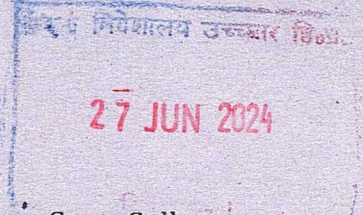


No. EDN-HE (15) B (1)-2023-GRADING/RATING.

Directorate of Higher Education
Himachal Pradesh.

Dated Shimla-1 the, June, 2024



To

- 1 All the Principal(s), Govt. Degree Colleges, Govt. College of Education Dharamshala, DIETs and SCERT Solan (HP).
- 2 All the Deputy Director of Higher Education (HP)
- 3 All the Principal(s), Govt. Senior Secondary Schools(HP).
- 4 The Chief Librarian, Central State Library Solan.
- 5 The Librarian, HP State Library Shimla-1.
- 6 All the Librarian District Libraries, Community Centre Libraries, Tehsil Libraries & Tribal Libraries in Himachal Pradesh.

Sub:-

Regarding Grading/Rating of Libraries of Department of Higher Education Himachal Pradesh.

Please find enclosed herewith a copy of criteria/guidelines for Grading/Rating of Libraries of your institutions. In this regard, you are therefore directed to take further necessary action to improve the condition of your institution library as per enclosed criteria/guidelines. Thereafter, the self Assessment proforma will be shared shortly for Grading/ Rating of libraries.

(Dr. Amarjeet K. Sharma)
Director Higher Education,
Himachal Pradesh, Shimla-1
June, 2024

Endst. No. Even dated Shimla, the

Copy for information and further necessary action is forwarded to:-

- ✓ 1. The Technical officer, IT Cell, Directorate of Higher Education, HP Shimla-1 to upload the same on the Departmental website.
2. Guard File

Director of Higher Education
Himachal Pradesh, Shimla

GRADING/RATING OF LIBRARIES OF DEPARTMENT OF HIGHER EDUCATION HIMACHAL PRADESH

Well-equipped and efficiently maintained libraries are source of attraction to the students, faculty and lifelong learners. Library serves as a key to unlock one's full potential. Library offers the resources in a variety of forms on a topic and encourages the critical thinking, creativity, inquisitiveness and supports academic and professional success.

Libraries serve humanity and encourage self-discipline and better time management. Library is best place to utilize one's time. Libraries provide peaceful and conducive environment for studying and academic work. Libraries provide access to printed books, reference materials, academic and research journals, magazines, newspapers, newsletters, specialized collections and archives, online resources and databases, access to e-books, scholarly articles, research databases, audio visual material for fostering learning, intellectual growth and knowledge exchange. Shodhganga is a database of thousands of theses.

Facilities and resources available in libraries should be used for the benefit of students, faculty and community in the best possible manner but how and to what extent it is used is more important.

To nurture the reading habit among students and with the objective of maximizing the benefits of Institutional Libraries, District Libraries and State Library under jurisdiction of Department of Higher Education Himachal Pradesh will be graded from Level-I to Level-V after every three years.

CRITERIA FOR GRADING/RATING OF SCHOOL LIBRARIES

Level-I

- Library with at least 100 printed books on different subjects
- Subscription of at least one newspaper and one magazine
- Reading space with adequate furniture for at least 10 readers
- Operational time during school hours i.e. six hours
- Every student visits school library at least once in a week

Level-II

- Printed books 500 or more
- News Papers At least one in English and one in Hindi
- Magazine subscription Two or more
- Library cataloguing Yes
- Accession number to library books Yes
- Reading space for 20 or more students
- Operating time during school hours
- Books issued 25 or more per week
- Every student visits school library at least twice a week

Level-III

- Printed books 1000 or more
- Newspapers 4 or more
- Magazine subscription 4 or more
- Reading space adequate for 40 or more readers
- Operational time-additional one hours each before and after school hours i.e. 8 hours
- Students visit the library frequently and reading space is almost fully occupied
- Extension services Yes, open for Public (library members) before and after school hours
- Books Issued 50 or more per week
- Drinking water Yes
- Toilet facility Yes, (both for male and female separately)

Level-IV

- Printed books 1500 or more
- Newspapers 6 or more
- Magazine subscription 6 or more
- Reading space adequate for 60 or more readers
- Operating time at least 10 hours in working days and 6 hours on holidays and during vacations
- Extension services Yes
- Management By library staff, students, alumni, teachers and volunteers from public
- Books issued 100 or more per week
- Reading space Remains almost occupied
- Digital library Yes, at least five digital devices with reliable internet
- Use of classrooms, seminar rooms etc. as reading space after institutional hours if reading space is limited Yes

Level-V

- Printed Books 2000 or more
- Newspapers 6 or more
- Magazine subscription 6 or more
- Reading space 60 or more seats
- Operating time 12 or more hours everyday
- Management On sustainable basis by library staff, students, alumni, teachers and volunteers from public
- Library automation Yes, library management system, Online Public Access Catalog, RIFD system etc.
- Wi-Fi Library Yes
- Open access of library resources Yes

- Digital library with at least 10 systems with lease line internet/fiber net Yes
- Books for younger children, teenagers such as books depicting stories of travel, explorative, adventures, discoveries, inventions, biographies of great men and women of different fields Yes
- Collection of school magazines and annual function reports Yes
- Individual study carrels Yes
- Group study rooms Yes
- Family study rooms Yes
- Multimedia Centre Yes
- Lecture recording studio Yes
- Unique and rare collection Yes
- Training to library staff Yes
- Facility of photocopier, computer and scanner Yes
- Loaning of laptop, camera, microphones and other devices for specified period Yes
- Tutoring/ remedial classes Yes
- Donation of books, digital devices to institutional library Yes
- Subscribing newspapers and magazines to institution by donors/alumni/pensioner association/rotary club etc. Yes
- Issuing of Books to students of other institution Yes
- Facility of tea, snacks, milk etc. to the readers on normal rates Yes
- Optimum use of library resources and reading space Yes



**CRITERIA FOR GRADING AND RATING OF COLLEGE LIBRARIES,
DISTRICT LIBRARIES AND STATE LIBRARY**

Level-I

- Library with at least 250 printed books on different subjects
- Subscription of at least 3 magazines and 3 newspapers
- Reading space for at least 15 users
- Operational time at least 7 hours per day during working days
- Reading space remains fully occupied during working hours

Level-II

- Printed books 750 or more
- Newspapers At least 5
- Magazine subscription 5 or more
- Research Journal 2 or more
- Reading space adequate for 40 or more users and occupancy is more than 80 %
- Books issued per week 50 or more
- Operational time At least 9 hours during working days
- Updated editions of text and reference books of each subject Yes
- Library Management Committee Yes

Level-III

- Printed books 1000 or more
- Newspapers At least 7
- Magazine subscriptions 7 or more
- Research Journals 3 or more
- Reading space 50 or 10% of total students' enrolment, whichever is higher
- Books issued 80 or 5% of total library members, whichever is higher
- Operational time At least 12 hours during working days
- Updated editions of text and reference books of each subject Yes
- Library membership to alumni, ex-faculty and public Yes
- Reading space remains almost fully occupied Yes
- Drinking water and toilet facility to readers Yes
- Tea, milk, snacks from college canteen or alternative source Yes
- Library management committee Yes

Level-IV

- Printed books 5000 or more
- Newspapers At least 7 newspapers with quality editorial columns
- Magazine subscription 7 or more
- Research Journals 5 or more
- Reading space adequate for 100 or 10% of total library members whichever is higher
- Reading space occupancy > 80%
- Books issued per week 200 or 5% of total library members whichever is higher
- Operational time At least 12 hours on all days including during holidays and vacations
- Library orientation session to students Yes
- Updated editions of text and reference books Yes
- Library Memberships to alumni, ex-faculty and public Yes
- Drinking water and neat and clean toilet facility to male and female readers separately Yes
- Tea, milk, snacks from college canteen or alternative source Yes
- Library management committee for offering services on volunteer basis Yes
- Digital library with at least 10 systems with reliable internet and Wi-Fi library Yes
- Registration and use of resources of National Digital Library Kharagpur Yes
- Use of classrooms and other spaces as reading rooms after college hours if seating capacity in library is limited Yes
- Facility of book bank (issue of at least 3 books for whole academic session / semester to select meritorious students and students belonging to the weaker section of the society i.e. SC / ST / OBC / EWS/Divyang Yes
- Feedback from users Yes
- Action on the basis of feedback Yes

- Book Exhibition at least twice a year Yes
- Library automation (Library management system, online public access catalog, RFID System, INFLIBNET, SOUL Software, Shodhganga) Yes
- Assured electric supply through use of chargeable tube lights / LED bulb with battery backup, generators, inverter etc. Yes
- Facility of photocopier, scanners and computers Yes
- Issuing of books to students of other educational institutions Yes

Level-V

- Printed books 20,000 or more
- Newspapers 9 and more
- Magazine subscription 9 or more
- Research Journals 9 or more
- Reading space 500 or 10% of total library members whichever is higher
- Books issued per week 500 or 5% of total library members whichever is higher
- Operational time At least 14 hours on all days including holidays and vacations
- Library orientation session to students Yes
- Updated editions of text and reference books Yes
- Library Memberships to alumni, ex faculty/staff and public Yes
- Drinking water and neat and clean toilet facility to male and female readers separately Yes
- Tea, milk, snacks from college canteen or alternative source Yes
- Library management committee for offering services on volunteer basis Yes
- Digital library with at least 20 systems and reliable internet connectivity, Wi-Fi library Yes
- Registration and use of resources of National Digital Library Kharagpur Yes



- Use of classrooms and other spaces as reading rooms after college hours if seating capacity in library is limited Yes
- Facility of book bank (issue of at least 3 books for whole academic session / semester to select meritorious students and students belonging to the weaker section of the society i.e. SC / ST / OBC / EWS/ Divyang Yes
- Feedback from users Yes
- Action on the basis of feedback Yes
- Books exhibition at least 04 times a year Yes
- Collaborations between libraries Yes
- Library resources for differently abled persons e.g. audio books, e-readers, Braille books, talking books Yes
- Organization of library Quiz, book review completion Yes
- Bibliographic service and abstracting service Yes
- To comply with copyright regulations and licensing agreements Yes
- Translation services Yes
- Recorded lectures of APs of all subjects Yes
- Collection of college prospectus, magazines and annual prize distribution function reports and other documents such as copy of Government notification for opening of college, NAAC score cards, UGC 2F and 12B status, revenue papers of land records, important photographs and videos etc. Yes
- Individual study carrels Yes
- Group study rooms Yes
- Family study rooms Yes
- Multimedia Centers Yes

- Lecture recording studio Yes
- Unique and rare collection of books, photographs, reports, monographs etc. Yes
- Training to library staff Yes
- Facility of Photocopier, scanner and computers Yes
- Loaning of laptops, tablets, camera, microphone and other devices for specified period Yes
- Tutoring / Remedial classes Yes
- Donation of books and digital devices to library Yes
- Subscribing newspapers and magazines to library by donors Yes
- Interlibrary loaning of books Yes
- Self service lockers Yes
- Active grievance redressal mechanism Yes
- Success story of library users advertised through newspapers and social media Yes
- Outreach programmes- seminars, workshop, exhibition and lectures Yes