

MOUNT MARY COLLEGE LIBRARY REPORT 2020-2025



INTRODUCTION

Mount Mary College houses a central library, which serves as the intellectual hub of the institution. Established in the academic year 2011 alongside the inception of the college, the library began with a collection of 2,300 books and is spread across an area of 1041.2sq.ft.

The library plays a pivotal role in supporting the college's vision and mission. It offers a conducive environment for learning, research, reflection, and knowledge expansion. With the introduction of new academic programs each year, the library continually updates and expands its collection to meet the evolving needs of students and faculty, ensuring access to relevant and enriching academic resources.

The library also offers reading and reference services to promote academic excellence. It remains committed to nurturing a culture of inquiry and lifelong learning among students.

Mr. Nzanthung Lapon – Librarian
M.LIS, BA, 9 Years Experience

INFRASTRUCTURE



The Library includes a well managed Information resources housed in a single floor spread over an area of 1041.2Sq.feet.

The Library has a server computer and a well automated reprographic machine.

Mobile - Online Public Access Catalogue (M-OPAC) is made available to the users to identify the status of availability of documents in the library which can be accessed via Mobile phones.

The space is devoted to reading which can accommodate upto50 students, 1 computer and E-Library.

There are 29 open racks and 3closed racks and a Journal rack, labelled with the details of Books, Journals and Magazines.

LIBRARY FACILITIES AND SERVICES

A well-organized and resource-rich library is a vital component of any academic institution, and the central library at Mount Mary College is committed to serving this purpose. It plays a key role in the preservation and dissemination of knowledge, supporting students and faculty through a wide range of books, reference materials, project reports, subscribed journals, magazines, and newspapers.

Resources are classified by subject, fully automated, and arranged chronologically for easy access. Newly acquired books are displayed on 'New Arrivals' shelves to draw attention to recent additions. Clearly labelled rack lists provide information on the contents of each section, aiding efficient navigation.

Book selection is done through recommendations from faculty and students, followed by approval from concerned authorities. A dedicated reference section includes a rich collection of competitive exam preparation books, helping students prepare for various entrance and competitive examinations. Separate reading and reference areas are available for postgraduate students and research scholars.

The library is equipped with CCTV cameras for surveillance and security. All services have been fully computerized using customized library automation software (LIBMAN), which manages cataloguing, circulation, and other activities. A Mobile-Online Public Access Catalogue (M-OPAC) is available, making it easier for students and staff to search for books.

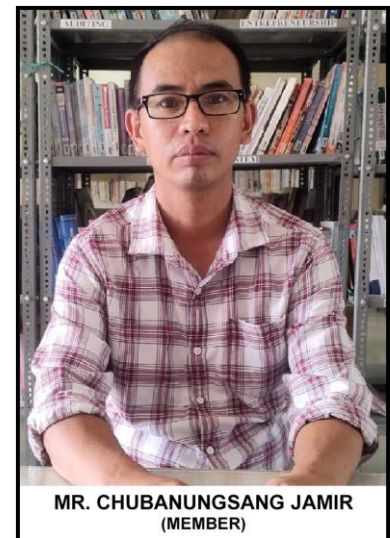
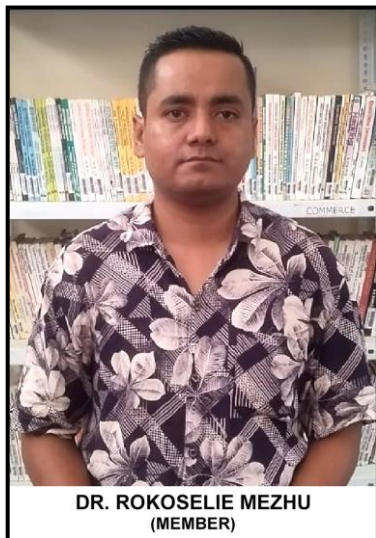
To enhance access to digital resources, a digital (e-library) section is established with internet connectivity, providing open access to e-learning materials, e-journals, and e-books. The college is a member of INFLIBNET, enabling access to a wide range of online academic resources. A question bank is maintained for both Arts and Science streams to support exam preparation.

The library also provides reprographic services for students and staff. Project reports from various departments are added to the collection each year. To promote reading habits, an Annual Best Reader Award is given to recognize enthusiastic library users.

The library remains open from 9:00 AM to 4:00 PM on all working days, excluding Sundays and government holidays. Regular feedback is collected from students and faculty, and services are improved based on their suggestions, ensuring the library continues to meet the academic needs of its users.

LIBRARY COMMITTEE

The library operates under the committee. It meets periodically, reviews the status and suggests new initiatives. The committee consists of:



SN	Name	Designation	Position
1	Mr.NzanthungLapon	Librarian	Convenor
2	Dr.RokoselieMezhu	HoD, Dept. of Education	Member
3	Mr.Chubanungsang Jamir	HoD, Dept. of Economics	Member

GENERAL RULES AND REGULATIONS

1. Personal belongings are not allowed inside the library premises.
2. Eating, sleeping, and loud conversations are strictly prohibited to maintain a quiet study environment.
3. Library users are requested to handle books and other resources carefully and avoid disturbing others.
4. Reference books, journals, magazines, newspapers, and other materials marked “For Reference” will not be issued for home use.
5. No library materials should be taken out without proper authorization from the librarian.
6. Any user who violates library rules may be restricted or debarred from using library facilities.

RULES AND REGULATIONS FOR STUDENTS

1. Students are allowed to borrow two books at a time for a period of one week and must return them on or before the due date stamped in the book.
2. Students must not write, mark, underline, tear, or damage any library material.
3. Failure to return books on time may lead to suspension of borrowing privileges.
4. A book may be reissued a maximum of two times. After that, it must be returned without further renewal.
5. In case of loss or damage of library material, the borrower must pay the current cost of the book, along with 12% of the cost as processing charges and any applicable late fines.

RULES AND REGULATIONS FOR STAFF

1. Five books are issued to staff members for a one-month period, and they must be returned on or before the due date stamped on the date-slip of each book.
2. Staff members are advised to return books before proceeding on long leave to ensure proper circulation of library materials.
3. Staff members must not mark, underline, overwrite, damage, or tear any pages of library books.
4. In the event of **loss, irreparable damage, or mutilation** of a document, the borrower will be required to pay the **current cost of the book** along with **double the present cost** as a processing charge and any applicable late fines.

LIBRARY WORKING HOURS

The library remains open Monday to Saturday for a total of seven hours each day. Lending services are available from 9:00 AM to 4:00 PM on all working days. Students are encouraged to make the best use of library resources during these hours. Library services remain closed on Sundays and government holidays.

UNIQUENESS OF THE LIBRARY

- Digital infrastructure to support modern learning needs.
- 24/7 Wi-Fi facilities available for students and staff.
- Library working hours: 9:00 AM to 4:00 PM.
- Service-oriented library staff committed to assisting users.

CONTRIBUTION OF MANAGEMENT TO THE LIBRARY

- Autonomy in decision-making regarding library operations.
- Adequate funding allocated for library needs and resources.
- 24/7 Wi-Fi and internet facilities for seamless access to digital resources.
- Uninterrupted electricity supply to ensure smooth library operations.
- Regular subscription to four newspapers.

CONTRIBUTION OF THE LIBRARIAN IN ACADEMIC ACTIVITIES

- Provides reference and documentation support to faculty, research scholars, and students.
- Informs library users about newly available resources and materials.
- Assists users in locating and accessing books and other library materials.
- Manages the library budget for repairs, replacements, and the acquisition of new reading resources.
- Ensures accurate technical documentation and maintains an organized catalogue of library assets.
- Develops and maintains an online database for convenient access by students, staff, and faculty members.
- Catalogues new books and updates the library system to reflect recent acquisitions.
- Coordinates with book suppliers to order new inventory and continuously enhance the library collection.

LIBRARIAN'S TECHNOLOGICAL SKILLS

The librarian plays a key role in guiding faculty and students in integrating digital information into the learning process. The librarian possesses the following skills:

- Proficiency in word processing for document creation and editing.
- Competence in using spreadsheets and electronic presentation tools.
- Effective email management skills for communication and information dissemination.
- Ability to download and manage software, including eBooks and other digital resources.
- Skilled in using videoconferencing platforms to support remote learning and discussions.
- Familiarity with computer storage devices such as USB drives and hard disks, along with expertise in operating scanners for digital document management.

LIBRARIAN'S DEVELOPMENT SKILLS

The Librarian attended a one-day State Level Professional Development Programme for Non-Teaching Staff, held on 16th May 2023 at Dimapur Government College, Dimapur. The workshop focused on enhancing office practices and understanding the library management requirements essential for NAAC (National Assessment and Accreditation Council) Assessment.

The programme brought together non-teaching staff from various educational institutions across the state, providing a platform for knowledge sharing and skill enhancement. Resource persons delivered insightful sessions on updated office procedures, documentation standards, digital record maintenance, and the evolving role of libraries in supporting academic excellence as per NAAC criteria.

The sessions emphasized the importance of systematic documentation, internal quality assurance practices, and the integration of ICT tools in library management. Interactive discussions and practical examples helped participants understand the critical role of non-teaching staff in the accreditation process.

Overall, the workshop was highly informative and relevant, equipping participants with practical knowledge to improve institutional efficiency and readiness for NAAC assessment.



LIBRARY COLLECTIONS

S.No	Particulars	Numbers
1.	Total Number of Books	5987
2.	Total Number of Title	2394
3.	Reference Books	364
4.	Journals	116
5.	Magazines	14
6.	Newspapers	03
7.	Encyclopaedias	260
8.	Dictionaries	108
9.	English	485
10.	History	251
11.	Political Science	321
12.	Education	689
13.	Sociology	304
14.	Economics	189
15.	Psychology	95
16.	Philosophy	70
17.	English References	295
18.	EVS	139
19.	Business Studies	50
20.	Accountancy	45
21.	Management	195
22.	Auditing	20
23.	Entrepreneurship	20
24.	Indian Banking System	30
25.	Organisational Behaviour	20
26.	Indirect Tax	21
27.	Commercial Law	15
28.	Religion	112
29.	Mathematics	37
30.	Physics	61

31.	Zoology	52
32.	Botany	18
33.	Chemistry	60
34.	Teaching and Learning	120
35.	Research Methodology	64
36.	Physical Education	67
37.	Teaching of Mathematics	70
38.	Teaching of English	101
39.	Teaching of Science	94
40.	Teaching of Social Sciences	33
41.	ICT	199
42.	Teaching of Commerce	21
43.	Library	26
44.	Educational Psychology	194
45.	Curriculum and Evaluation	110
46.	Guidance and Counselling	55
47.	General Reference	364
48.	Competitive Exam Materials	10
49.	Photocopier	01

DIGITAL LIBRARY SERVICES

The library is equipped with computer and supported by a 100 Mbps high-speed internet connection. A 24-hour internet facility has been introduced to enhance the academic and research standards of our students. Library members can access computing and internet services at any time.

All computers are connected to the internet and are installed with Microsoft Office software to support academic work. Users can access most web-based email services conveniently within the library. To ensure a safe digital environment, every computer is secured with antivirus and security software, automatically scanning any external devices connected. Regular maintenance and software updates are carried out to ensure uninterrupted service for users.

E-GATE FACILITY



An E-Gate Register (In-Out Management System) is being implemented in the library. All library users, including both staff and students, are required to scan a QR code daily to record their attendance.

LIBRARY AUTOMATION

The library at Mount Mary College has been fully automated using LIBMAN software. This system streamlines the circulation of books (issue and return) and provides quick access to bibliographic details, book location, and availability status.

Software Details

Name of ILMS Software	: LIBMAN
Nature of Automation	: Fully Automated
Year of Automation	: 2023

BARCODE TECHNOLOGY

The library employs Barcode Technology to streamline the issue and return of books. All books are systematically catalogued in a digital database and issued to registered users through a computerized system, ensuring faster and more accurate transactions.

This technology significantly reduces manual errors and improves the overall efficiency of library operations. It also facilitates easy tracking and monitoring of borrowed and returned books, leading to more effective inventory management.

CCTV

Three CCTV cameras are installed in the library for surveillance



ANNUAL EXPENDITURE FOR LIBRARY

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budget	100000	100000	100000	100000	100000
Expense	75000	125000	90000	150000	175000

Based on the data in the table, the library's annual budget remained consistent at ₹1,00,000 from 2020 to 2025. However, the actual expenditures varied each year. In 2020–2021, the library spent ₹75,000, slightly under the allocated budget. In 2021–2022, the full budget of ₹1,25,000 was utilized. The spending decreased again in 2022–2023 to ₹90,000, while in 2023–2024, the expenditure increased to ₹1,50,000, surpassing the allocated budget. Similarly, in 2024–2025, ₹1,75,000 was spent. These fluctuations reflect the evolving needs of the library, including resource procurement and service enhancements, beyond the fixed annual budget.

NUMBER OF BOOKS PROCURED FROM 2020-2025

Library Holdings	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	Num	Cost	Num	Cost	Num	Cost	Num	Cost	Num	Cost
Text books & reference Books	57	20000	197	78000	99	39200	220	90300	290	114600
Journals/ Periodicals	2	3000	4	7600	6	11400	7	13300	10	19000
E-Resource /Inflibnet	-	-	-	35400	-	35400	-	35400	-	35400

The library procured 57 textbooks and reference books at a cost of ₹20,000, while two journals/periodicals were purchased for ₹3,000. The e-resource/ Inflibnet was not utilized that year. The following year, in 2021–2022, the library saw a significant rise in procurement, acquiring 197 textbooks and reference books at ₹78,000, alongside four journals/periodicals costing ₹7,600. In 2022–2023, 99 textbooks were bought for ₹39,200, and six journals were added for ₹11,400. The expenditure on e-resources remained at ₹35,400. The library's acquisitions in 2023–2024 included 220 textbooks at ₹90,300 and seven journals for ₹13,300, with e-resources continuing to be sourced for ₹35,400. Finally, in 2024–2025, 290 textbooks were purchased at ₹1,14,600, 10 journals at ₹19,000, and e-resources were again procured for ₹35,400. This data highlights the library's ongoing investment in both physical and digital resources to meet the academic needs of its users.

STACK AREA

- It Consists of 29 Open and 3 Closed Racks.
- Books are arranged in Department wise.
- Each subject is allocated to specific row.
- New Arrival is available in the stack area.

RACK PURCHASED YEAR WISE

Rack	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Open Rack	20	02	02	02	03
Closed Rack	02	-	-	01	-
Journal Rack	01	-	-	-	-
Reference Rack	02	-	-	02	-

Until, 2020-2021, 20 open racks were purchased. Two racks each were added from 2021-2024 and 3 racks were added in 2024-2025. In 2020-2021, two closed racks were purchased including a Journal Rack, two Reference Racks.

NEWSPAPER DETAILS

The library of Mount Mary College maintains subscriptions to three local print newspapers and one national e-newspaper to cater to the diverse informational needs of students and staff. The print newspapers include Nagaland Post, Eastern Mirror, and Morung Express, which provide daily coverage of regional, national, and international news with a focus on issues relevant to Nagaland and the Northeast region. These newspapers are essential resources for students pursuing studies in political science, history, and current affairs. In addition, the library is subscribed to The Hindu e-newspaper, a widely respected national daily known for its in-depth analysis, editorial quality, and coverage of national and global events. The e-newspaper is accessible through the library's digital resources, enabling convenient reading and research.

M-OPAC

M-OPAC (Mobile Online Public Access Catalogue) is a user-friendly digital tool that allows library users to search for books and other resources through their mobile devices. It provides real-time access to the library's catalogue, enabling students and faculty to check the availability of materials, view book details, and track their borrowing history from anywhere and at any time. M-OPAC enhances convenience by reducing the need for physical visits just to search for resources. It also supports features like search by title, author, subject, and keyword, making information retrieval quicker and more efficient. This mobile-based service is a step towards modernizing library operations and promoting digital literacy among users.

QUESTION PAPER SERVICE

The library offers access to previous years' university question papers through its Question Paper Service. Students can refer to these papers for study and exam preparation. However, the question papers are for reference only and must be used within the library premises, ensuring equal access for all users.

PHOTOCOPYING SERVICE

The library provides photocopying services to support users in accessing essential study materials conveniently. This service has greatly enhanced the library's ability to offer better support to students and staff by allowing them to reproduce selected content from books, journals, and other reference materials without the need to borrow or remove them from the library. Users can easily avail of this facility for academic and research purposes. A minimal fee of ₹ 2 per page is charged for the service. By offering photocopying within the library premises, we ensure users have quick and efficient access to valuable information resources.

NEW ARRIVALS DISPLAY

Newly acquired books are placed on the 'New Arrivals' shelves for a limited period, typically two-three months, to give library users the opportunity to browse the latest additions to the collection. These books are conveniently displayed on the specific bookcase.

USER ORIENTATION

New users are given an orientation to help them understand and make the best use of the library's resources and services. At the beginning of each academic year, the library conducts an orientation program for newly admitted students. They are taken on a guided tour of the library to familiarize them with various sections, facilities, and available materials. Users who wish to learn more about specific resources, such as M-OPAC, or need assistance in using any service are encouraged to approach the library staff for guidance and support at any time.

BORROWING LIMITS

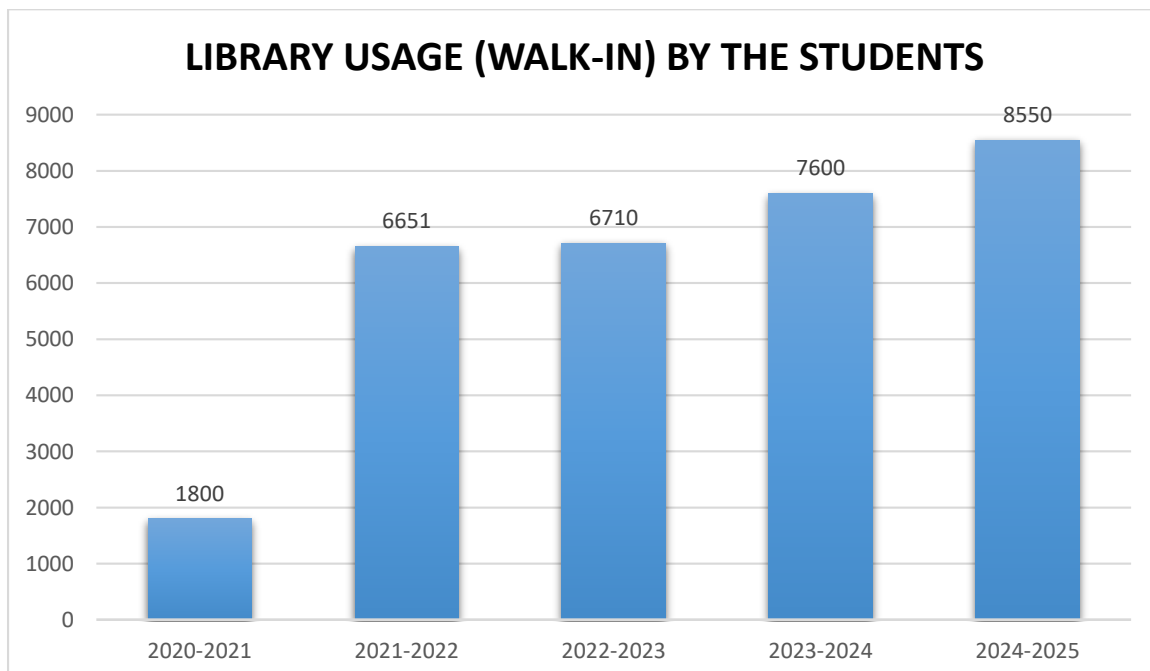
S.No	Category	Max. no. of Books Issued	Issuing Period
1	Teaching Staff	5	1 Month
2	Non-Teaching	5	1 Month
3	Students	2	1 Week

The library has categorized its members to ensure a fair and organized borrowing system. Teaching staff and non-teaching staff are each allowed to borrow a maximum of 5 books for a period of one month. Students, on the other hand, can borrow up to 2 books at a time, with a duration of one week. This system is designed to meet the academic and professional needs of all users while ensuring the timely circulation of resources for the benefit of the entire college community.

LIBRARY USAGE (WALK-IN) BY THE STUDENTS

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Students	1800	6651	6710	7600	8550

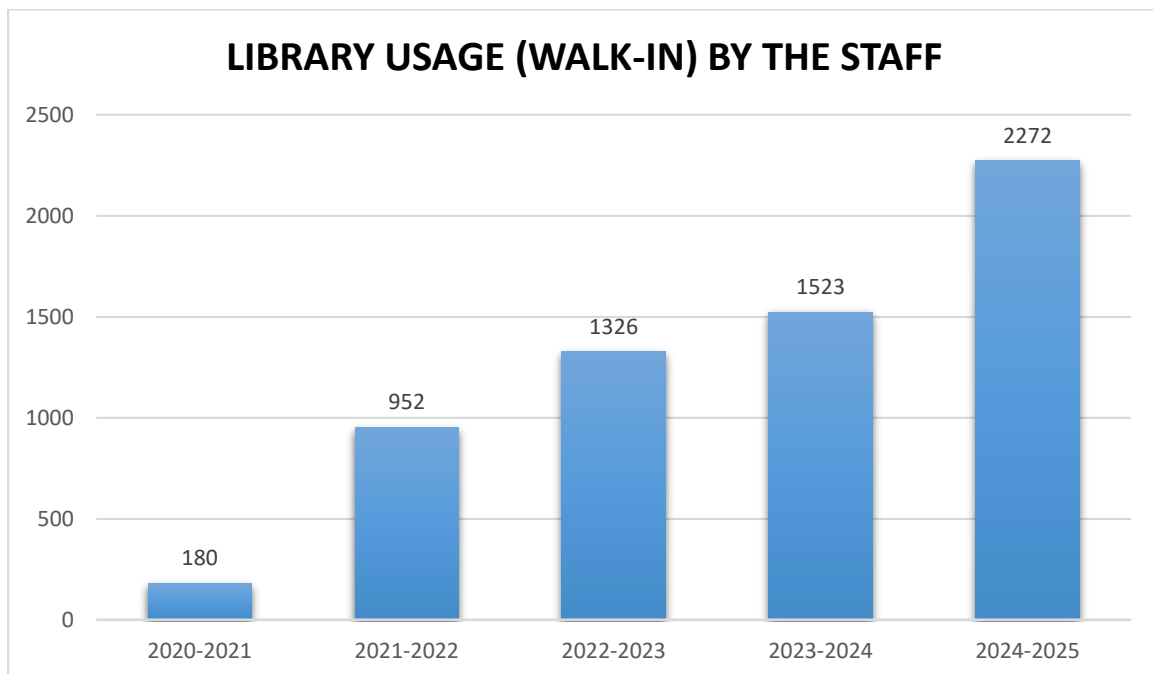
The library's walk-in usage by students has seen a remarkable increase from 2020 to 2025. In 2020–2021, the library had 180 student walk-ins. This number surged significantly in the following year, with 6,651 students visiting the library in 2021–2022. The usage continued to rise in 2022–2023, reaching 6,710 students. In 2023–2024, the number of walk-ins further increased to 7,600, and by 2024–2025, the figure reached 8,550. This consistent growth in student visits reflects the library's increasing role in supporting academic and research activities, as well as its relevance to the student community.



LIBRARY USAGE (WALK-IN) BY THE STAFF

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Staff	180	952	1326	1523	2272

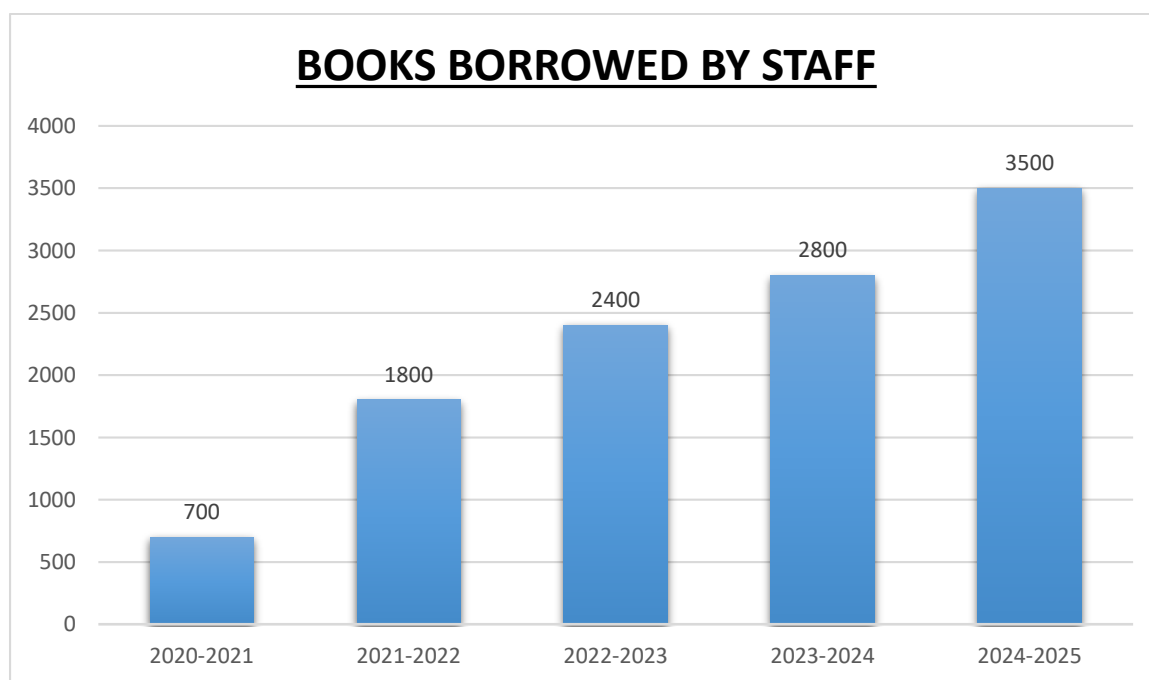
The library's walk-in usage by staff has shown a steady increase from 2020 to 2025. In 2020–2021, there were 180 staff visits to the library. This number grew significantly in 2021–2022, with 952 visits recorded. The usage continued to rise in 2022–2023, reaching 1,326 staff walk-ins. In 2023–2024, the number further increased to 1,523, and by 2024–2025, the library saw 2,272 staff walk-ins. This upward trend indicates that the library is becoming an increasingly valuable resource for staff, supporting their academic and research needs effectively.



BOOKS BORROWED BY STAFF

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Staff	700	1800	2400	2800	3500

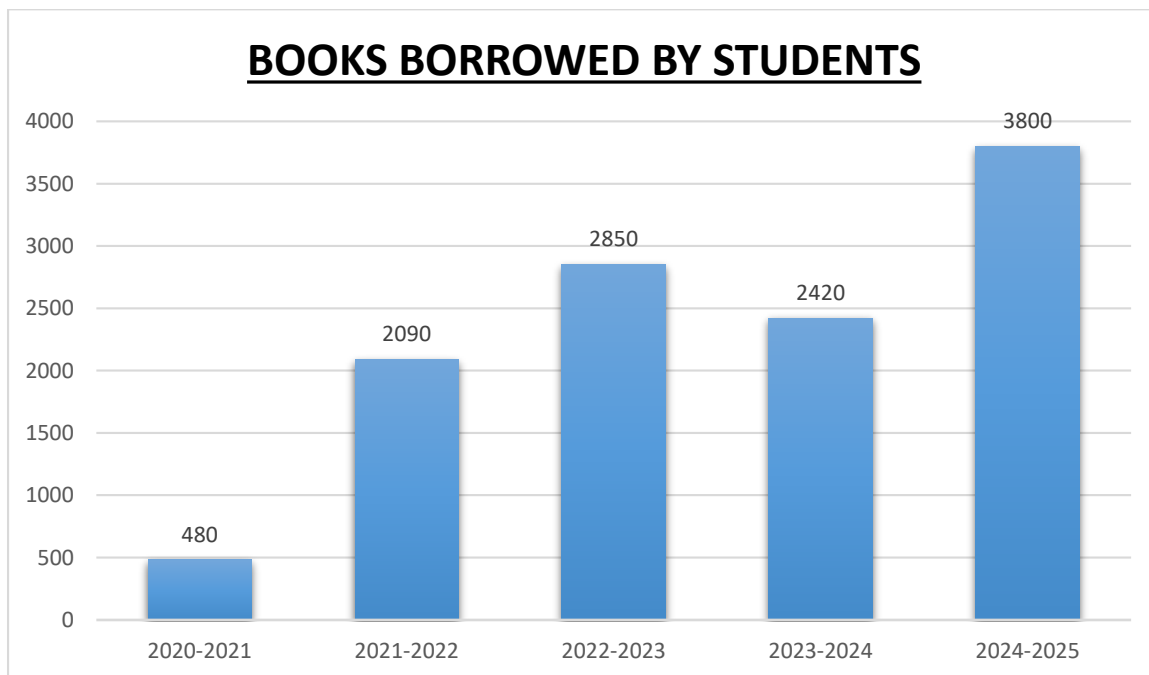
The number of books borrowed by staff from the library has significantly increased over the years. In 2020–2021, staff members borrowed 700 books. This figure more than doubled in 2021–2022, reaching 1,800 books. The borrowing trend continued to rise in 2022–2023, with staff borrowing 2,400 books. In 2023–2024, the number further increased to 2,800, and by 2024–2025, staff members borrowed a total of 3,500 books. This steady growth reflects the increasing engagement of staff with library resources, underscoring the library's essential role in supporting their professional development and academic research.



BOOKS BORROWED BY STUDENTS

Category	2020-2021	2021-2022	2022-2023		2023-2024	2024-2025
Students	480	2090	2850		2420	3800

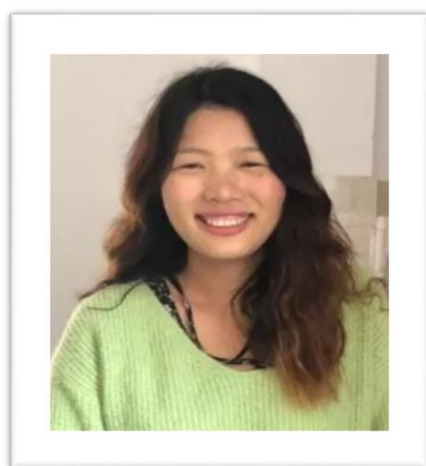
The number of books borrowed by students from the library has experienced a steady increase over the years. In 2020–2021, students borrowed 480 books. This number grew significantly in 2021–2022, with 2,090 books borrowed. The borrowing trend continued to rise in 2022–2023, with 2,850 books checked out. In 2023–2024, the number decreased slightly to 2,420, but by 2024–2025, student borrowing rose again to 3,800 books. This fluctuation and overall growth highlight the increasing reliance on library resources by students for their academic needs and research.



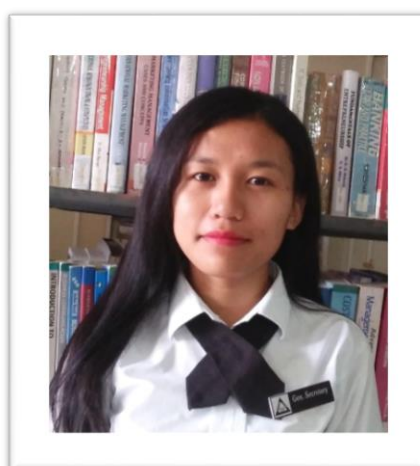
BEST READER AWARD

The library is often described as a growing organism, constantly evolving through its expanding collection of books and resources. This growth is meaningful only when it actively supports student learning and academic development. The library plays a vital role in student progression by encouraging reading habits and the effective use of available materials.

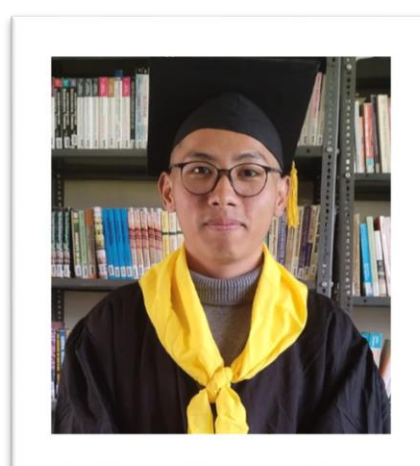
To recognize and motivate dedicated readers, the library presents the Best Reader Award to deserving students every three years. This award celebrates those who make consistent and purposeful use of the library, demonstrating enthusiasm for learning and academic excellence through reading.



AKUMLIU
(2020)



IMLISENLA
(2021)



SUPONGNOKDANG
(2022)

FACILITY IN THE LIBRARY

S.No	Facility	Numbers
2	Computer	1
3	Photocopy Machine	1
4	Open Rack	29
5	Closed rack	3
6	Journal Rack	1
7	Reference Rack	4
8	Fan	8
9	Light bulb	10
11	Table	7
12	Bench	16
13	CCTV	3
14	Chair	2

The library is equipped with a variety of facilities to support its users. It has one server system to manage digital resources. For document reproduction, the library provides a photocopy machine. The library's collection is organized with 29 open racks, three closed racks, and one journal rack for easy access to materials. There are four reference racks specifically for reference books. To ensure comfort, the library is furnished with eight fans, ten light bulbs, seven tables, and 16 benches. Additionally, there are three CCTV cameras for security and two chairs for staff or guest use. These facilities work together to create a conducive environment for studying and research.

INTERNSHIP

As part of our commitment to providing practical learning experiences to students, the library at Mount Mary College initiated an internship program in 2023. Each year, two students are selected for the program, offering them an opportunity to gain hands-on experience in library management and operations.

The internships are designed to familiarize students with various aspects of library services, including cataloguing, shelving, maintaining records, assisting with digital resources, and supporting the daily operations of the library. The interns work closely with the library staff and receive mentorship, enabling them to apply their academic learning in real-world settings.

This program not only enhances the students' professional skills but also strengthens the library's functionality by incorporating fresh perspectives and ideas. Through this initiative, the library contributes to the overall growth and development of students while supporting the institution's academic objectives.

BOOK FAIR

Mount Mary College, Chümoukedima, in collaboration with Woodpecker Publishers and Distributors, hosted a Reading Festival and Book Fair from 23rd to 26th April, 2024. The event featured over 4000 books across various genres, including Encyclopaedias, Fiction, Non-fiction, Young Adult, Biography, Art, Activity Books, and Early Learning materials. The fair began with a program led by Mr. Soyimtongdang, followed by a ribbon-cutting ceremony by Dr. C. TeeyaIm song. Browsing sessions were held for B.A. and B.Com 2nd & 4th Semester students, and later for B.A. and B.Com 6th Semester students. Competitions, such as the Quotation Writing Competition for B.A. 6th Semester students, were organized, with medals and certificates awarded to winners.

The event also featured book sales, attracting parents, students, and well-wishers, providing easy access to a wide range of books. A Comical Story Writing Competition for B.A. students was held, where winners were honoured with awards.

In conclusion, the Reading Festival and Book Fair was a great success, fostering a love for reading, creativity, and intellectual exchange. The event aimed to inspire the younger generation to develop a deeper appreciation for books and literature, offering a platform for learning and engagement in a digital age.



LIBRARY AUDIT

A **library audit** is a systematic and thorough examination of a library's resources, services, and operations to assess their efficiency, effectiveness, and adherence to established standards. The purpose of a library audit is to ensure that the library is functioning optimally, providing high-quality services to its users, and managing its resources responsibly.

The audit typically involves evaluating various aspects of the library, including the collection of books and materials, the use of library space, financial management, and the implementation of policies and procedures. It also looks at the performance of library staff, the effectiveness of technology like library management systems (e.g., M-OPAC), and user satisfaction. The audit helps identify strengths and areas for improvement, ensuring that the library remains aligned with its goals and effectively supports the academic and research needs of its community.

The audit is generally held in the month of March, every year. After completing the audit, recommendations are often provided to enhance resource allocation, improve services, and address any shortcomings. Regular library audits are essential for maintaining transparency, accountability, and continuous improvement within the library's operations.