National Engineering College, K.R.Nagar, Kovilpatti – 628 503

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Central Library

10.10.2024

Submitted to the Director through the Principal:

The Central Library of our college, equipped with modern facilities and advanced technology, serves as a pivotal hub of knowledge for our academic community. With a wide array of resources, including books, journals, e-journals, e-books and online databases, the Central Library is dedicated to offering the latest information, supporting research and promoting academic excellence and sustainability among our users.

To recognize and encourage different aspects of library usage and to maximize the effective utilization of our resources and services, it is proposed to introduce the **'Best Library User Awards'**. These awards are designed to celebrate outstanding contributions and engagement with the library.

Proposed Awards:

1. **Consistent Library User Award**: This award is conferred to users who consistently utilize the library's resources for their academic purposes during their course of study.

2. **Extraordinary Library User Award**: This award recognizes those who actively check out a wide range of physical and e-resources, showcasing deep interest in learning. They use the library's physical and e-resources, such as books, journals, e-books, research databases and remote access services, to their full potential and also promote the library's resources and services among students and faculty members through social media.

3. **Library Innovator Award**: This award recognizes users who introduce innovative ideas or solutions to enhance library services or operations. It includes those who are actively involved in implementing new library initiatives.

4. **Library Volunteer Award**: This award is given to volunteers who make significant contributions to the library's operations and events. It acknowledges regular volunteer work, exceptional commitment and impactful support.

It is proposed that these awards be implemented starting from the academic year 2024-25 and presented annually. Two candidates will be selected for each award category based on the criteria outlined in Annexure-I, by the Library Award Selection Committee. We seek your approval for this initiative and request permission to proceed with the necessary steps for its implementation.

Librarian 10/10/2024

Dean (SA&IR) 10/10/24

Principal

Director 10/10/24

Annexure – I:

- A Maximum of two users (including faculty members) may be selected from each award category.
- These awards will be presented every year during the College Annual Day / Library Award Function.
- Awards will be in the form of a certificate, along with book / memento / shield.
- Points will be accumulated throughout the academic year
- A Minimum of 50% of total points is required to be are eligible for the awards.
- Eligible users must consistently adhere to the library's rules & guidelines and maintain a high standard of conduct.

Criteria:

Award – 01: Consistent Library User Award (75 Points)

Criteria	Name of the Criteria	Criteria Parameters		
		Visits per month	**Points**	
C1 (15)	**Frequency of Visiting the Library (footprint)** ✓ Only one visit per day will be counted. ✓ Total time spent in the library will be calculated	20 and above days	15	
		15-19 days	10	
		10-14 days	07	
		05-09 days	05	
C2 (15)	**Utilization of the Library Physical Resources** ✓ Frequency of library resources usage (Issues and returns) will be tracked	**Transaction per year**	**Points**	
		75 & above	15	
		60 - 74	10	
		40 - 59	07	
		15 - 39	05	
C3 (15)	**Consistent use of e-Resources** ✓ Downloads of e-resources will be monitored on a monthly basis.	**Downloads per month**	**Points**	
		More than 100	15	
		75 to 99	10	
		50 to 74	07	
		25 to 49	05	
C4 (15)	**Participation in library events and workshops** ✓ Active participation in library organized events and workshops	**Event Participation**	**Points**	
		More than 20	15	
		15 – 19	10	
		10 – 14	07	
		05 – 09	05	
C5 (15)	**Timely return of borrowed items** ✓ The student's record of returning borrowed items on or before the due date will be assessed.	**Returns**	**Points**	
		No late return	15	
		1 or 3 late return	10	
		4 – 6 late return	07	
		7 or more late return	05	

Award – 02: Extraordinary Library User Award (75 Points)

Criteria	Name of the Criteria	Criteria Parameters	
		Utilization of Resource Type	**Points**
C1 (15)	**Extensive Use of Physical and e-Resources:** ✓ Regular and diverse use of library resources, including physical books, e-books, journals, research databases and remote access services.	Utilizes 5 or more	15
		Utilizes 4 resource	10
		Utilizes 3 resource	07
		Utilizes 2 resource	05

C2 (15)	**Active Checkout and Engagement with Diverse Library Materials:** ✓ Actively engages with library materials across multiple subject areas, reflecting a broad range of academic interests.	No. of Subject Areas	Points
		More than 10	15
		7 to 9	10
		5 to 6	07
		3 to 4	05
C3 (15)	**Promotion of Library Resources and Services:** ✓ Promotes library resources and services through social media, blogs, posters or campus events, encouraging others to utilize the library.	No. of Promotion Activities	Points
		10 – 15	15
		7 – 9	10
		4 – 6	07
		2 – 3	05
C4 (15)	**Impact on Library Engagement:** ✓ Shows a positive impact on user engagement and overall library usage	Library Engagement Impact	Points
		Significant positive impact	15
		Moderate positive impact	10
		Some impact	07
		Minimal impact	05
C5 (15)	**Constructive feedback to improve library services:** ✓ Provides valuable, actionable feedback to enhance library services, operations or user experience	No. of Constructive Feedback Contributions	Points
		More than 10	15
		7 to 9	10
		5 to 6	07
		3 to 4	05

Award – 03: Library Innovator Award (75 Points)

Criteria	Name of the Criteria	Criteria Parameters	
C1 (15)	**Introduction of Innovative Ideas / Solutions** ✓ Proposes new ideas or solutions that enhance library services. ✓ Ideas should be relevant and address specific challenges within the library context.	Innovative Ideas / Solutions	Points
		Implementation of Innovative Ideas	15
		Active use for innovative ideas	10
		Moderate use for innovative ideas	07
		Suggests & Assists in Implementing Ideas	05
C2 (15)	**Impact on Library Services** ✓ Demonstrates a measurable impact on library services or user experience as a result of implemented innovations. ✓ Positive feedback from library users or staff regarding the changes introduced.	Impact on Library Services	Points
		Significant positive impact	15
		Moderate positive impact	10
		Some impact	07
		Limited impact	05
C3 (15)	**Feasibility and Implementation** ✓ Evaluates the practicality of proposed innovations and their successful implementation. ✓ Consideration of resources, time and logistics required for implementation.	Feasibility and Implementation	Points
		Successful implementation	15
		Partial success of implementation	10
		Implementation with minor adjustments	07
		Suggests & Assists in Implementation	05
C4 (15)	**Sustainability of Innovations** ✓ Assesses the long-term sustainability of the implemented innovations within the library framework. ✓ Consideration of user engagement is required to maintain the innovations	Sustainability	Points
		Highly/long-term sustainable	15
		Moderate sustainability	10
		Somewhat sustainable	07
		Limited sustainability	05
C5 (15)	**Creativity and Innovation** ✓ Demonstrates originality and creativity in the proposed ideas or solutions. ✓ Encourages out-of-the-box thinking and unique approaches to enhancing library services.	Creativity and Innovation	Points
		Highly Innovative content creation	15
		Shows good creativity	10
		Some creativity	07
		Limited creativity	05

Award – 04: Library Volunteer Award (75 Points)

Criteria	Name of the Criteria	Criteria Parameters	
C1 (15)	**Contribution to Library Services and Events** ✓ Active participation in organizing, supporting or assisting with library services and events.	**Library Services and Events**	**Points**
		Significant contributions	15
		Substantial contributions	10
		Some contributions	07
		Limited contributions	05
C2 (15)	**Commitment and Impact** ✓ Shows dedication to volunteer work contributing consistent time and effort. ✓ Impact is assessed through reliability, the extent of involvement and consistent contributions to the library's mission.	**Commitment**	**Points**
		Exceptional commitment	15
		Notable commitment	10
		General commitment	07
		Limited commitment	05
C3 (15)	**Collaboration and Teamwork** ✓ Effectively Collaboration and involvement with others to achieve common goals.	**Collaboration**	**Points**
		Exemplary teamwork	15
		Good teamwork	10
		Adequate teamwork	07
		Limited teamwork	05
C4 (15)	**Initiative and Leadership** ✓ Takes initiative to propose and implement new ideas or improvements within the library. ✓ Leadership can be established through mentoring other volunteers or leading specific work/event.	**Leadership**	**Points**
		Strong initiative	15
		Shows good initiative	10
		Exhibits some initiative	07
		Limited initiative	05
C5 (15)	**Contribution to Library Content Creation** ✓ Actively contributes to the creation of promotional content, such as articles, blog posts or social media updates. ✓ Evaluated on the quality and frequency of contributions.	**Content Creation**	**Points**
		High Quality Content (10+ posts)	15
		Valuable Content Occasionally (7-9 posts)	10
		Sporadic Content Creation (4-6 posts)	07
		Limited Content Creation (up to 3 posts)	05

Librarian
10/10/2024

Dean (SA&IR)
10/10/24

Principal
14/c0

Director
10/10/24