Baba Farid University of Health Sciences
Sadiq Road, Faridkot – 151 203.

Library Audit/ Inspection Performa:
Infrastructure Facilities and the Performance Assessment in all the Libraries of BFUHS Affiliated Colleges/ Institutions

I: General Information

(A) College details

1. Name and address of the College:

a. Telephone No.: ....

b. Fax No.: ....

c. E-mail Id: ....

d. URL (if any): ....

2. Name of the Principal ....

3. Name of the Library (if any): ....

4. Name of the Librarian: ....

a. Telephone No. (Off).......................... Residence ....

b. Fax No.: ....

c. E-mail Id: ....

d. URL (if any): ....

5. Library working hours:

a. Monday to Saturday ....

b. Sundays ....

c. General Holidays ....

d. During Vacation ....

Does the library open for minimum of 12 Hours on all days? Yes/No.............................. Verified by University Officer.....................

(B) Collection

Resources

a. Total No. of books..............................Text Books ....Reference Books ....

b. No. of thesis/dissertations ....

c. No. of back volumes ....

d. WHO Collection, if any ....

e. Total No. of print journals subscribed ....International ....Indian ....

f. No. of databases subscribed ....

g. No. of E-journals subscribed other than HSLIBNET...

h. No. of E-books subscribed other than HSLIBNET...

i. No. of CDs (Holdings) ....

The number of copies of every prescribed textbook (in print format) are available in ratio of 1:10 (i.e. one copy for every ten students) Yes/ No .... Verified by the University Officer.........................

Does the library have open access system? Yes/No............................Verified by the University Officer..................

Do the library resources have been properly catalogued and classified? Yes/No............Verified by the University Officer.........................

Does the institute conduct annual stock verification? Yes/No................... Verified by University Officer.....................

Collection status

A. Journals subscribed for the year 2012-13 directly by the college other than HSLIBNET
(Please attach a list of all the current journal subscriptions separately with supporting documents i.e. copies of supply orders; demand draft no. and date)

a. No. of foreign journals ....

b. No. of e-journals ....

c. No. of Indian journals ....

d. Gratis /exchange, if any ....

B. Databases subscribed for the year 2012-13

(Please attach a list of all the current database subscriptions separately)

a. No. of CD-ROM databases ....

b. No. of Online databases ....

c. No. of E-books ....

Does the college have subscribed minimum number of journals as per the requirements of University/ MCI/DCI/INC and other Regulatory Bodies Yes/ No.. Verified by the University Officer.........................

C. Do you have any policy for weeding out obsolete documents? If yes please describe

D. Do you acquire document: Through out the year / At the end of financial year

E. Do you have Library Committee ? If yes, please provide details such as members, policies etc.

(C) Services rendered

(Strike off whichever is not applicable)

a. Circulation (Yes/No)

b. Reference (Yes/No)

c. Reprography (Yes/No)

d. User-orientation (Yes/No)

e. Online services (Yes/No)

f. Database services (Yes/No)

g. Consultancy services (Yes/No)

h. Any other services (Yes/No)

i. Other Current Awareness Services : Please list the details

(D) Financial resources 2012 - 2013

a. Total budget of the institution Rs ....

b. Total budget of the library Rs ....

Does the library have the annual budget 10% of the annual budget of the parent institution (in case of new library and 5-6% in case of old institution (i.e. more than five year of establishment)? Yes/No.................... Verified by University Officer....................

Does the distribution of annual library budget is based on 30:70 i.e. 30% for books and 70% for journals? Yes/ No......................Verified by University Officer....................

c. Source of revenue

i. Government grants Rs ....

ii. Management fund Rs ....

iii. Student's fee (if any) Rs ....

iv. Charges on services (if any) Rs ....

v. Any other source Rs ....

d. Expenditure

i. Books Rs ....

ii. Journals Rs ....

iii. E-journals Rs ....

iv. E-books Rs ....

v. Databases access Rs ....

vi. Annual maintenance Rs ....

vii. Furniture and Equipments Rs ....

viii. Workshops / Seminars Rs ....

ix. Other overhead expenses Rs ....

x. Any others (Please specify) Rs ....

(E) Library users

a. Average Use of the Internet for a day:

PG Students.................... UG Students...........................Teachers............................. Library Staff.....................

b. User Details:

Sl. No.	Type of Users	Put a tick mark for Yes	Total Number Enrolled	Total Number using Library Per Day
1.	UG			
2.	PG			
3.	Research Fellow/ Doctoral Students			
4.	Faculty			
5.	Others			

(F) No. of library staff working:

(Please attach a list of the library staff with their designations and number of posts

separately)

Sl. No.	Category	Number	Qualification	Working Since	Pay Scale Drawing
1.	Professional Staff				
2.	Semi-professional Staff				
3.	Computer professional/ Assistant for Searching Internet Resources				

Does the librarian have qualifications and pay scales as per the University norms/ UGC norms? Yes/No................ Verified by University Officer....................

(G) Library Building (Put a tick mark, wherever applicable)

a. Type of building Independent (   ) Attached (   )

b. Reading area .... (In sq.m.)

c. Stack area .... (In sq.m.)

d. Circulation area .... (In sq.m.)

e. Reprography area .... (In sq.m.)

f. Back volume area .... (In sq.m)

g. Space for Technical Processing .... (In sq.m)

h. Audio & Video Area .... (In sq.m)

i. Reprography/Binding Area .... (In sq.m)

j. Office Space for Librarian .... (In sq.m.)

k. Office Space for Library staff ....(In sq.m.)

l. Library Training/Orientation Hall .... (In sq.m)

m. Computer lab .... (In sq.m)

n. Whether proper library furniture is available (Yes/No)

Does the library have area as per the requirements of the University/ Other Regulatory Bodies? Yes/No.......................... Verified by University Officer....................

Does the library have seating capacity to accommodate at least 30% of the total number of library members? Yes/ No...................................... Verified by University Officer....................

(H) IT Infrastructure

a. No. of Workstations (computers) in the library for use:

Sl. No.	User Type	Total No. of Computers	No. of Computers with Internet Access
1.	Library staff (for in-house operations)		
2.	For library users in common accessible area		
3.	Teaching departments and departmental libraries		

b. Type of intranet LAN / WAN / None

(Please tick appropriately)

If yes, specify type of connectivity

c. Internet connection type (Please tick from the list below):

Dial-up/DataOne (   )

Cable (   )

DSL (   )

VSAT (   )

ISDN (   )

Leased Line (   )

WiFi (   )

d. Availability of Static IP address: ....

e. Bandwidth (In Kbps): ....

f. Peripherals (Please specify the type and numbers):

i. Printers: ....

ii. Scanners: ....

iii. CD server: ....

iv. UPS: ....

v. Xerox Machine... ....

vi. Any other: ....

g. Software(s) available for library automation and other general / specialized uses

i. Operating System used in Library ....

ii. Library Automation Software ....

iii. Other application softwares......................

h. User charges for computer / Internet usage (if any):

i. Availability of computer trained professional for

i. Maintenance Yes (   ) No (   )

ii. Training Yes (   ) No (   )

j. Quality of power- supply:

i. Outages

ii. Fluctuation

iii. Proper earthing

iv. Availability of generator (in KVs)

v. Backup of UPS for server if any (in hrs.)

Does the library have one computer workstation for every twenty undergraduate students and one computer workstation for every five post-graduate students? Yes/No............................ Verified by University Officer......................

Does the library have Internet connectivity to maintain an acceptable level of speed of Internet access i.e. minimum bandwidth of 1 mbps for every 120-members/ users? Yes/No.................... Verified by University Officer....................

HSLIBNET

A. No. of e-Journals accessible through HSLIBNET:...

B. No. of teachers using HSLIBNET: ....

D. No. of Under Graduate Students using HSLIBNET: ....

E. No. of Post Graduate Students using HSLIBNET: ....

F. No. of Computers dedicated for accessing HSLIBNET: ....

G. Type of Internet dedicated for accessing HSLIBNET: ....

H. IP Address of internet connectivity (Please provide IP Range to enable IP access)

....

I. Please indicate the level of Satisfaction with HSLIBNET services. Put a tick mark

Excellent (   ) Above Average (   ) Good (   ) Fair (   ) Poor (   )

J. If poor, describe the problems faced: ....

....

K. What new resources, innovative services would you like HSLIBNET to provide?

....

L. What services provided by HSLIBNET do you most value? Put a tick mark

E-journals (   ) Database (   )

M. What services provided by HSLIBNET do you least value? Put a tick mark

E-journals (   ) Database (   )

N. Where do you or your users prefer to use the HSLIBNET resources? Put a tick mark

At Central Library (   ) Department (   ) Library (   ) Home (   )

O. Have you received/provided any training on use of HSLIBNET resources? Please give

detail.

P. How do you rate your information seeking / retrieval skills under HSLIBNET Put a tick

mark

a. I find all the information I need (   )

b. I find all the information I need with few difficulties (   )

c. I find most of the information in HSLIBNET (   )

d. I find very less information from HSLIBNET (   )

e. I don't find any information through HELINET (   )

Does the institute paid HSLIBNET fees for the years 2010, 2011, 2012 (institute part and students part)? If yes, please provide the details……………………………………………………………………………verified by University Officer…………

Add separate sheets for additional information, if any.

Any other special remarks/ short comings (to be indicated by the University Officer)

Place: Signature of the Librarian with seal

Date:

                                                                                   Signature of the Principal with seal