Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002

Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/4.2.1

Uses of LIBRARY Software: Library Management Software allows **maintaining all types of books, eBooks, journals and other library materials i.e. Cataloguing, Circulation, Stock Verification and Binding etc.**
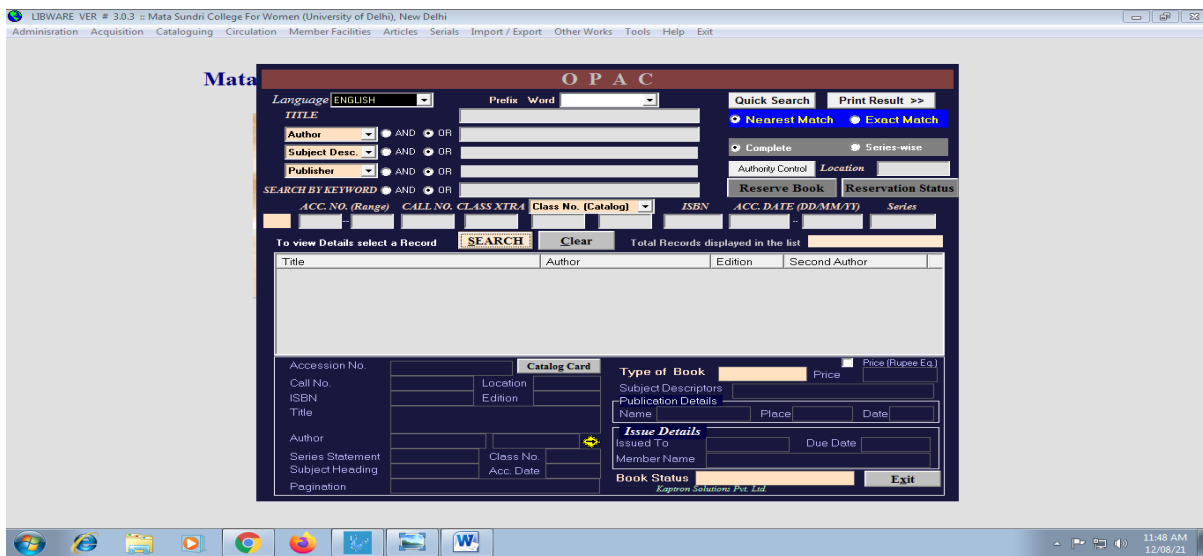
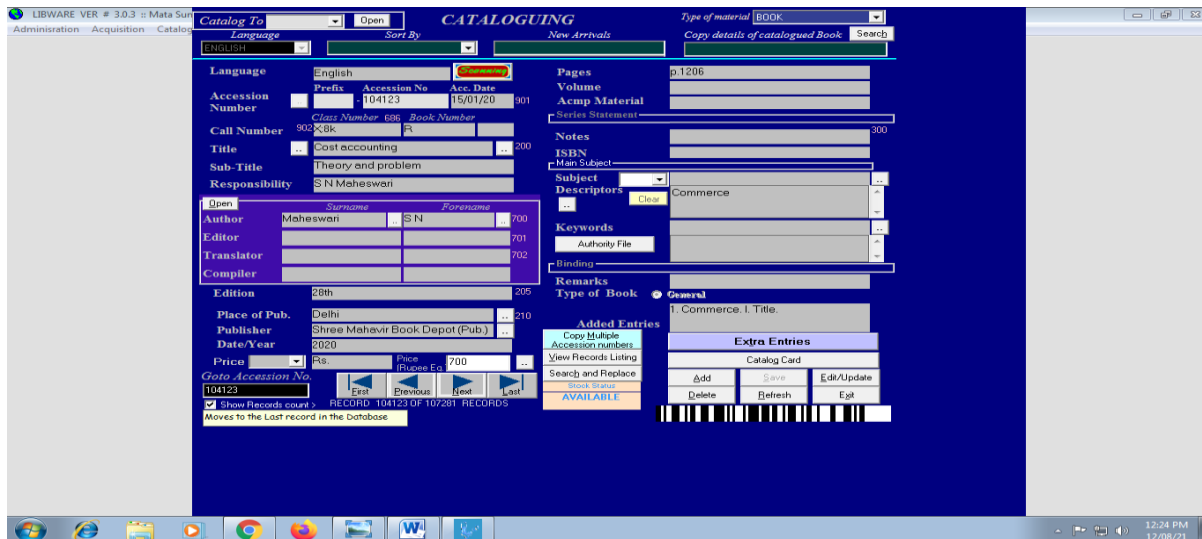**Ph: 23237291**

OPAC (Online Public Access Catalogue):

The library's catalogue of books and other reading material can be accessed through library intranet and Internet (OPAC). The library catalogue is searched by author, title, publisher, keyword and year of publication.

Cataloguing

Circulation

Stock Verification

Binding

Weeding out System: As per Delhi University Rules

- Poor content: Content is out-dated or obsolete
- Poor condition : Resource has irreparable damage (torn pages, broken spines)
- Poor circulation: Resource is not being used by patrons in a certain time frame

 Other considerations i.e.

- Multiple copies that are not needed
- Enough other resources on a particular subject
- Should the item be replaced and the cost of replacement
- Visual appeal of item (including artwork)

Budget Allocation
- As per Students of each department

System of purchasing books:
- As per Delhi University Rules
- Library committee member of each department.

UGC Grant for Books
- **22,500/- Annual**
- **300/- Per Student's Annual**

- Method of Computing per day usages of library: **Library Register**
- Number of users using library through e-access: 334 total user
- Number of physical users accessing library: 323** per day

Formula:

$$\frac{Number\ of\ teachers\ and\ students\ using\ library\ per\ day}{Total\ number\ of\ teachers\ and\ students} X100$$

$$\frac{323+35}{3526} X100 = 10.15$$

Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002

Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
(University of Delhi)
New Delhi-110002

Principal
Mata Sundri College For Women
University of Delhi