



**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.



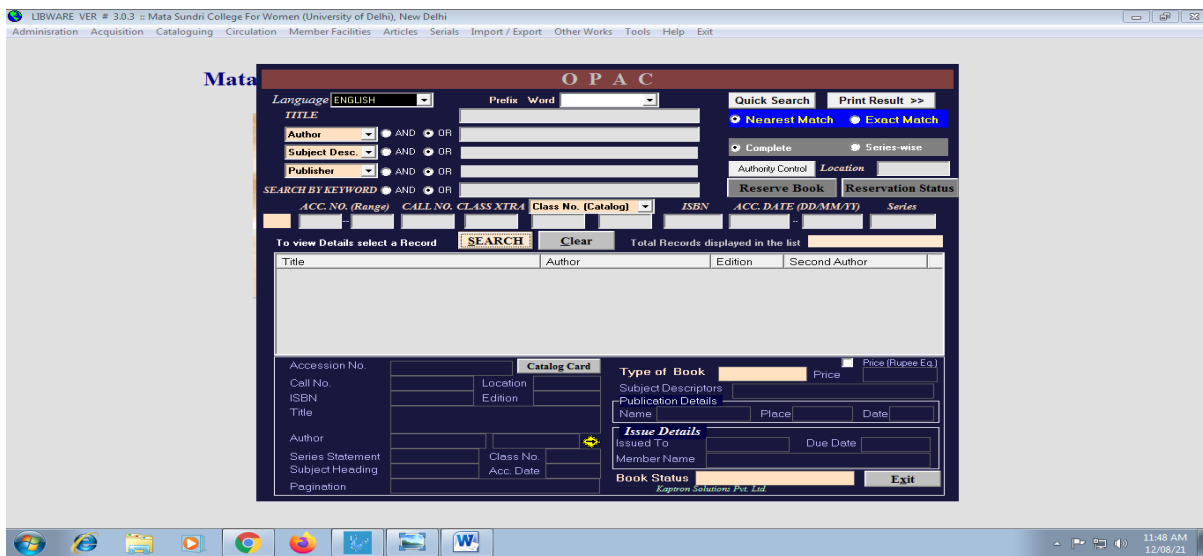


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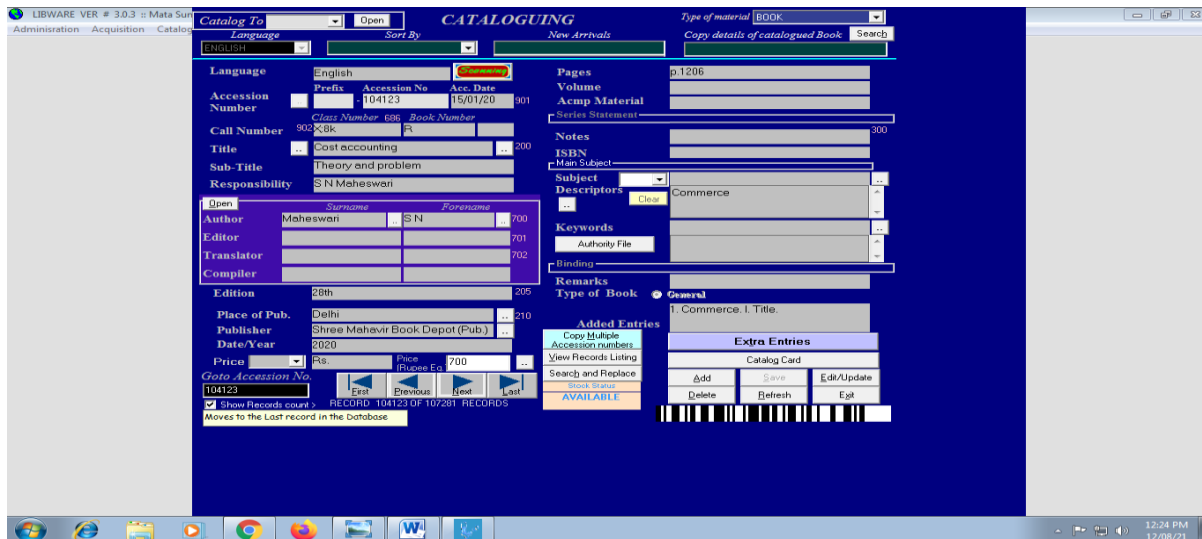
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**OPAC (Online Public Access Catalogue):**

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**





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**Circulation**

LIBWARE VER # 3.0.3 :: Mata Sundri College For Women (University of Delhi), New Delhi  
Administration Acquisition Cataloguing Circulation Member Facilities Articles Serials Import / Export Other Works Tools Help Exit

**Mata** **CIRCULATION**

Member Id:  Accession Number:

Total Items Issued:  Total Fine Due:

Interim Extension:  Interim Reduction:

Remarks:

Issued Item Details

Accession No.	Title	Author	Date Issue	Date Return	Ret

Refresh Print Passbook View Passbook Fine Calculation Current Print Receipt Print Receipt

**SELECTED MEMBER'S DETAILS**

Member Id: BCH1827  
Member Name: SANYA JAISWAL  
Dept / Course: B.Com (Hons)  
Degr. / Roll No: BCH18/27  
Validity Dates: 21/07/18 to 30/04/21  
Address: 1A/87, NIT Faridabad  
Telephone: 9667536226  
Mem. Status:   
Remarks:  Category:  Student Hons:

**DETAILS OF ITEM SELECTED**

Acc. No:  ISBN:   
Call Number:   
Title:   
Author:   
Subject:   
Book Status:   
Issued To:  Return Date:   
Reserved By:   
Type of Book:

Recall Notice Report OverDue Books Report Circulated Books Report Date Wise Circ. Report Fine Management Circulation Statistics Member Details Exit

**Stock Verification**

Stock Scanning Approval Stock Register

**STOCK VERIFICATION REGISTER**

Accession No.

Verification Date From: 2012 To: 2013

Status:

Remarks:

Withdrawal No:

Withdrawal Date:

**Book Details**

Title: Arms and the man  
Author: Shaw Bernard  
Language: English  
Price: 2  
Year Of Publication: 1966  
Edition:   
Location:   
Subject: English

First Previous Next Last

1 / 19705

Goto Accession No.

ADD SAVE EDIT  
DELETE REERESH EQIT  
Subject Wise Reports Date Wise Reports



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## 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



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**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:

$$\frac{\text{Number of teachers and students using library per day}}{\text{Total number of teachers and students}} \times 100$$

$$\frac{323+35}{3526} \times 100 = 10.15$$

  
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