Best Practices @ Library & Information Centres

One Day Seminar-cum-Panel Discussion

Pralhad Jadhav

AIKTC | New Panvel | 10th March 2018
Two women were comparing notes on the difficulties of running a small business.

"I started a new practice last year," the first one said. "I insist that each of my employees take at least a week off every three months."

"Why in the world would you do that?" the other asked.

She responded, "It's the best way I know of to learn which ones I can do without."
Real Experience @ Best Practice
“Best Practices” are the best known method, technique or proven processes used to achieve an end goal.

“Standard: are usually established by an authority or by general consent as a basis of comparison.

Benefits of Best Practice

• Respond more quickly to changes or innovations
• Become more competitive
• Manage and reduce costs and become more efficient
• Improve the skills of your people
• Use appropriate technology more effectively
• Reduce waste and improve quality
Best Practice Vs Standard Practice

Tools for Best Practice

- Networking
- External benchmarking
- Quality and other external awards
- Strategic planning
- Performance management

Methods of Best Practice include

- **Benchmarking** – learning from and through the experience of others.
- **Standards** – Best practice through achievement of standards.
Law + Library = Lawbrary!! Special Library

Special Library? In terms of Collections, Services & Users

Collections (Prints & E-Resources)
• Print Collection
  • Bare Acts
  • Commentaries

*Bare Acts* | It is the *exact text* of an enactment, as the legislature passed it.
A legal commentary — also known as a legal treatise — is an unofficial text, intended to complement a particular source of law, often consisting of one or more statutes.
E-Resources | An electronic resource is any information source that the library provides access to in an electronic format.

E-Resources @ Law Firm

- E-Books
- E-Papers
- DVD-Rom’s
- E-Journals
- Online Databases
- E-Proceedings
- E-IPO’s
- E-Annual Reports
Lawbrary @ DVD-Rom Database

DVD-Rom Databases @ Law Firm

- With Dongle
- Without Dongle

Advance Version

- On Pen drive
Lawbrary @ Online Databases

Online Databases @ Law Firm

Subscription Type

- Login
- Multi-Login
- Access Login
- IP Based Subscription
- License Based Subscription
Lawbrary @ Services

Library Services @ Law Firm

• **Update Service**
  • Statutory Update
  • News Update
  • Article Update
  • Newsletter Update

• **Library Weekly Newsletter**

• **Library New Arrivals (with Book Review)**

• **Article Indexing**
Lawbrary @ Update Service – Online Form

KCO Mumbai Library | Legal Update Services

Please let us know your preferences for providing you latest legal update services

* Name of the Associate

* Location
  - Mumbai
  - New Delhi
  - Kolkata
  - Bangalore

1. Corporate Law Update Service
  - Yes
  - No

2. Capital Market Update Service
**LIBRARY WEEKLY NEWSLETTER**

19 February 2018 to 23 February 2018

**WEBOPAC Mumbai Library**

### STATUTORY

- **SEBI Circular | Manner of Achieving Minimum Public Shareholding | 22 February 2018**
- **Revised Double Taxation Avoidance Agreement (DTAA) between India and Kenya notified | 22 February 2018**
- **Employees’ Deposit Linked Insurance (Amendment) Scheme 2018 | 21 February 2018**
- **MCA Notification – Companies (Removal of Difficulties) Order, 2018 | 21 February 2018**
- **Amendment in Foreign Trade (Exemption from Application of Rules in Certain Cases) Amendment Order, 2017 | 20 February 2018**
- **SEBI Circular | Acceptances of Bank Guarantees by Clearing Corporations in International Financial Services Centre (IFSC) | 20 February 2018**
- **SEBI Circular on Computation of Daily Contract Settlement Value – Interest Rate Futures | 20 February 2018**
- **MCA Notification dated 15th February 2018**
  1. Companies (Audit and Auditors) Amendment Rules, 2018
  2. Companies (Management and Administration) Amendment Rules, 2018

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# Lawbrary @ New Arrivals

## NEW ARRIVALS - MUMBAI LIBRARY

**February 2018**

### Books & Commentaries

#### Construction Law


#### Corporate Law

2. "Secretarial Standard on General Meetings (SS-2)*, (June 2017), Institute of Company Secretaries of India, New Delhi [A9699-A9699]

3. "Secretarial Standard on Meetings of the Board of Directors (SS-1)*, (2nd, June 2017), Institute of Company Secretaries of India, New Delhi [A9686-A9688]


#### Law of Contract

| All folders are up to date. Connected to Microsoft Exchange |
Lawbrary @ LMS – Libsys7

Library Management Software @ Web centric Libsys7

On pan India basis we are using Libsys 7

- Delivers **unparalleled satisfaction** for both **patrons** and **library staff**.
- It gives **end to end manageability** of the library operations through its comprehensive modules.
- **Web based solution** @ it provides platform independence.
- It is a product aiming most convenient and pleasing library experience through its **value added features**.
Lawbrary @ WebOPAC
Lawbrary @ LMS @ Awards Entry

Libsys7 @ Awards Entry
Welcome to KCO Digital Library

"It is a repository of library collections in e-format for better access to end user."

For further assistance please contact us at library.mum@khaitanco.com
Lawbrary @ Value Added Database

Value Added Database @ KCO

- ERGO Newsletter (KCO In House Publication)
- KCO Associate Article Database
- FEMA & SEBI Regulation (Updated)
- Easy to Use @ FDI Policy, Informal Guidance
Reference & Research Service @ KCO

- Basic Research Service
- Search for Judgements Citation
- Search for Notification
- Search for Rules & Regulation
- Search for current status of Statutes
Innovative Tools @ KCO

• QR Code @ Online Resource

• Google News & Google Alert @ Update Service

• PKM Tools – Google Desktop Search @ Research Service

• Survey Monkey @ Reference Service
Best Practice @ Individual Level…LIS

FYI @ Librarian – How I Do

• Important updates related to LIS Community posted on different LIS forum

  • Total Library Solutions Forum
  • Indian Librarian’s Online Study Circle (ILOSC)
  • Corporate Library Group
  • Digital Library Group
  • E Librarian Group
  • NMLSC Group
FYI @ Librarian…. Way back in 2005!!

Note @ I would like to thanks to Dr. Sandeep Bhavsar, because he had introduced me different LIS forum at the time of MLISc Class
FYI @ Librarian…Through Blog

FYI@Librarian

Home | Publication & Presentation | Research Gate Reference | ICDL 2016 @ Presentation

Monday, March 5, 2018

Asiatic Society invites application for Research Scholarship

Asiatic Society invites application for Research Scholarship

Scholarship Period: 15 April 2018 to 31st March 2019
Last date for application: 17th March 2018

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FYI @ Librarian…Blog Stats

Period | Feb 7, 2018 – Mar 8, 2018

Total Overview

Pages Views Today @ 49

Pages Views Yesterday @ 369

Pages Views Last Month @ 7348

Pages Views All Time History @ 170,114
FYI @ Librarian…Blog Stats

Period | Feb 7, 2018 – Mar 8, 2018
Page views by Countries

• India @ 4231
• United States @ 1076
• Russia @ 988
• France @ 154
• Ukraine @ 96
• Germany @ 89
• UK @ 63
• Poland @ 52
• Ecuador @ 42
• Brazil @ 34
Sharing Skills @ Workshop & Seminar

Effective Tools for Librarianship

• Personal Knowledge Management (PKM) Tools
• Knowledge Management Skills
• Google Librarianship Tools
• Big Data – How Librarian can deal with this!!!
• Cloud Computing Tools
• Copyright & Fair Use Issues
• Advance Online Searching Skills
• Online Platform @ What safety we must take
• Soft skill for the LIS professional
• QR Code Tools
New Initiative @ Total Library Solution (TLS)

Based on Government of India Theme “Digital India” we are introducing the said forum to LIS Professional which is created by the LIS Professional for the LIS Professional and to the LIS Professional with the help of 4th Need of Today’s world that is Digital Technology!!!!!!!!

Objective of the TLS

• To help the LIS Professional in their day to day activities
• To help the LIS Professional to build the strong NETWORK of LIS Professional
• To help the LIS Professional to build their professional competencies
• To help the LIS Professional to create their own identity in this competition world
New Initiative @ Total Library Solution (TLS)

TLS Mentor @ Dr. Prof. Rajendra Kumbhar & Dr. Sandeep Bhavsar

TLS Core Team @
- Prof. Pralhad Jadhav
- Mr. Chetan Taksale
- Prof. Nitin Joshi,
- Dr. Sudhir Nagarkar
- Prof. Hitesh Brijwasi
- Mr. Amol Gade
- Prof. Pradeep Bacchav
- Prof. Vishwas Hase

TLS Forum Link @
https://sites.google.com/view/totallibrarysolutions/home?authuser=1

Posting Policy @ mail us on tlsforum322018@gmail.com, the only condition is that post should be related to LIS field only.
Questions......

Any Question!!!!!!!
THANKS TO………

• Dr. Prof. Rajendra Kumbhar, SPPU University
• Dr. Mrs. Meenal Oak, Librarian, MES’s IMCC, Pune
• Dr. Sandeep Bhavsar, Librarian, Welingkar, Mumbai
• Mrs. Shaheen Momin, Librarian, AIKTC Panvel
• All the participant for their patience hearing
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