

In collaboration with

NATIONAL BOOK TRUST OF INDIA

Presents

Mobile Book Exhibition

To celebrate Azadi ka Amrit Mahotsav, the completion of 100 years of Delhi University and 150th birth anniversary of the great nationalist and philosopher Sri Aurobindo

Date-28th Sept. 2022
Time- 10:00 AM- 5:00 PM
Venue- Parking Area).

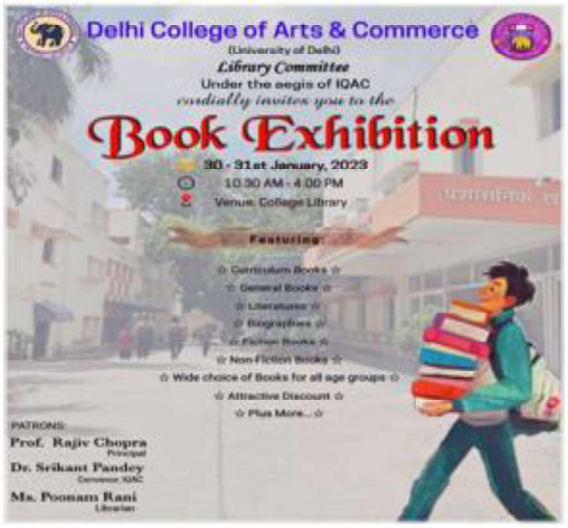
28th September 2022.

Delhi College of Arts & Commerce

University of Delhi

Delhi College of Arts & Commerce

University of Delhi



Book Exhibition organised on January 30th and 31st, 2023

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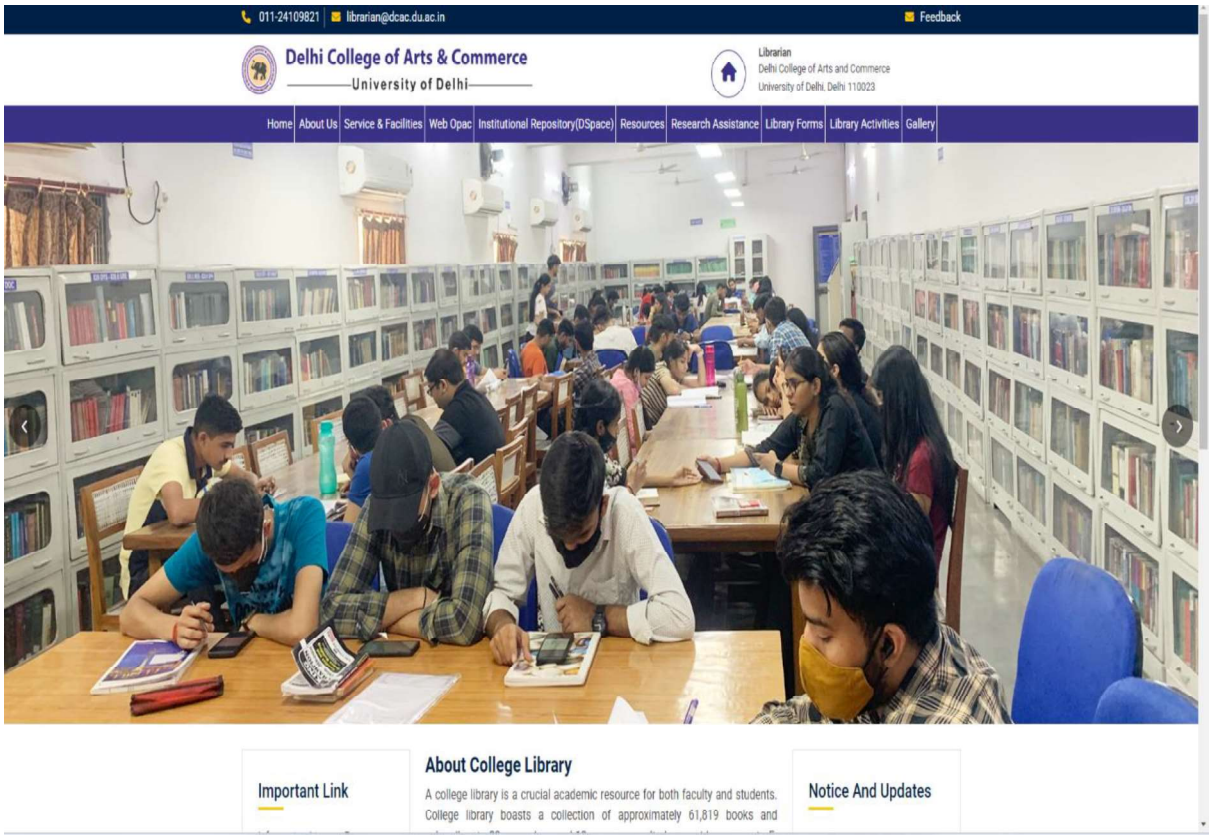
University of Delhi

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



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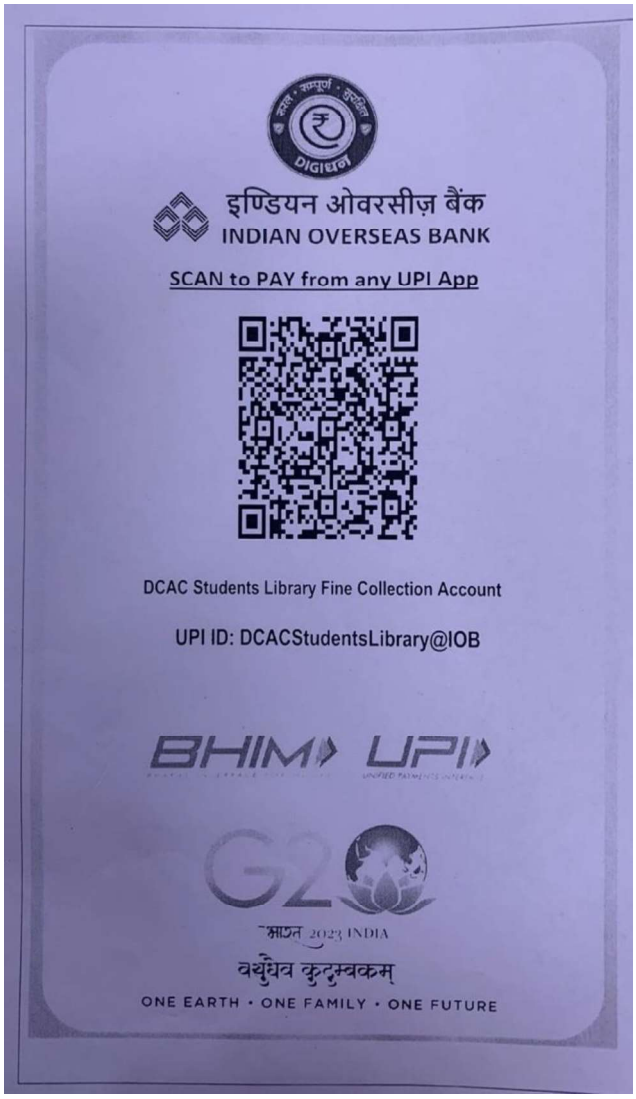
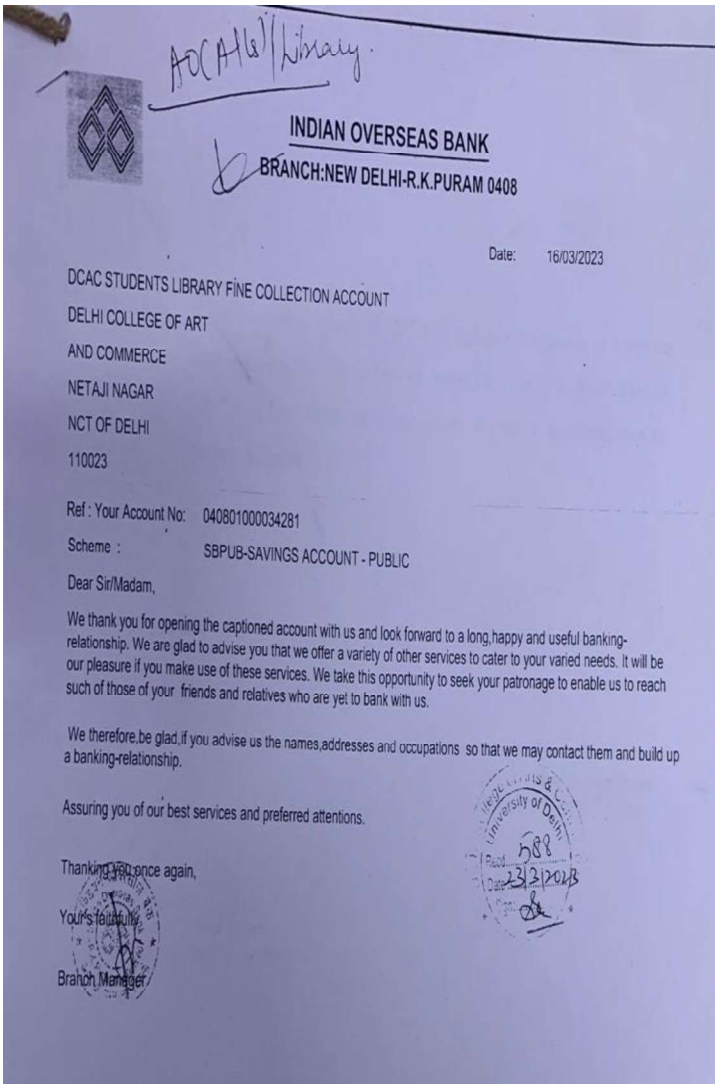
ICT Tool / Technology

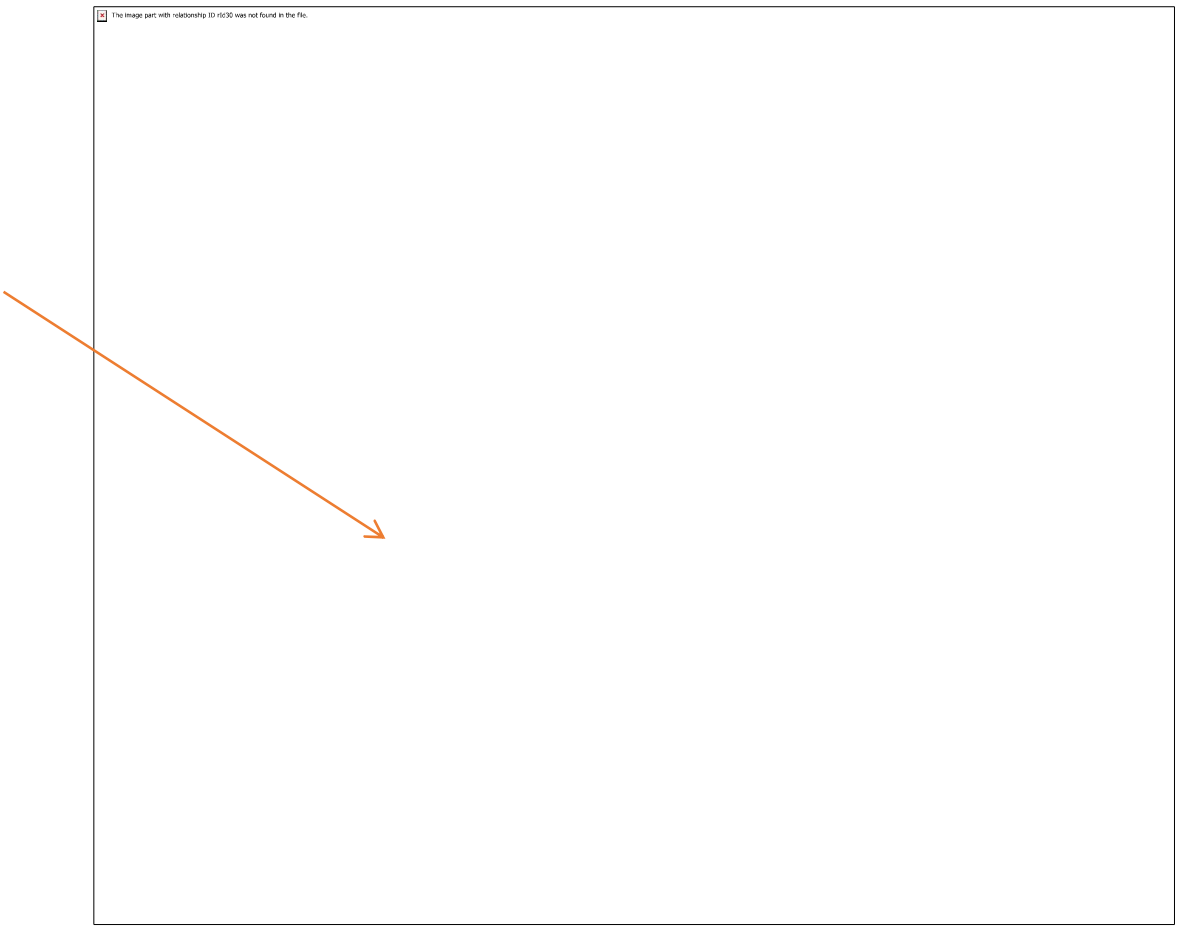
College library Shifted from cash to online Students Library Fine Collection through KOHA software by using QR code





<u>Facility for Visually Impaired Students</u>

The College library purchased EVO E11 Daisy Player for Visually Impairedstudents 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

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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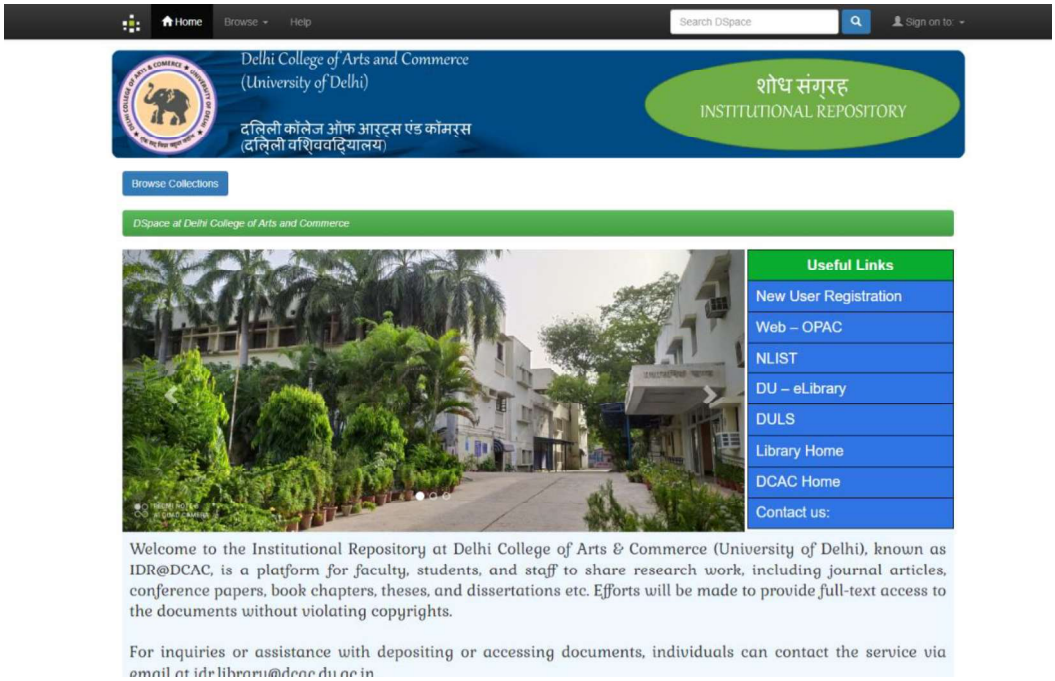
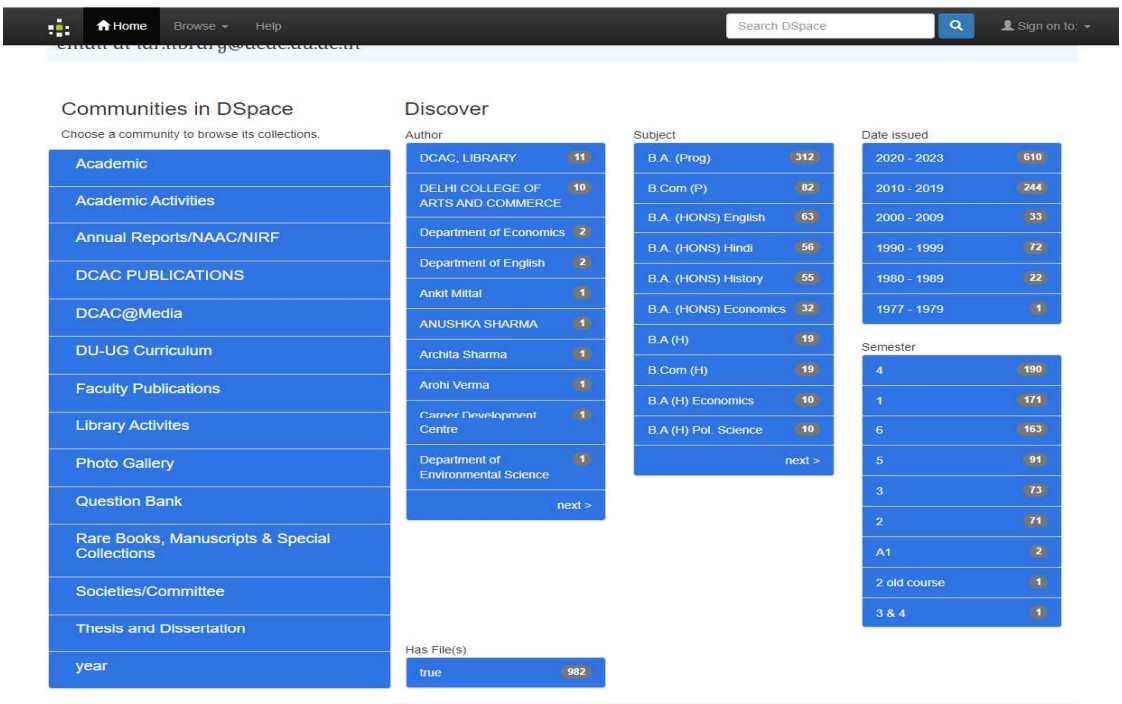
University of Delhi



INSTITUTIONAL DIGITAL REPOSITORY



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)

College Library introduced and implemented Radio-Frequency Identification (RFID) technology

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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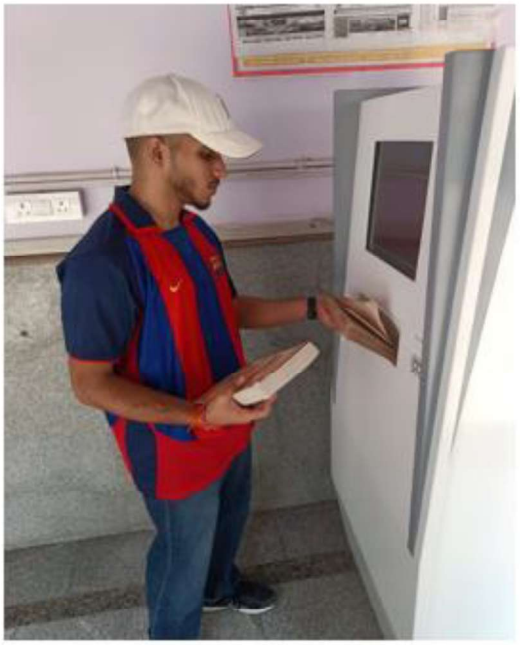

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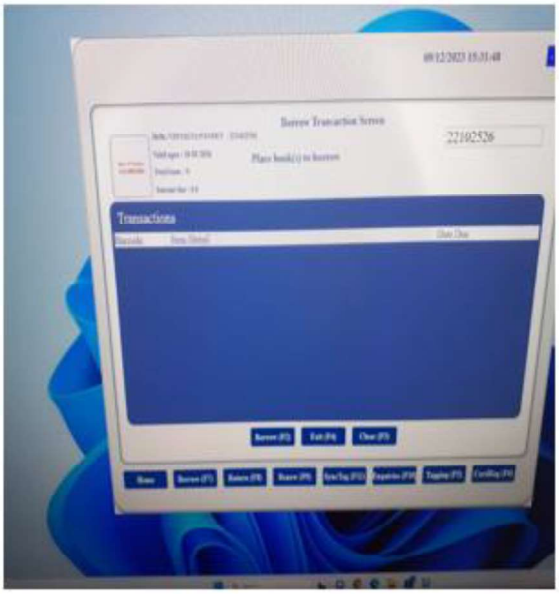
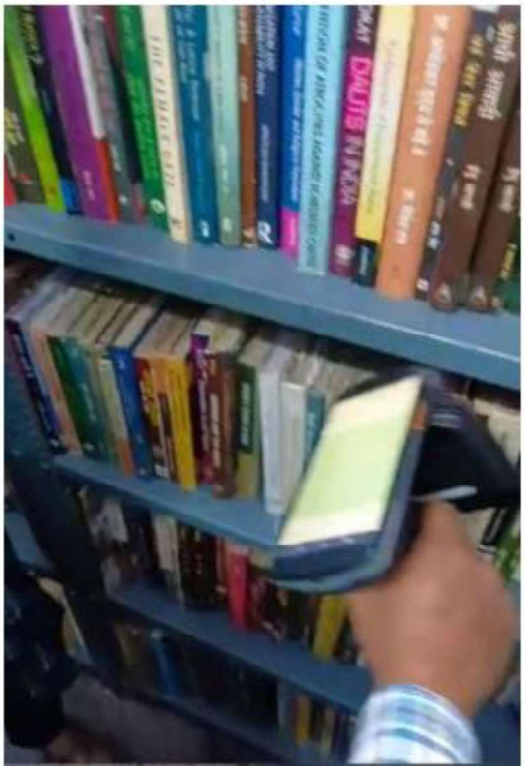
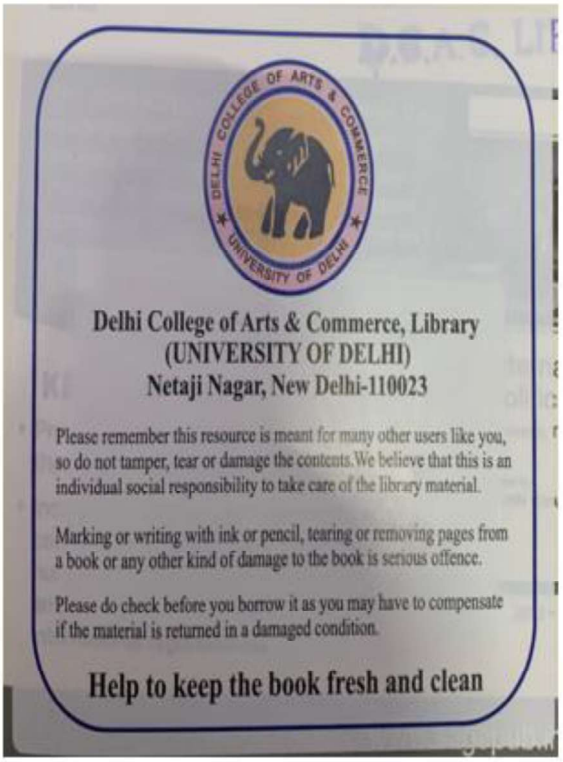






Snap Shot of RFID Smart card Printer for generating RFID enabled Smart Card for Patrons

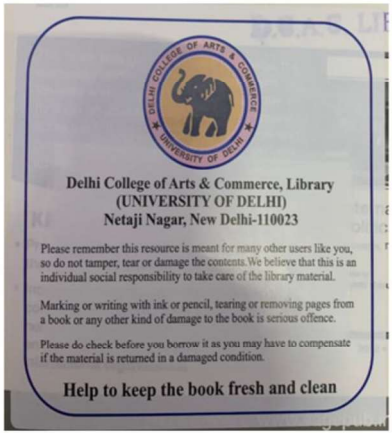
Procedure for Operating Radio-Frequency Identification (RFID)

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

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

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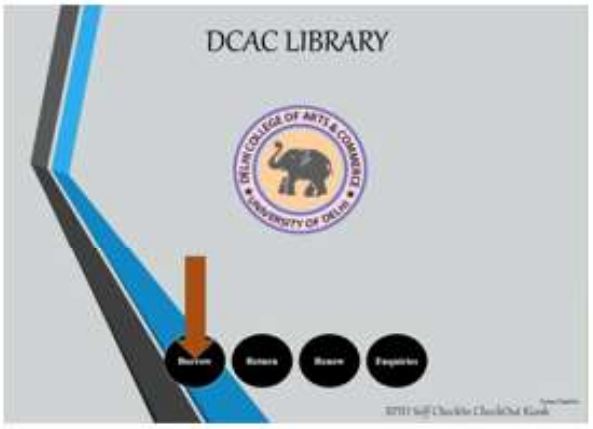
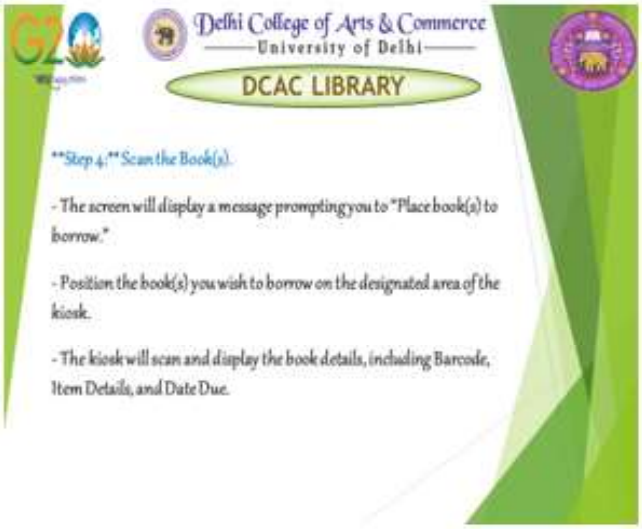
Guide to Borrowing Books Using the RFID Kiosk in the Library





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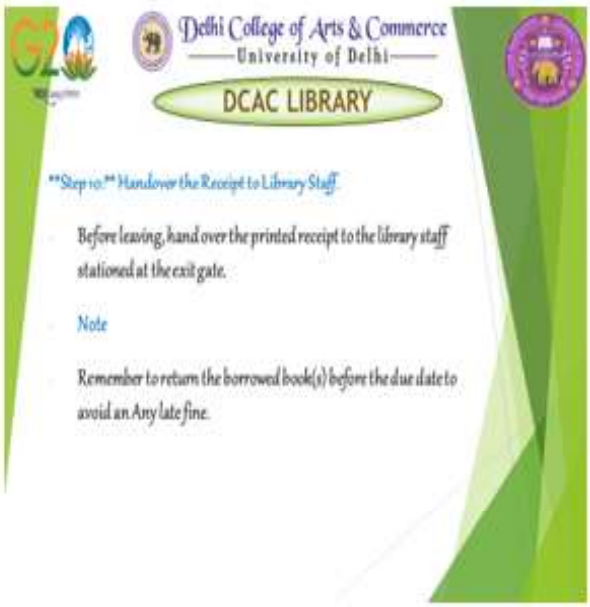

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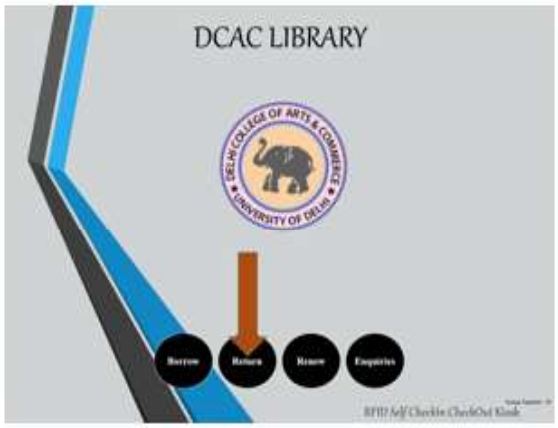
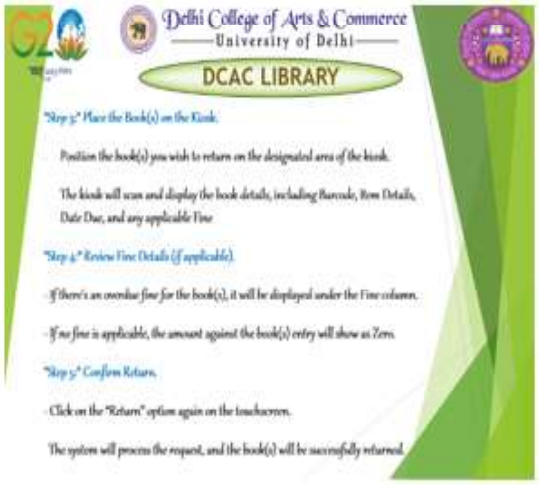
Guide to returning books using the RFID Kiosk in the library





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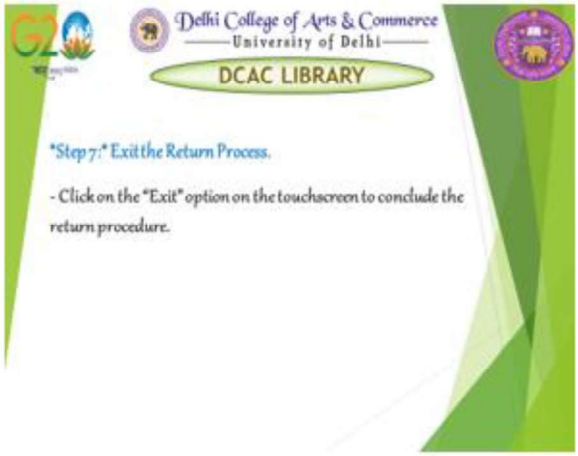

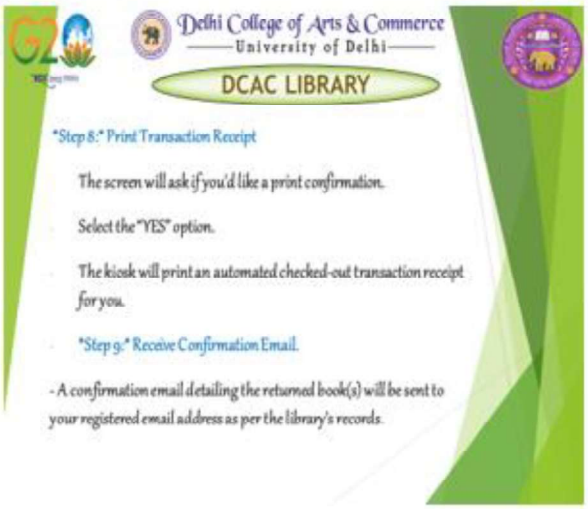

Guide to Renew Books Using the RFID Kiosk in the Library

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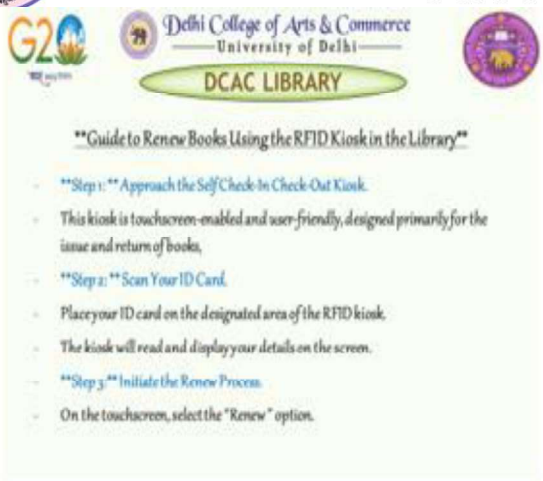

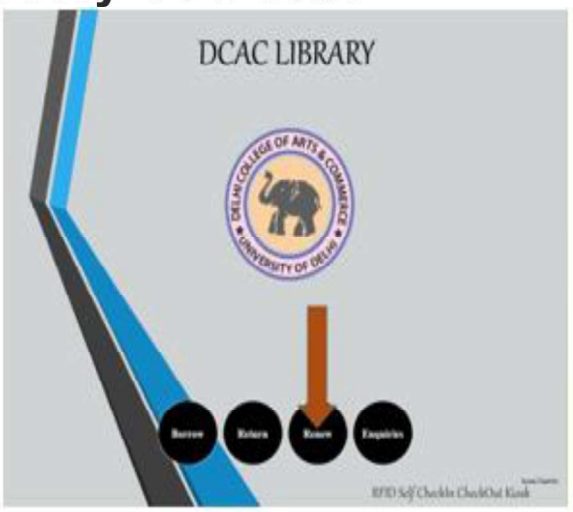

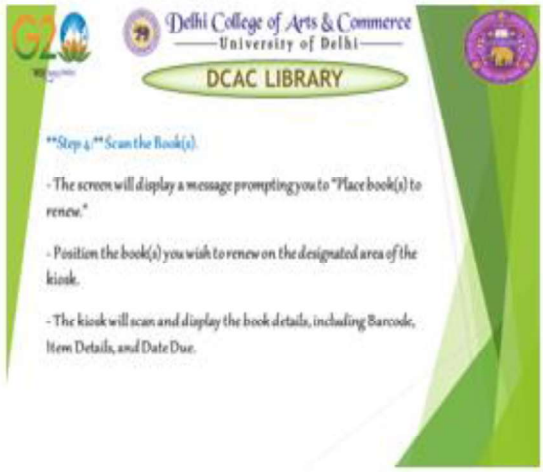

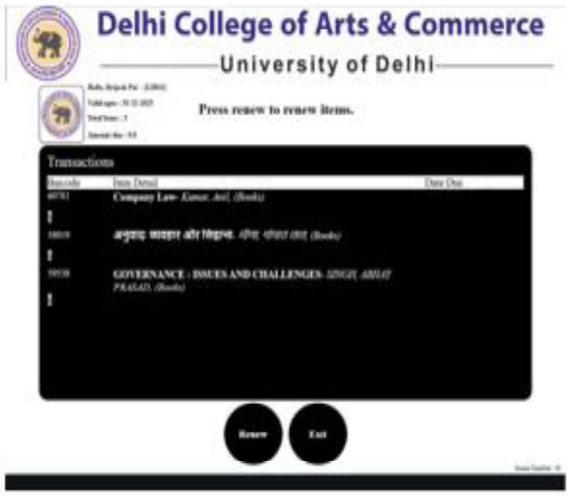

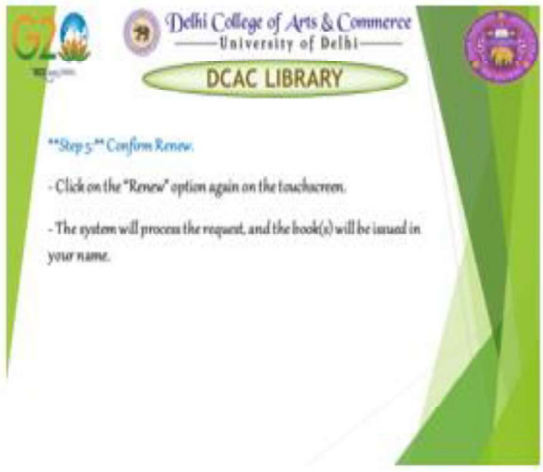

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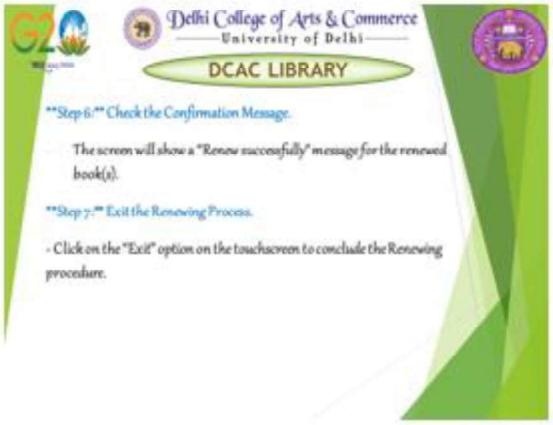

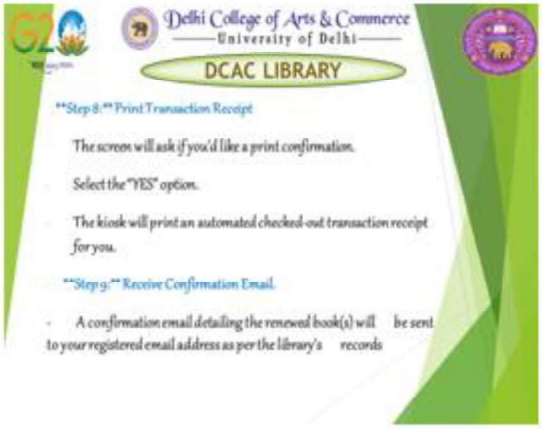

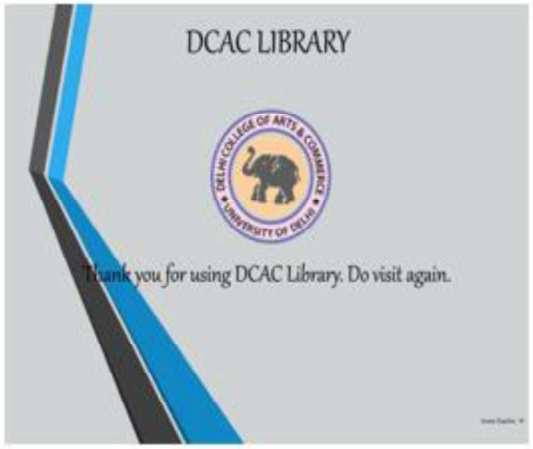

RFID Book Dropbox enabled user-friendly Kiosk is primarily for returnbooks in Library

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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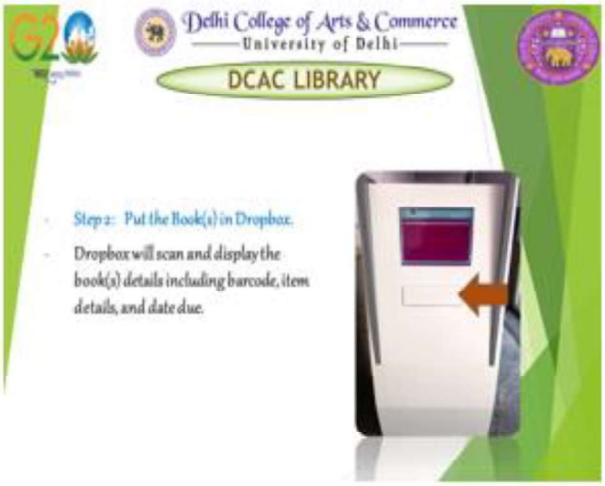

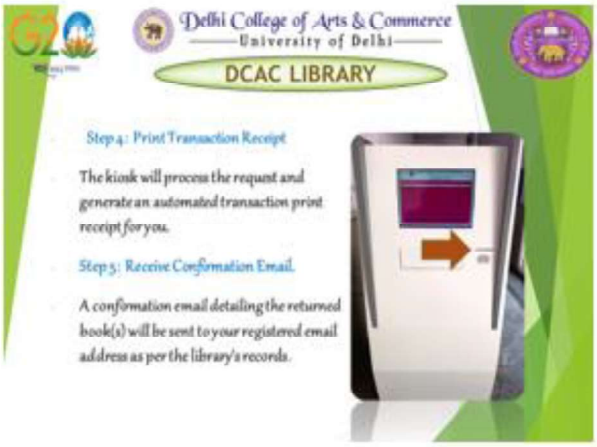

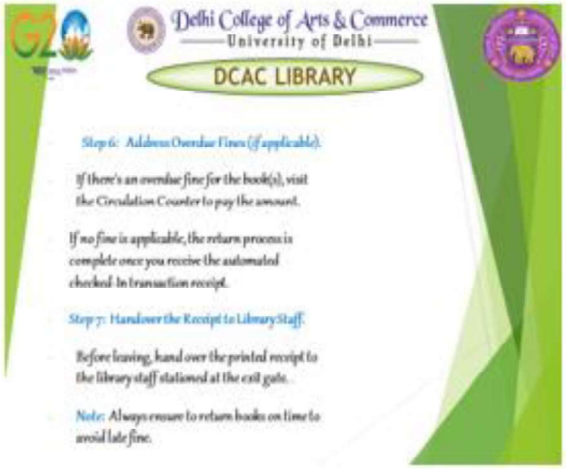

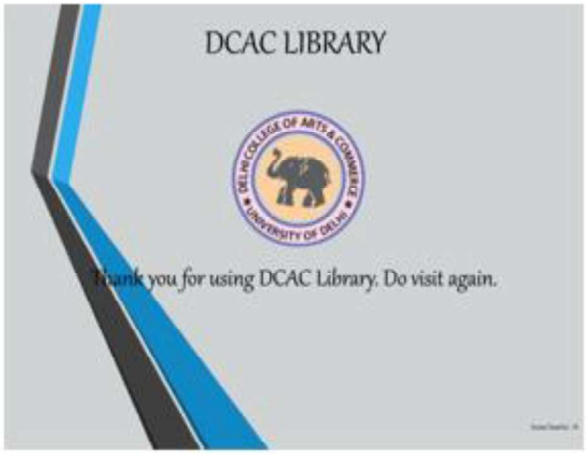

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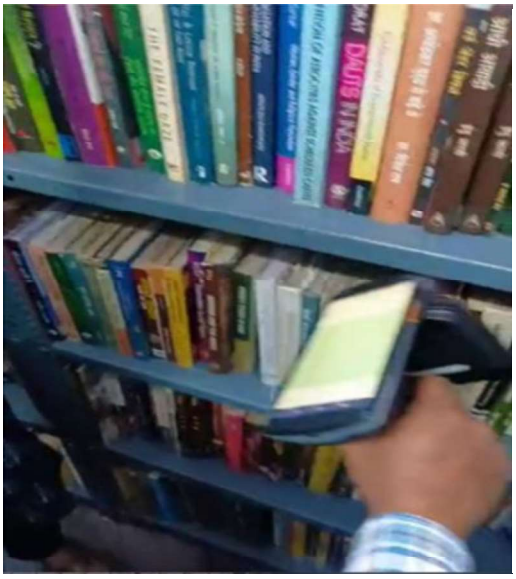
University of Delhi

RFID-enabled security gate

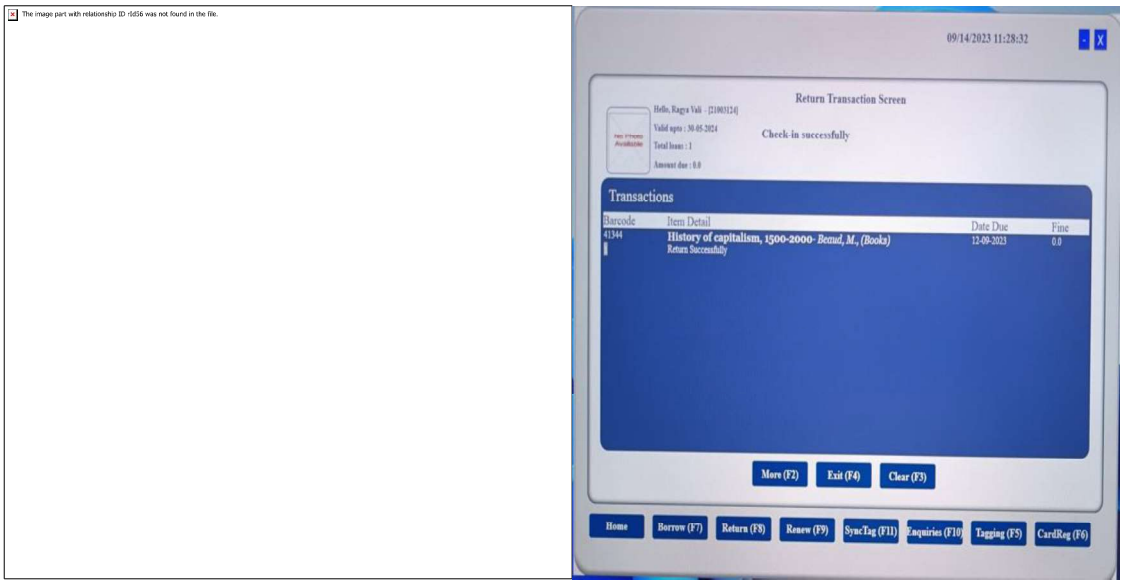
RFID-enabled security gates are a great way to keep our library safe. It's easy for staff members to know who is returning an item and who is taking items out of the library without issuing. This security gate is installed at the entrance and exit point of the College library.

RFIDHandheld Reader



RFID Handheld Reader devicedetects 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.

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

Delhi College of Arts & Commerce

University of Delhi

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.

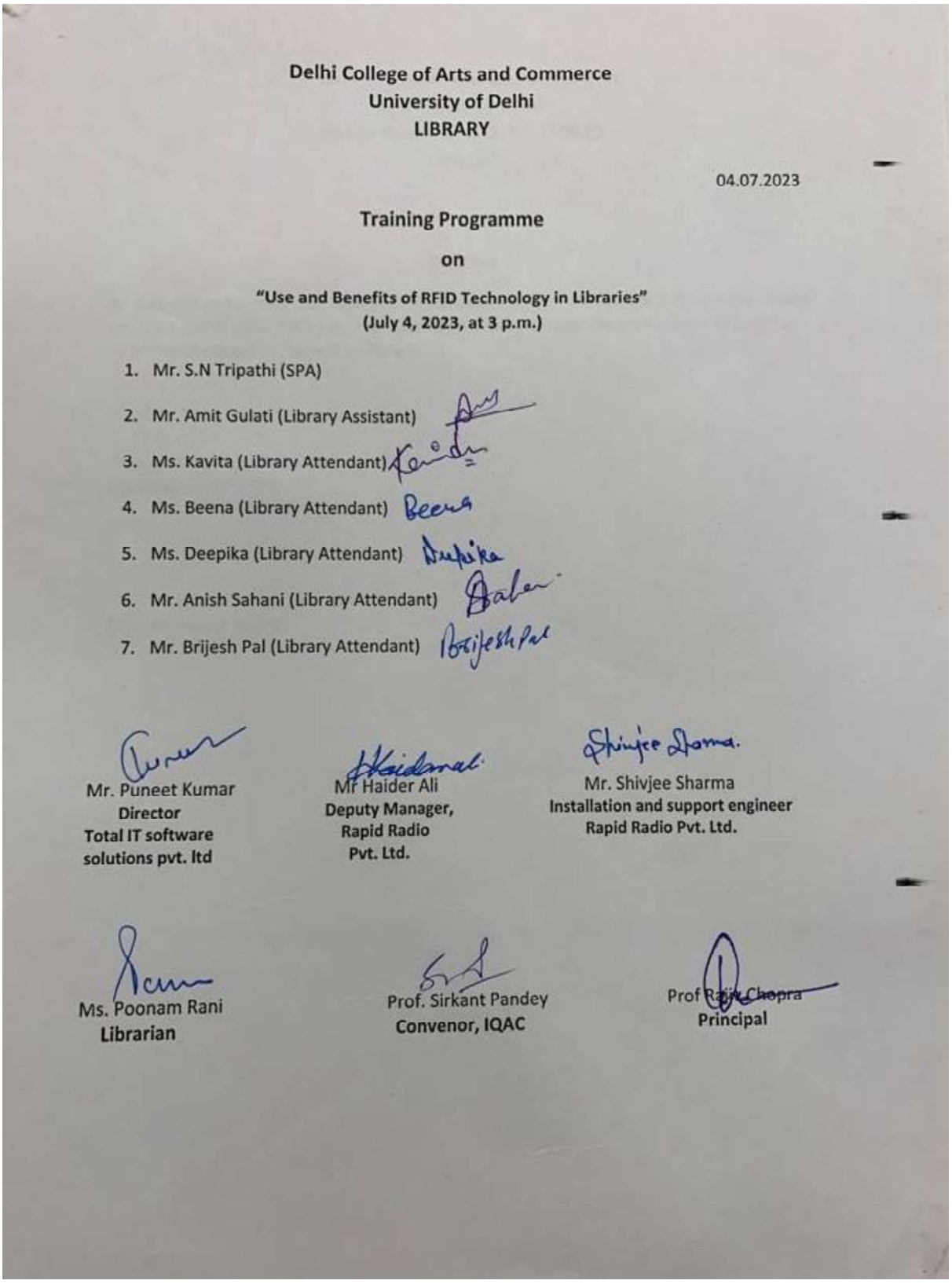
Thanking you & assuring you of our best professional services at all times.

Kind regards,

Puneet Kumar
Director
Total IT Software Solutions Pvt. Ltd
Ph.: 9350515096
Email: puneet.saini@tiss.co.in

For Total IT Software Solutions Pvt. Ltd.

Director



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)
5. Ms. Deepika (Library Attendant)
6. Mr. Anish Sahani (Library Attendant)
7. Mr. Brijesh Pal (Library Attendant)

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

Mr Haider Ali
Deputy Manager,
Rapid Radio
Pvt. Ltd.

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

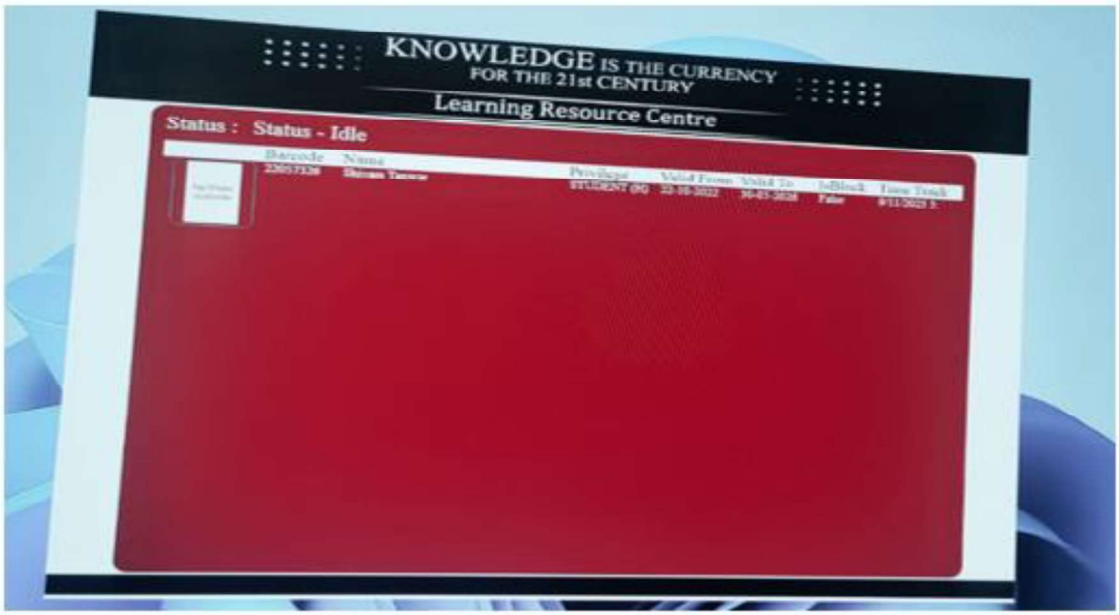
Ms. Poonam Rani
Librarian

Prof. Sirkant Pandey
Convenor, IQAC

Prof Rajiv Chopra
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.



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University of Delhi

TOTAL IT SOFTWARE SOLUTION PVT. LTD.

Toch The Future Technology
ISO 2008 : 2015

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: puneet.saini@tiss.co.in

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

Delhi College of Arts & Commerce
University of Delhi

Photographs of library of the period 2022-2023

Property Counter and Entrance of Library

Digital Entry Reader and Visitor's Register

Delhi College of Arts & Commerce

University of Delhi

Check Point and RFID Security Gate

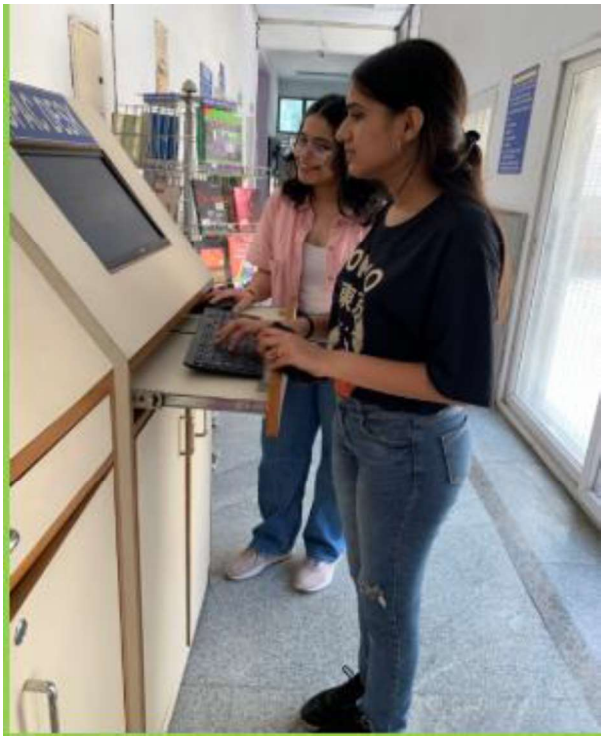
Circulation Counter

Delhi College of Arts & Commerce

University of Delhi

Kiosk for issue/return and renew of books in Library

RFID book Dropbox



WEB-OPAC

Delhi College of Arts & Commerce

University of Delhi

Stack Hall

Students Reading Room

Faculty Reading Room

Current Awareness Section

Delhi College of Arts & Commerce

University of Delhi

E-Resource Room

Delhi College of Arts & Commerce

University of Delhi

Library Data Report (2021-2022):

The college library introduced and implemented the KOHA software. Organised webinars and training to enhance knowledge and upgrade library services and facilities for the period 2021–2022.

Index

Sr. No	Particulars	Page No
1	Webinar on "Selective Dissemination of information Services to Library users using print and open access sources"	1
2	Transition to Koha Software&Introduction of Integrated Library Management System(KOHA)	2
3	Snapshot of Integrated Library Management System (KOHA) Version & Snap Shot of Integrated Library Management System (KOHA) : On Cloud	3
4	Procedure for Operating Integrated Library Management System (KOHA) on cloud server	4-12
5	Annual Library Orientation Programme	13-14
6	Staff Training in ICT, software and Information Technology	15-17
7	Library Overview Photograph (2021-2022)	18-22

1. **Webinar on "Selective Dissemination of Information Services to Library Users using Print and Open Access Sources" - November 12th, 2021.**

On the 12th of November 2021, the College Library hosted a webinar titled "Selective Dissemination of Information Services to Library Users using Print and Open Access Sources" through the Google Meet platform. This webinar aimed to enhance the knowledge and skills of library professionals and users regarding the effective utilization of print and open access resources for disseminating information.

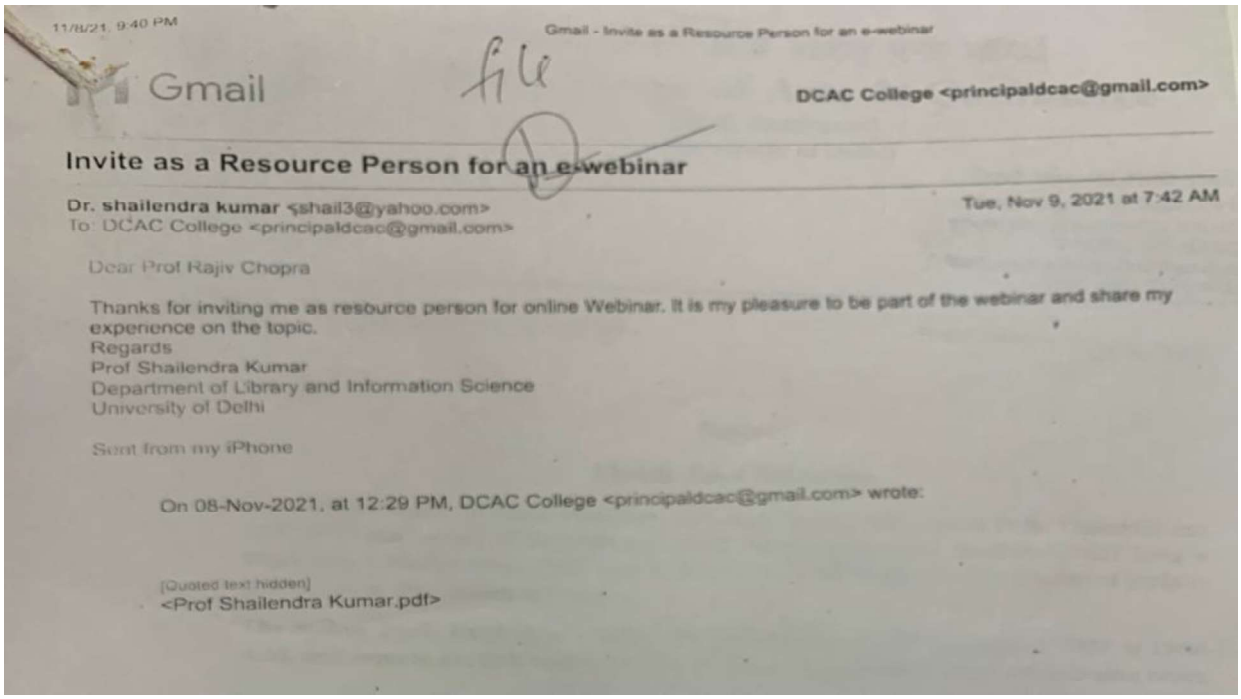
1. **Transition to Koha Software**

   In pursuit of upgrading library services and facilities, as well as making library resources accessible online and remotely, the College Library transitioned from its previous software (NETTLIB) to the Koha Integrated Library Management System.

2. **Introduction of Integrated Library Management System (KOHA)**

The College Library has embraced the modern era of library management through the implementation of the Integrated Library Management System known as KOHA. This open-source software operates on a cloud server, providing a dynamic and efficient solution for library automation.

Koha, derived from the Māori word "gift," represents the world's pioneering open-source library automation system. Developed by the Horowhenua Library Trust in 1999, Koha was


11/8/21, 9:40 PM Gmail - Invite as a Resource Person for an e-webinar

Gmail

DCAC College <principaldcac@gmail.com>

Invite as a Resource Person for an e-webinar

Dr. shailendra kumar <shail3@yahoo.com> Tue, Nov 9, 2021 at 7:42 AM
To: DCAC College <principaldcac@gmail.com>

Dear Prof Rajiv Chopra

Thanks for inviting me as resource person for online Webinar. It is my pleasure to be part of the webinar and share my experience on the topic.
Regards
Prof Shailendra Kumar
Department of Library and Information Science
University of Delhi

Sent from my iPhone

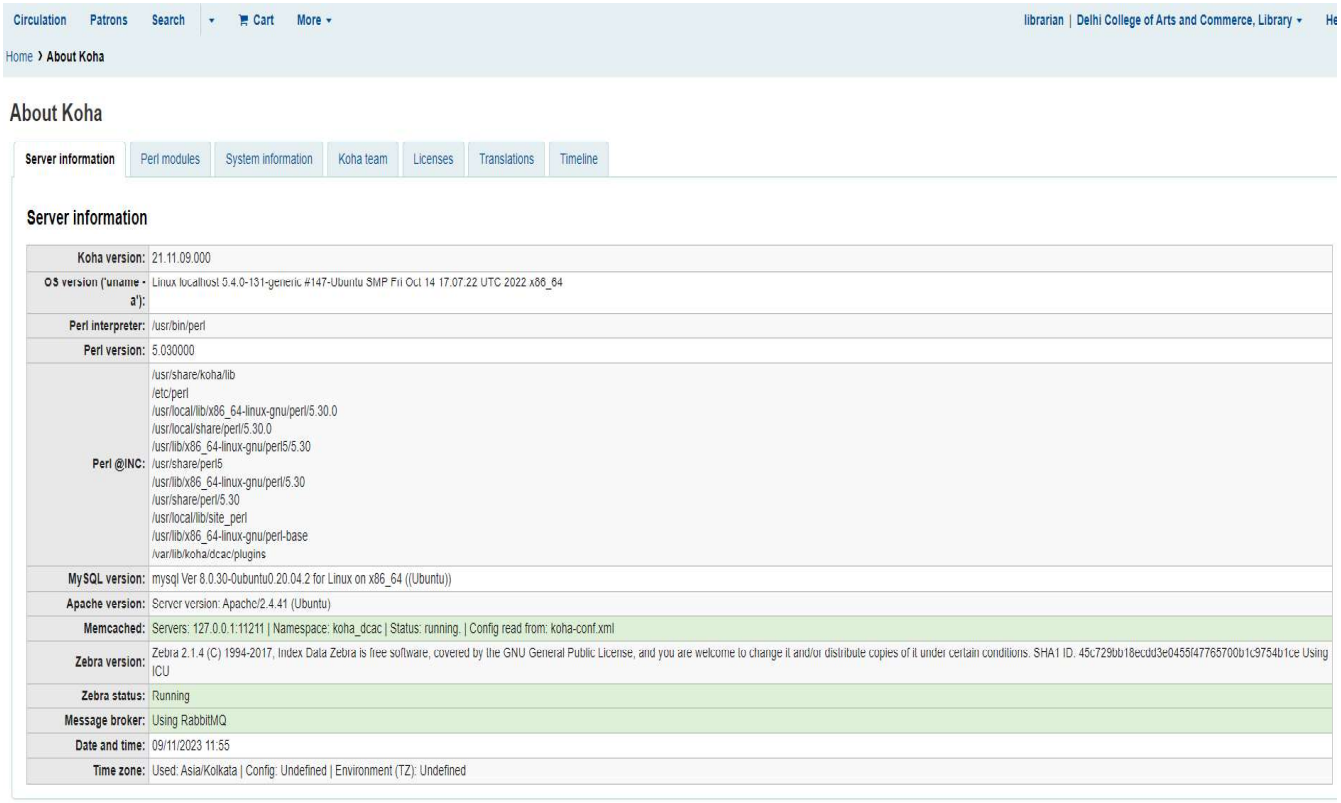
On 08-Nov-2021, at 12:29 PM, DCAC College <principaldcac@gmail.com> wrote:

[Quoted text hidden]
<Prof Shailendra Kumar.pdf>

released under the GNU General Public License. It has gained global recognition and is utilized across diverse library types, proving itself as a robust enterprise-class ILS with comprehensive functionalities.

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.

Snapshot of Integrated Library Management System (KOHA) Version



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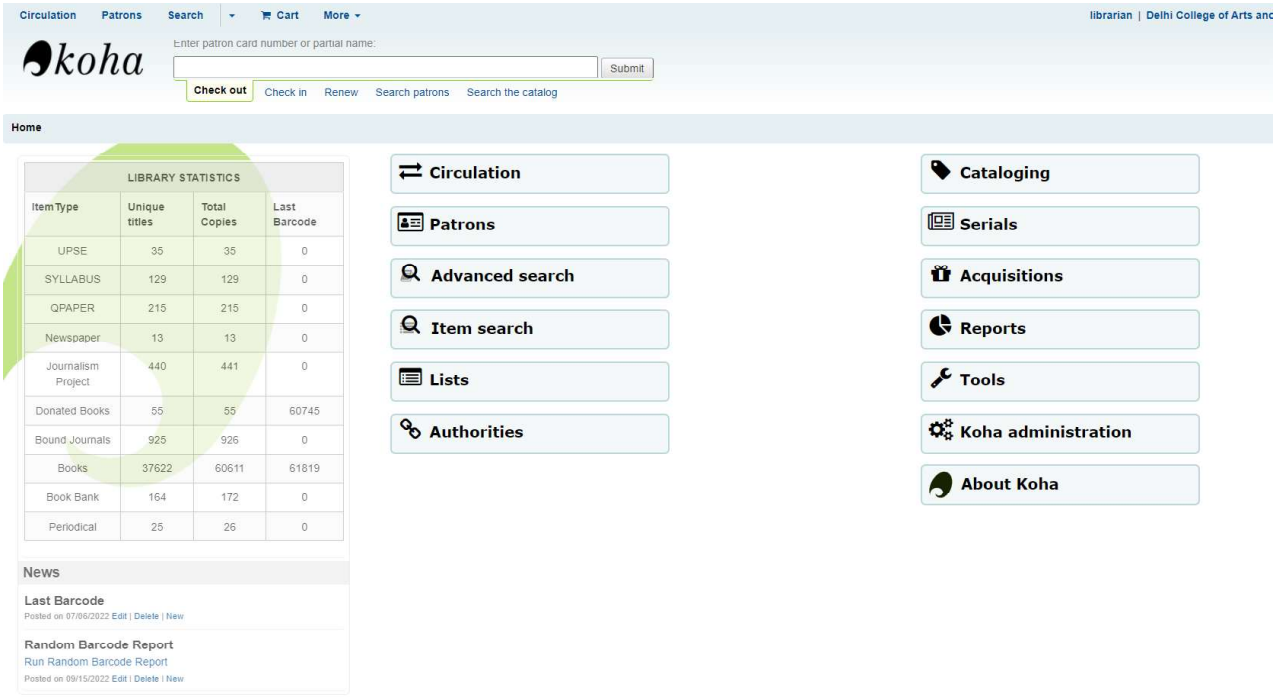
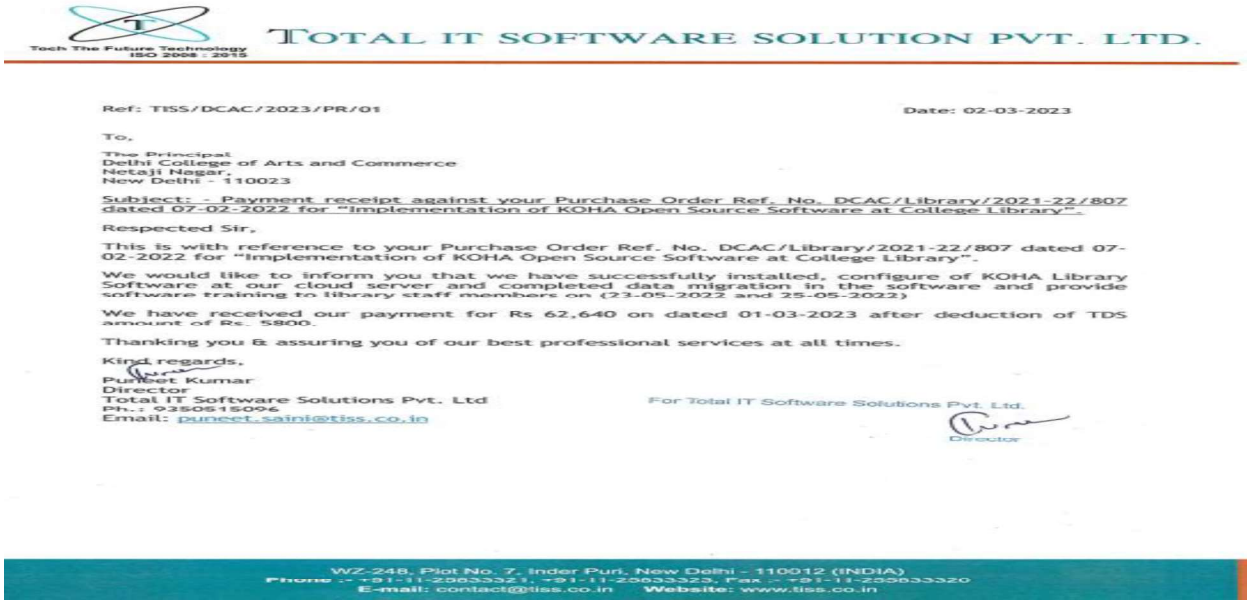
University of Delhi

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





TOTAL IT SOFTWARE SOLUTION PVT. LTD.

Tech The Future Technology
ISO 2008 : 2015

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: puneet.saini@tiss.co.in

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 :- +91-11-25833320
E-mail: contact@tiss.co.in Website: www.tiss.co.in

3. **Procedure for Operating Integrated Library Management System (KOHA) on Cloud Server.**

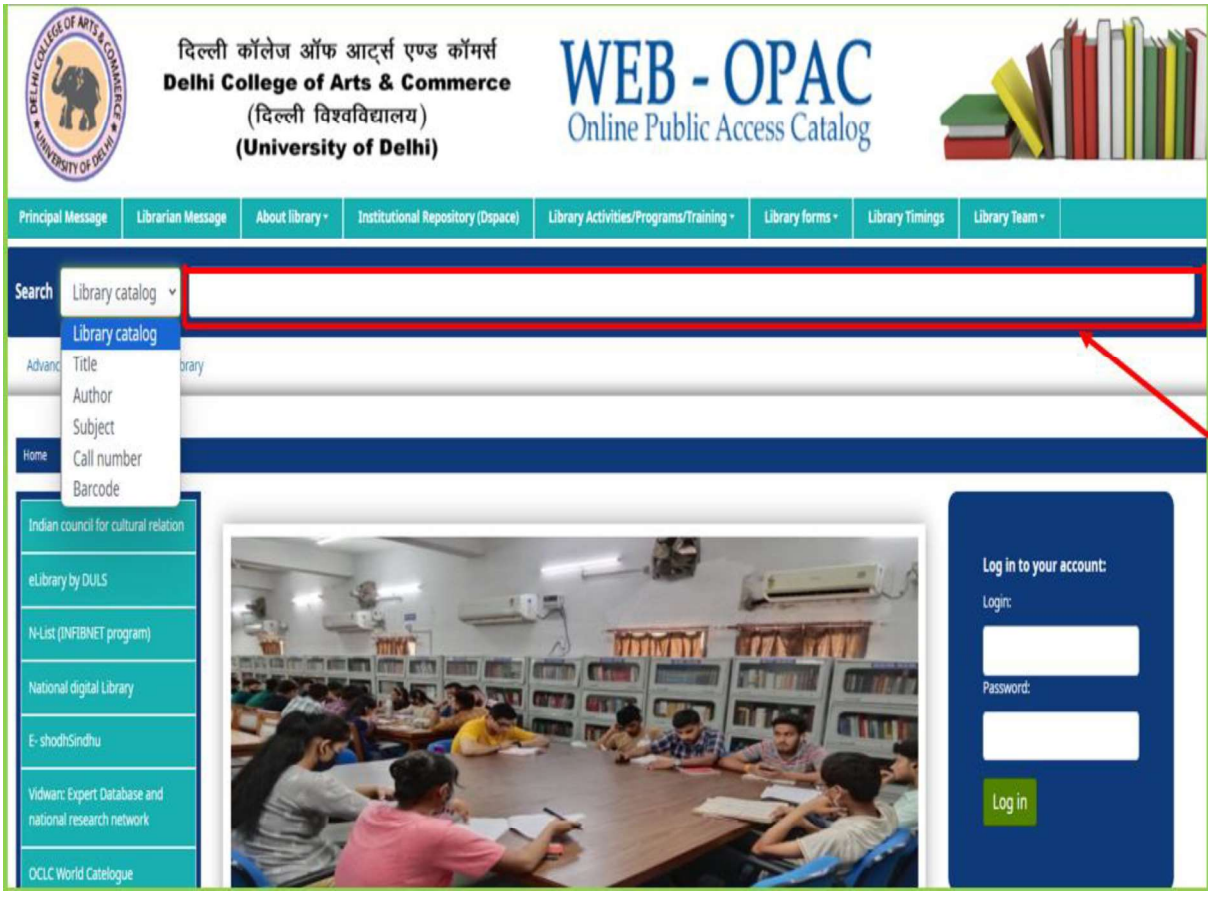
The College Library has streamlined its operations through the utilization of KOHA's cloud-based Integrated Library Management System.

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.

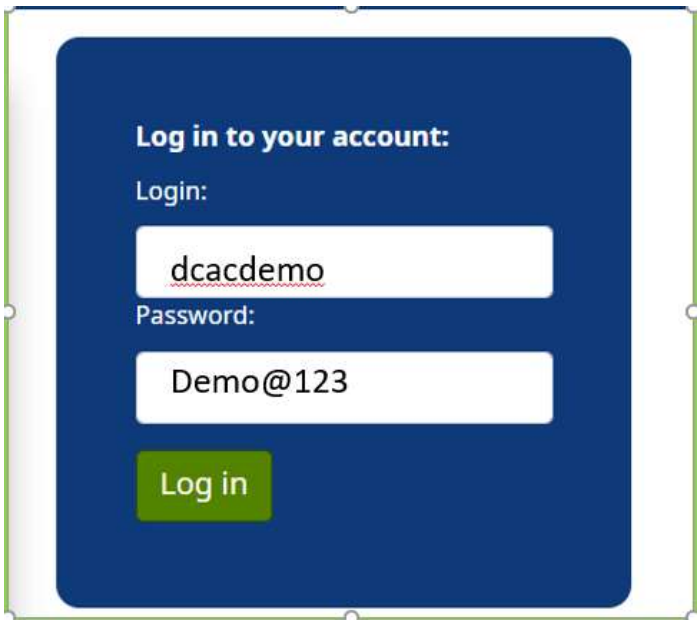
- **Remote Accessibility:** Library resources, services, and facilities are accessible remotely, allowing patrons to conveniently check the availability, accessibility, and location of resources by various criteria, including Title, Author, Subject, Publisher, and Keywords.

Snap Shot of WEB OPAC: Online public access catalogue (OPAC)



- **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.

Snap Shot of remote login :



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

- **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.

Snap Shot of Web-OPAC

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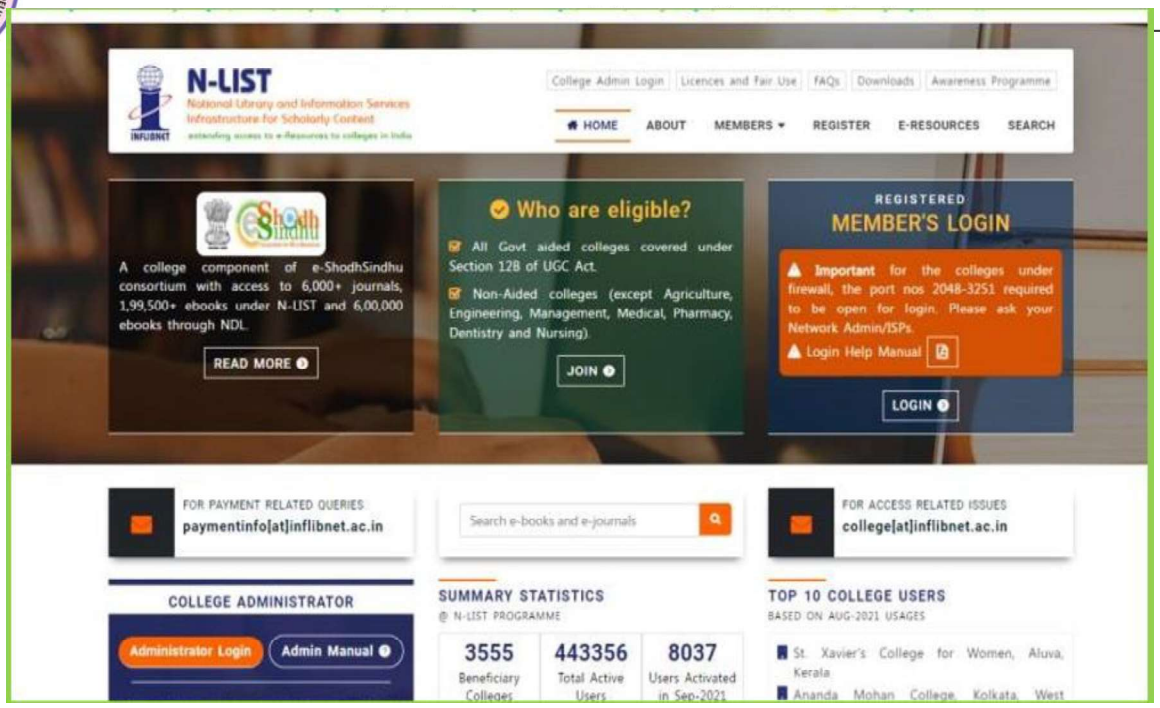

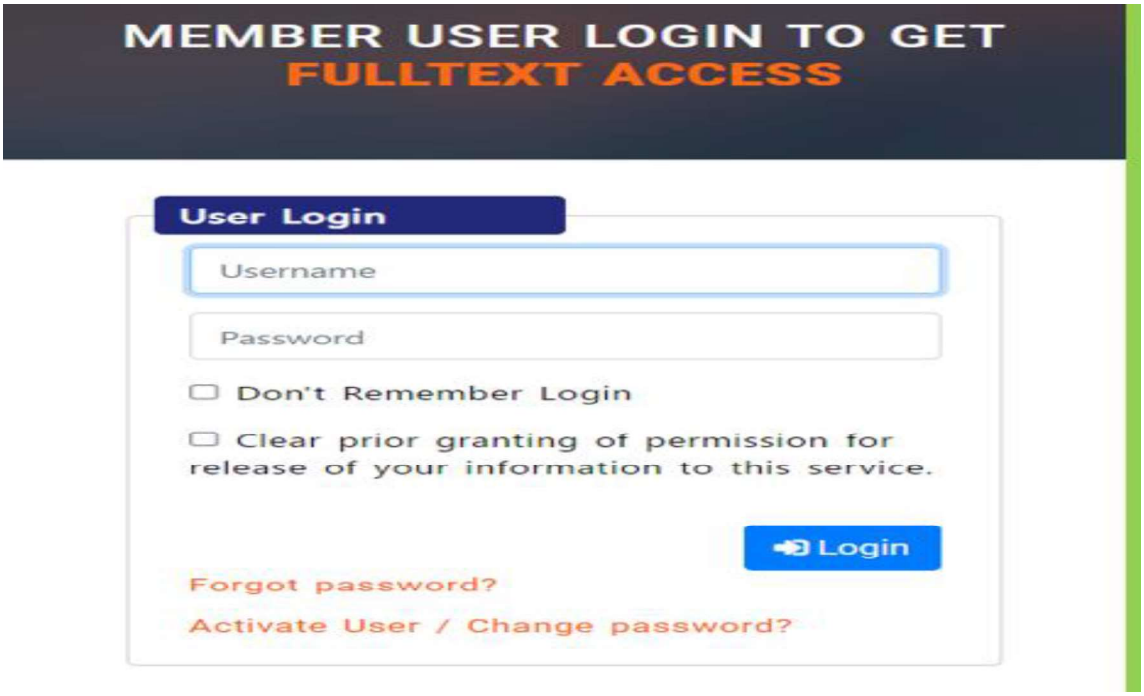

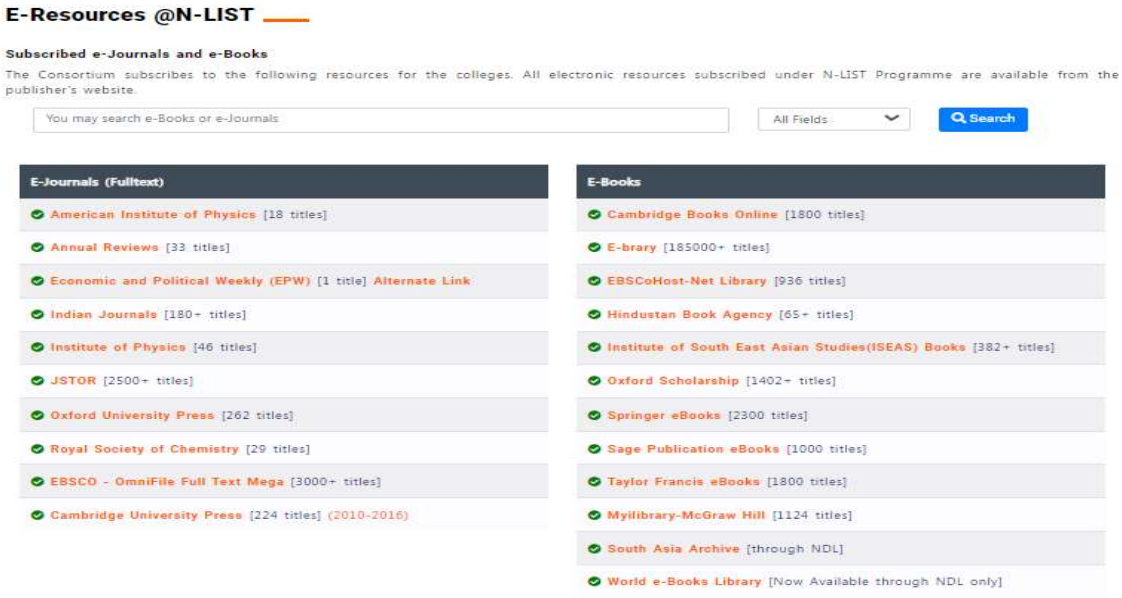

E-Resources @N-LIST

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 | Search

E-Journals (Fulltext)
American Institute of Physics [18 titles]
Annual Reviews [33 titles]
Economic and Political Weekly (EPW) [1 title] Alternate Link
Indian Journals [180+ titles]
Institute of Physics [46 titles]
JSTOR [2500+ titles]
Oxford University Press [262 titles]
Royal Society of Chemistry [29 titles]
EBSCO - OmniFile Full Text Mega [3000+ titles]
Cambridge University Press [224 titles] (2010-2016)

E-Books
Cambridge Books Online [1800 titles]
E-brary [185000+ titles]
EBSCoHost-Net Library [936 titles]
Hindustan Book Agency [65+ titles]
Institute of South East Asian Studies(ISEAS) Books [382+ titles]
Oxford Scholarship [1402+ titles]
Springer eBooks [2300 titles]
Sage Publication eBooks [1000 titles]
Taylor Francis eBooks [1800 titles]
Myilibrary-McGraw Hill [1124 titles]
South Asia Archive [through NDL]
World e-Books Library [Now Available through NDL only]

4. Annual Library Orientation Programme:

The College Library annually conducts a Library Orientation Programme aimed at familiarizing new students with the library's resources, services, facilities, rules and regulations, and layout. This initiative is designed to empower students with the knowledge they need to make the most of the library's offerings.

In 2021, the Library Orientation Programme was conducted through Google Meet on the 23rd and 25th of November. This virtual approach ensured that all incoming students were introduced to the library's valuable resources and services, even in the face of logistical challenges.

Snap Shot ofLibrary Orientation Programme via Google Meet - November 23rd and 25th, 2021:

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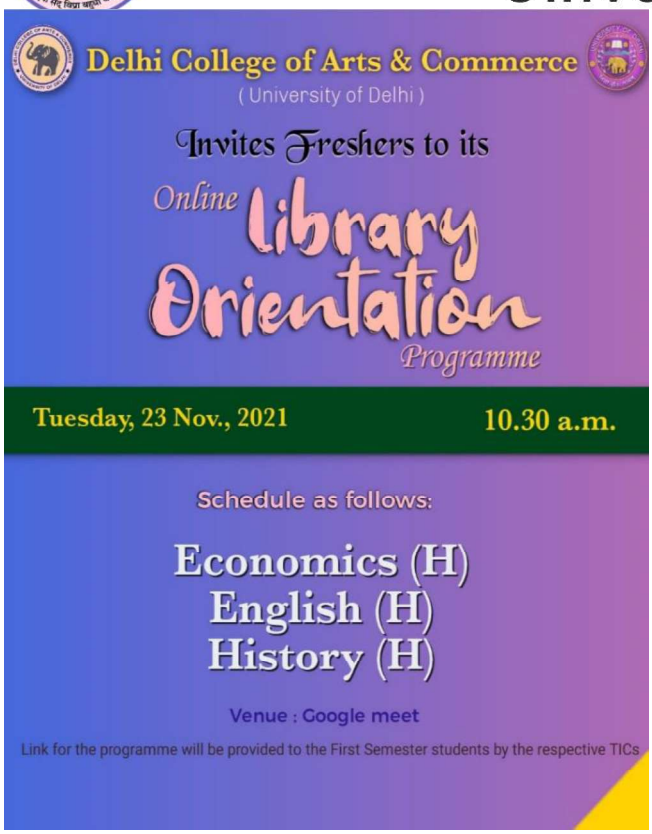

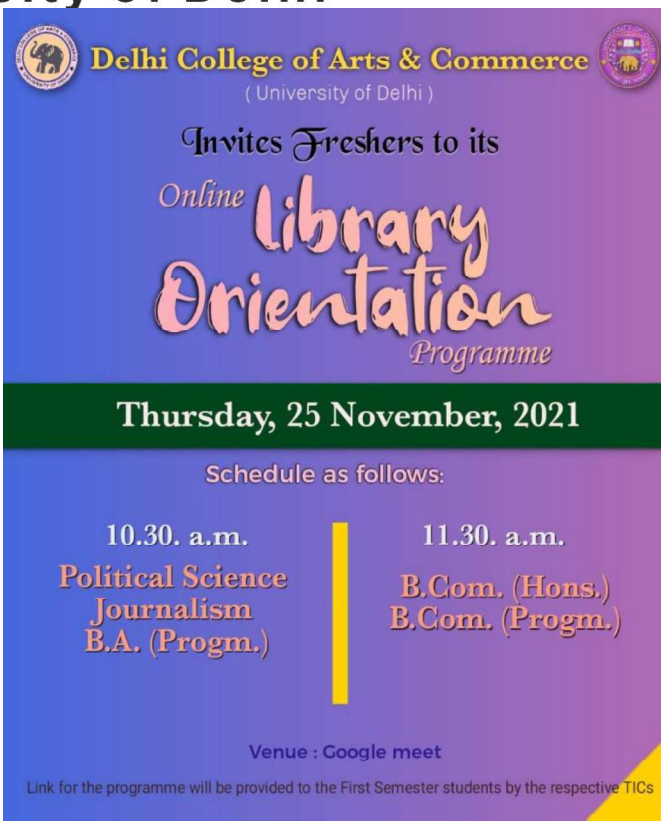

Updated: Links and files for the Orientation Programme - including details of Library Orientation 5

Yahoo/Sent

Shalini Saksena <ssaksena@dcac.du.ac.in>

Sat, 20 Nov, 2021 at 8:42 pm

To: DCAC College

Cc: Srikant Pandey, Santosh Bharti, drneerukapoor, doc.dcac@gmail.com, rashmi sharma and 14 more...

Dear All,
(I am also adding the details of the Library Orientation Programmer Schedule to the contents of my earlier email).

As discussed in the meeting, here is the required information -

1. Link to the Google form (Student Undertaking) - to be filled and submitted by all the first year students attending the Orientation Programme:
https://forms.gle/CN7ACPDkthcQYXXr5

2. Link to the Video on College Virtual tour made by Mr. Kishor:
https://youtu.be/TB8hpGkbyt4

3. A copy of the Site-map made by Dr. Anjali is attached with this mail. This can be shown during the Orientation to familiarise the students with our college website.

4. Please inform students about the schedule of the Library Orientation Programme -
For English + Economics + History Dept students- on 23rd Nov 2021 at 10:30am
For Pol.Sc + Journalism + B.A. Prog students- on 25th Nov 2021 at 10:30am
For B.Com (Hons.) and B.Com(Prog) studnets- on 25th Nov 2021 at 11:30 am

Common Link for Library Orientation Programme:
https://meet.google.com/njy-nith-jqh

Best Regards,
Shalini Saksena

› Show original message

Website Site....pdf
41.8kB

5. Staff Training in ICT, software and Information Technology

To enhance the competencies of library staff in the realm of ICT and information technology, the College Library regularly conducts training sessions. These sessions serve to familiarize staff with newly implemented software and technologies, ensuring they are well-equipped to provide efficient library services.

6. Training on Library Integrated Management System (KOHA) - May 23, 2022, to May 25, 2022

From May 23rd to May 25th, 2022, the College Library organized a comprehensive training program on the Library Integrated Management System, KOHA. This training aimed to equip library staff with the knowledge and skills necessary to maximize the potential of this open-source software.

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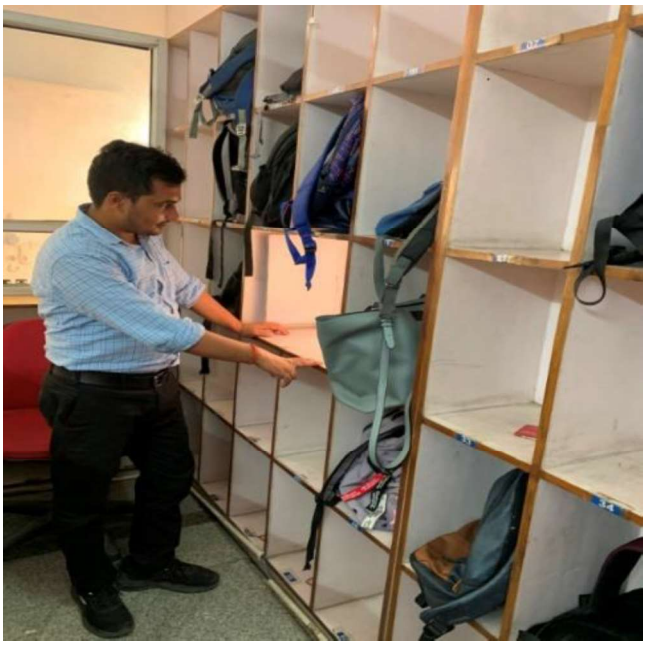
7. Library Overview Photograph (2021-2022)

Photograph for a visual overview of the College Library during the 2021-2022 period.

Library Entrance



Property Counter

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University of Delhi

Entry/Visitor's Register

Check Point/Check OutDesk

Delhi College of Arts & Commerce

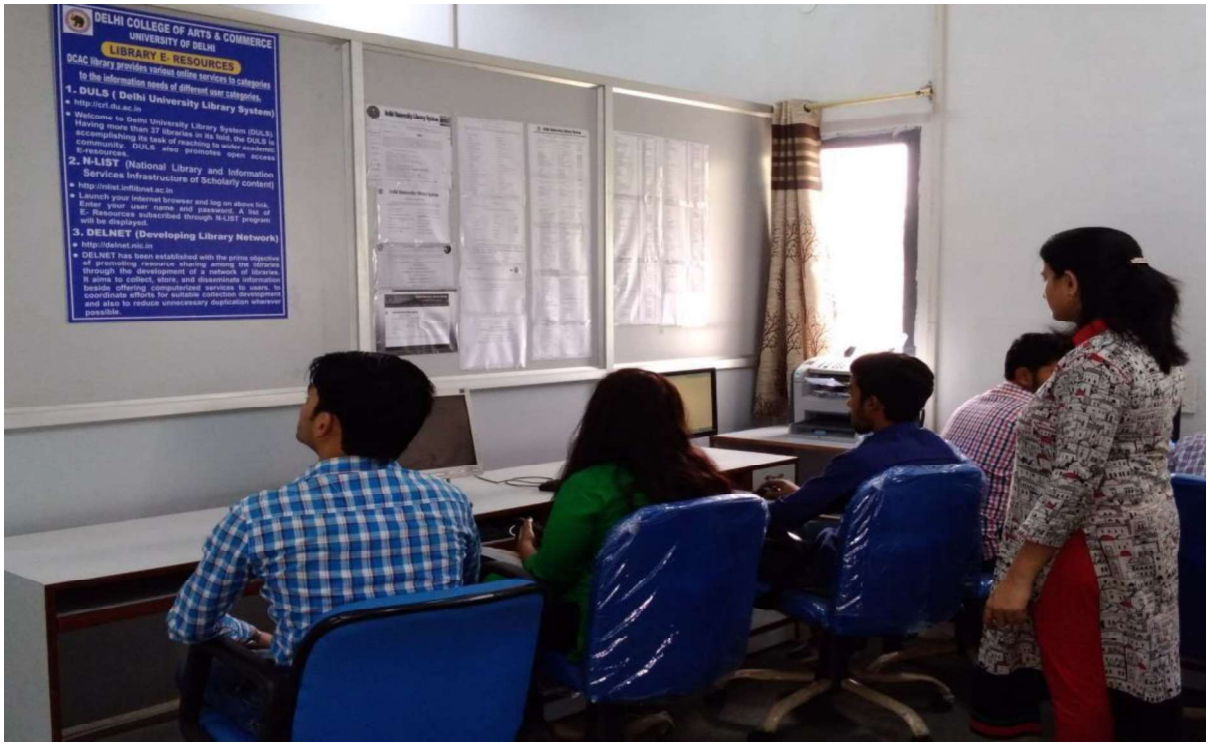
University of Delhi

Circulation Desk

Stack Hall

Student Reading Room

Faculty Reading Room



E-resource Room

The College Library remains committed to delivering high-quality library services, embracing technological advancements, and ensuring accessibility to a wide range of resources for its patrons. The transition to KOHA and the continuous training of staff in ICT and information technology are significant steps towards achieving these goals. We look forward to further enhancing our services in the coming years.