

RAJIV GANDHI LIBRARY

MANOHAR MEMORIAL COLLEGE, FATEHABAD (HARYANA) - 125050

To fulfil the aim of institution, the following services and best practices have also been providing in the library to its users to cater their informational needs. A list of such services and practices are listed below:

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LIBRARY SERVICES AND BEST PRACTICES

1. Book Bank facility for the students
2. OPAC (Online Public Access Catalogue) accessible anywhere anytime
3. Catalogued and Classified collection
4. Barcoded and Computerized Circulation
5. Classified organisation of books on shelves as per DDC Scheme
6. Reference & Instructional Services
7. Bibliographical Current Awareness Services on demand
8. Library Security
9. Library Publications (Current Contents of Journals and Book Review)
10. Carrier Point
11. Research Development Center
12. Computational and Internet Facility
13. Digital Initiatives in Education
14. Remote Access to E-Resources
15. Newspaper Clippings
16. Digital Repository: Old Question Papers and old university exams result gazettes

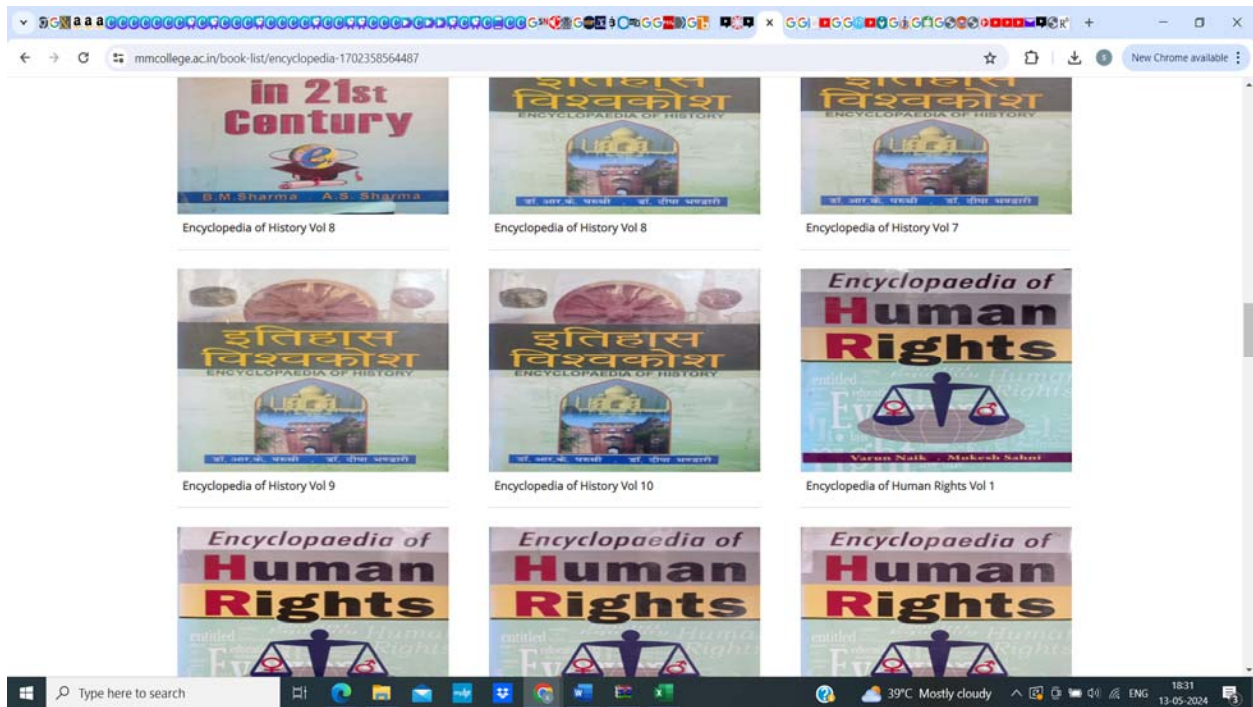
17. Internship & training to LIS students

18. Users' orientation and education
19. Display Boards and Digital Display of Information and Notices
20. New Arrivals Display
21. Wall Magazine
22. Inter Library Loan Service through DELNET
23. Certificate Course
24. Exhibition of Available Books in Library
25. Information Literacy Quality Education Programme (ILQEP)
26. MOOC Course: DATER, IREUR, IPRPFR
27. Digital Repository: Library at your Home
28. Infosto
29. DHAROHAR of RAREBOOKS
30. Section for Differently Abled Persons set up on website and ZOOM-EX
31. Inspiration for Blinds on Audio books on website.

REFERENCE SERVICE

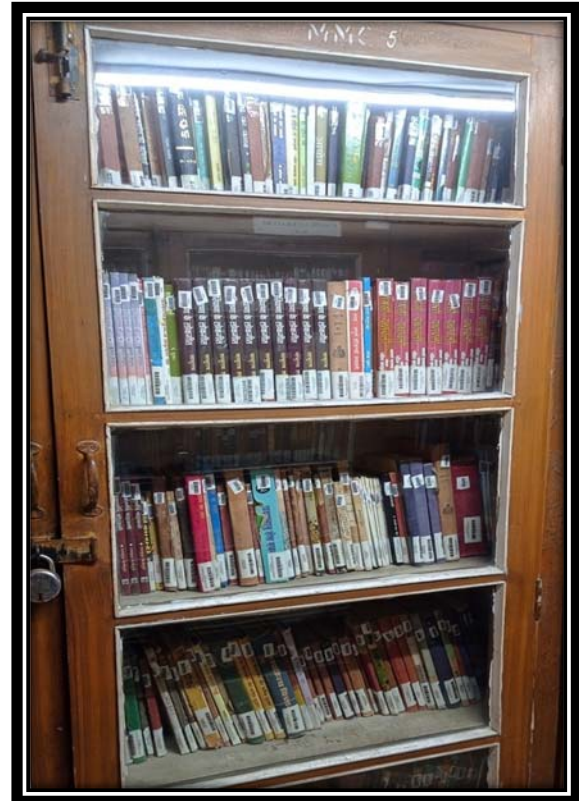
REFERENCE SERVICE: is providing with a rich collection of Encyclopaedia Britannica, Americana, The Times Atlas of World, Statesman Yearbook, Dictionaries, Glossary, Biographies and Geographical Sources etc. User can see the reference from contents of books online and access in library.

<https://www.mmcollege.ac.in/rajiv-gandhi-library/subjects-list>



LIBRARY MANAGEMENT- CLASSIFICATION

Library is work as knowledge management: Library is computerized with world-famous award-winning software KOHA. All collection is managed in KOHA and in almirah **Library collection is classified as per DDC.**



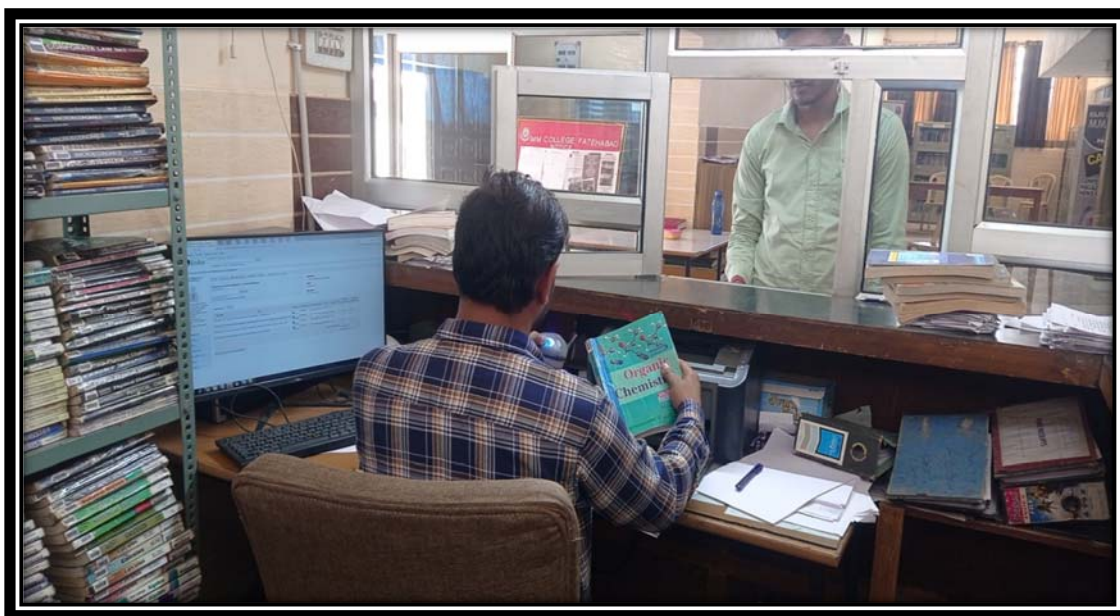
CLASSIFIED SHELF ARRANGEMENT OF BOOKS

COLLECTION ORGANIZATION: Shelf arrangement of books is as per classification and alphabetical as per DDC



BARCODED AND COMPUTERIZED CIRCULATION

CIRCULATION OF BOOKS: Library is computerized with world-famous award-winning software KOHA. Through Barcode Scanner, library is providing quick service to users in issue/return of books.



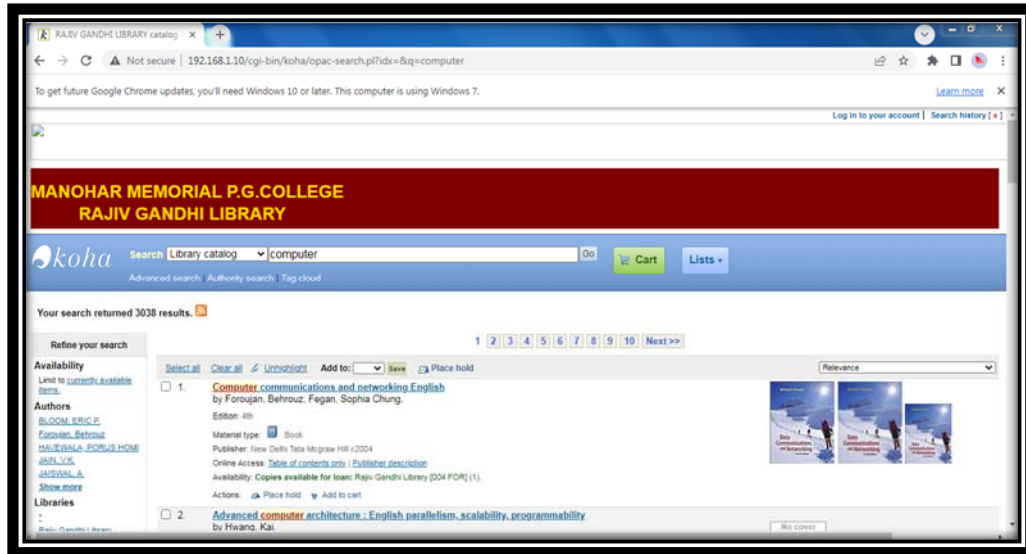
LIBRARY SECURITY

MAINTAIN SECURITY AND DISCIPLINE: Library staff, users and library material are secure with CCTV cameras places in library collection, reading section, circulation section, reference section etc.



OPAC

User can search the library books.



MAGAZINE/JOURNALS

MAGAZINES/JOURNALS: All subscribed journals, magazines and newspapers are display.



LIBRARY PUBLICATION

Library Publication: Library prepared **CURRENT CONTENT** of journals every year, is the regular exercise of library. A booklet on **BOOK REVIEW** published



Various Programs:

Organized wall magazine competition from 2018-19 to 2023 to develop the creativity and reading habit in students

WALL MAGAZINE



2022-23

2021-22



2023

2018-19



RASHTRIYA EKTA DIWAS

Celebrate Rastriya Ekta Diwas from 2018 to 2023 and exhibit the work and collection on Vallabh Bhai Patel



BOOK REVIEW COMPETITION

Organized book review competition every year to develop the reading habit and become the regular user of library.

