# MOTHER TERESA COLLEGE OF EDUCATION

MES Ring Road, Jalahalli, Bangalore-560013.

# LIBRARY REPORT

#### 2020-2021

## **DETIALS OF LIBRARY**

- 1. Documents
- 2. Subject Wise Range of Documents
- 3. Current Periodicals Subscribed
- 4. News Paper Subscribed
- 5. Magazines
- 6. Budget
- 7. Library Furniture & Capacity
- 8. Library Records Maintained
- 9. Library Timings
- 10. Library Facilities & Services
- 11. Library Staff
- 12. Audio-Visual
- 13. Cassettes

### NUMBER OF VOLUMES

Number of Books
SC/ST Books
Gifted Books
New Arrivals
108

Total number of books : 3090

### A. , DOCUMENTS

01. Total number of books : 3090

02. Total number of journals : 10

# B. SUBJECTS WISE RANGE OF DOCUMENTS

- 1. Education Technology
- 2. Principles of Education
- 3. Foundation of Education
- 4. English
- 5. Teaching & Training Guidance & Councelling
- 6. School Management & Administration
- 7. Social Science
- 8. Kannada Content Enrichment
- 9. Mathematics
- 10. Information Technology
- 11. Science
- 12. Psychology
- 13. Encyclopaedias, Dictionaries
- 14. Reference Books
- 15. General Books

## C. JOURNALS LIST

#### NATIONAL JOURNALS

- 1. Education World
- 2. Educare
- 3. Parliamentary Affairs
- 4. National Geographic
- 5. Vidhya Vikasa
- 6. Edutracks
- 7. Sankramana
- 8. Sanatana sarati
- 9. Hematunga
- 10. Mentor

### D. PERIODICALS

- 1. Deccan Herald
- 2. The Hindu

# E. LIBRARY FURNITURE AND CAPACITY

60 Students at a time can be allowed for use Library Dimension: 267.4 Sqm

# F. LIBRARY RECORDS MAINTAINED

- 1 Accession Register
- 2. Staff Issue register
- 3. Student Issue Register
- 4. Journal Register
- 5. Gate Register
- 6. Reference Register
- 7. Document List
  - 8. Fine Register
- 9. SC/ST Student Register
- 10. Journal bill file
- 11. Membership file
- 12. Invoice copy (Bills) file
- 13. Card Issue Register
- 14. Library books file
- 15. Books Bill File
- 16. Periodical Files
- 17 Missing Book Files
- 18. CD files

#### G. LIBRARY BUDGET

COSTS OF EXISTING BOOKS: 4.75,301/-

SC/ST Books Bills

: 25,000/-

Niew Arrival Books

: 23,526/-

Total

: 5,23,827/-

LIBRARY TIMINGS: 9.00 AM to 5.00 PM

## LIBRARY FACILTIES AND SERVICES

- 1. Technical Service Cataloguing AACR 2
- 2. Open Access Service
- 3. Overnight Issues
- 4. Reference Service
- 5. Internet Service

# Audio- visual Cassettes

#### 1. A V Aids

- a) Websters World Encyclopaedia
- b) Constitution of India
- c) Atlas of solar system
- d Encyclopaedia Of Nature
- e) History Of World
- f) Encyclopaedia Of Science
- g) World Atlas

#### LIBRARY STAFF

Librarian

: Mr. Rajashekara .S .N.

Msc in Lisc

Assistant Librarian: Devarajamma. K.H

MA, Blisc

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