

LIBRARY COMMITTEE

ST. JOSEPH'S COLLEGE

Darjeeling-734104

ANNUAL REPORT: July 2024 - June 2025



ST. JOSEPH'S COLLEGE LIBRARY

DARJEELING-734104

June 2025

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LIBRARY COMMITTEE

ST. JOSEPH'S COLLEGE

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01 THE ST. JOSEPH'S COLLEGE LIBRARY

The St. Joseph' College Library was initiated just after establishment of the College in 1927. After the classrooms, library is nerve center of the College. It has now been named as **Fr. John Whelan Library** after him. We try to mentor library users on proper use of the library, so that they may acquire exact knowledge and be aware of requisite information on becoming a good citizen of our country.

02 LIBRARY STAFF

1. Dr. Debasish Pradhan (Librarian)
2. Mrs. Melissa Kagali Assumi (Library Clerk)
3. Mr. Amrit Gurung (Library Assistant)
4. Mr. Rajesh Gurung (Library Assistant)

03 LIBRARY COMMITTEE

The Library Committee (2024-25) was composed of:

1. Fr. Dr. Donatus Kujur, S.J...(Principal & Chairperson)
2. Dr. Debasish Pradhan(Co-ordinator)
3. Dr. Pathik Roy(Member)
4. Ms. Sharon Gyamtsho ,.....(Member)
5. Mr. Ashish Chettri(Member)
6. Dr. Sujoy Kanti Ghoshal..... (Member)
7. Ms. Sumanta Pariyar(Member)
8. Dr. Yogesh Pantha(Member)
9. Dr. Samir Sharma(Member)
10.Dr. Debarghya Goswami(Member)

04 LIBRARY COMMITTEE MEETING HELD DURING 2024-25

One Library Committee Meeting was held on **09.12.2024**.

Our Hon'ble Principal Fr. Dr. Donatus Kujur, S.J., the Chairperson of the Library Committee presided over the meeting. The meeting was attended by 9 scheduled Members and one Invitee Member, Dr. Sourajit Roy, from the Department of Sociology. Only one of the Members, Dr. Debarghya Goswami could not attend, because on the same day, he was engaged as an External Examiner.

Minutes of Library Committee Meeting, 09.12.2024.

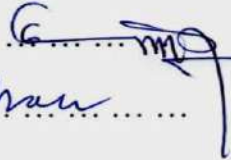
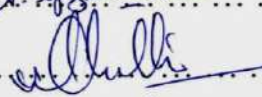
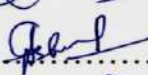
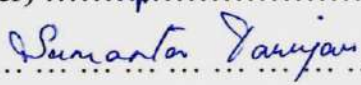
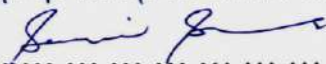
1. The DrillBit Pro-Anti-Plagiarism Software will be arranged for our academic community;
2. There will be one Library Orientation Programme on Koha, DrillBit and Library and Information Science (LIS), for our college teachers, in February-2025;
3. There will be an arrangement for published research works of our college teachers to develop an Institutional Repository, to be accessible online;
4. The matter of stacking of books with additional stacks will be considered in July 2025 or onwards;
5. On upgradation of college library, following decisions were taken:
 - To arrange fire extinguishing system; and
 - To make required number of wooden map racks;
6. For book purchase, every department has to utilize Rs.20,000 by June 2026, avoiding bill dates and request for payments in March-2025 and March-2026, to reduce hectic schedule in the year ending month;
7. Purchase of every Department is to be completed within 2-3 Bills. Single online bill for a single book may be grouped into 3 summaries.
8. Now and onwards, all the newly purchased books will be kept in the Central Library.

05 IMAGE OF THE SIGNED COPY OF MINUTES

Minutes of Library Committee Meeting, St. Joseph's College, 09.12.2024.

1. The DrillBit Pro-Anti-Plagiarism Software will be arranged for our academic community;
2. There will be one Library Orientation Programme on Koha, DrillBit and Library and Information Science (LIS), for our college teachers, in February-2025;
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8. Now and onwards, all the newly purchased books will be kept in the Central Library.

Members:

1. Fr. Dr. Donatus Kujur, S.J. (Principal & Chairperson) ... 
2. Dr. Debasish Pradhan (Coordinator) ... 
3. Dr. Pathik Roy (Member) ... 
4. Ms. Sharon Gyamtsho (Member) ... 
5. Mr. Ashish Chettri (Member) ... 
6. Dr. Sujoy Kanti Ghoshal (Member) ... 
7. Ms. Sumanta Pariyar (Member) ... 
8. Dr. Yogesh Pantha (Member) ... 
9. Dr. Samir Sharma (Member) ... 
10. Dr. Debarghya Goswami (Member) ... External Examiner
11. Dr. Sourajit Roy (Member) ... 

06 IMPLEMENTATION OF THE MINUTES

- The DrillBit-Plagiarism Detection Software (PDS) has been arranged for our academic community, since December 2024;
- An Institutional Repository has been arranged to organize the published research works of our Faculty Members, to be accessible online;
- The matter of shelving of books with additional bookshelves is under negotiation with the suppliers;
- The fire extinguishing system is established with the arrangement of new carbon-dioxide cylinders;
- The departments of different subjects have started purchasing of books for library according the allotment of their budgets;
- All the newly purchased books are now kept in the Central Library; and
- Implementation processes for the other works are going on.

07 ACTIVITIES IN LIBRARY AND SUBSTANTIAL REPORTS

Reporting on the activities in library is described in details as the followings:

071 GUIDANCE ON THE USE OF N-LIST

The N-LIST (National Library and Information Services Infrastructure for Scholarly Content) project of INFLIBNET provides access to e-resources to students, researchers and faculty of colleges and other institutions. Our College has been subscribing this service since 2014. In our College:

- **Total users: 82**
- **Active users: 73**
- **Pending users: 9**

072 GUIDANCE ON THE USE OF ONOS

The One Nation One Subscription (ONOS) service has acquired national licenses from major publishers of e-journals and databases to make these accessible to the students, faculty members and researchers of the participating institutions. In our College, different categories of users are as the followings:

- **Total users: 68**

- **Active users: 16**
- **Pending users: 52**

073 OPERATION OF DRILLBIT

Our College has arranged DrillBit, a Plagiarism Detection Software (PDS), for checking Similarity, AI Score and Grammar Quality in the research paper writings of our Faculty Members. The software is operated from the Library. The total number of research papers which have been checked through DrillBit is 35 out of 500.

074 MAINTENANCE OF INSTITUTIONAL REPOSITORY

The College Library has been maintaining an Institutional Repository to systematically organize the research outputs of the faculty members since 2024, keeping in view of their further study and utilization. Two Faculty Members have submitted their research papers and/or articles to the repository. Total number of research papers and/or articles in the repository is 11.

08 MAJOR PLANNINGS FOR THE FUTURE

Some important aspects are:

081 ADOPTION OF RFID TECHNOLOGIES

Through an extensive financial assistance of the College Authority, the Library has now started to adopt RFID (Radio Frequency Identification) technologies for further advancement in its various library services, and for enhancement in the vigilance processes.

082 REQUIREMENT OF A HELPFUL CIRCULATION DESK

There will be arrangement of a wide as well as decent circulation desk in library. It will be helpful for transaction of books, accommodating the RFID technology.

083 WOODEN MAP RACKS

There will be arrangement of wooden racks for keeping quite a good number of important maps of different subjects.

084 SHELVING OF BOUND JOURNALS

Besides the books and maps, bound journals will be properly shelved. Therefore, required number of shelves will be purchased.

085 PORTRAITS ON WALLS

There will be portraits of important scholars, scientists and similar personalities on the walls of both the library halls.

086 LIGHTING AND VENTILATION

Arrangements for enhanced lighting and ventilation will be done in the stack area. There will be net in every window so that pigeons and monkeys will not be able to enter into the library while windows are kept open for ventilation.

087 CURTAINS FOR WINDOWS

There will be arrangement of curtains to keep the rooms decorative and warm. Simultaneously, these curtains will prevent discoloration of printed reading materials from the exposure of sunlight.

088 DUSTING AND CLEANING

There will be arrangements for dusting and cleaning of books and furniture, on a regular basis. Floor of the library will be mopped on a regular interval. Because, monitoring of library environment is always crucial.

09 BEST PRACTICES IN THE LIBRARY

• Lending facility to students and faculty members;
• Reference and referral services;
• Reading Room service;
• Current Awareness Services through website linking;
• Carrier guidance;
• User Education, Library Orientation;
• Automated library service;
• Access to Internet for e-resources;
• Access to online e-resources through N-LIST service;
• Access to online e-resources through ONOS service;
• Reprographic service and printing facility (selective);
• Partial open access for books;
• Open access for current journals;
• Guidance in project works of students and outside users;

• Guidance in research works of teachers and outside users;
• RFID technology based library service; and enhanced vigilance;
• Arrangement of DrillBit, a Plagiarism Detection Software (PDS);
• Arrangement of Institutional Repository;
• Linking of OPAC and e-resources at the College website; and
• Arrangement of Internship for the local LIS students.

10 CONCLUSION

Academic library provides a plethora of resources and services which are essential for the success of students and faculty of an academic community. It is a hub for academic collaboration, networking, knowledge sharing and intellectual exchange. Future library services will likely be characterized by a significant shift concerning variety digital resources with an enhanced online accessibility, with libraries evolving into versatile academic hubs that would offer more than just the physical library resources. These libraries may include enormous e-resources with a stronger emphasis on the requirement of digital information literacy programs, so as to adopt greater integration of technology for better information retrieval.

** ** *

Debasish Pradhan

Date:	(DEBSISH PRADHAN)
June 2025	LIBRARIAN

ST. JOSEPH'S COLLEGE LIBRARY

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