

ASSESSMENT CRITERIA AND METHODOLOGY FOR LIBRAIRANS

S.NO.	ACTIVITY	GRADING CRITERIA	SELF-ASSESSMENT
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total no. of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website. 	<p>90% and above- Good Below 90% but 80% and above-Satisfactory Less than 80%- Not satisfactory</p>	
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good- 1 National level seminar/workshop + 1 State/institution level workshop/Seminar Satisfactory- 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/ workshop or 4 institution seminar/ workshop Unsatisfactory- Not falling in above two categories</p>	
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good- 100% of physical books and journals in computerized database. Satisfactory- At least 99% of physical books and journals in computerized database. Unsatisfactory- Not falling under good or satisfactory. OR Good- 100% catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory- Catalogue database not upto mark.</p>	
4.	<p>Checking inventory and extent of missing books</p>	<p>Good: Checked inventory and missing book less than 0.5% Satisfactory- Checked inventory and missing book less than 1% Unsatisfactory- Did not check inventory Or Checked inventory and missing books 1% or more.</p>	
5.	<p>(i) Digitisation of books database in institution having no computerized database.</p>	<p>Good: Involved in any two activities Satisfactory: At least one activity Not Satisfactory: Not involved/undertaken any of</p>	

	<p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals</p>	the activities.	
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items including Item 4.</p> <p>Not satisfactory: If neither good nor satisfactory in overall grading.</p>		