



# KIIT Deemed to be University

## Application Form

### ICMBL Young Librarian Award

PHOTO

#### 1. Personal Information

- a) Name : \_\_\_\_\_
- b) Father's Name : \_\_\_\_\_
- c) Mother's Name : \_\_\_\_\_
- d) Date of Birth : \_\_\_\_\_
- e) Gender : Male/Female
- f) Name of the Institution where you are working : \_\_\_\_\_
- g) Designation : \_\_\_\_\_
- h) Date of first appointment as a Librarian : \_\_\_\_\_
- i) Previous Service, if any :

Sr. No.	Institution	Post Held / Designation	Year	
			From	To
Total Experience in year				

- j) Educational Qualification :

Sr.No.	Examination	Board/ University	Year of Passing	Division	Remark
1	S.S.C.				
2	H.S.S.C.				
3	UG (BA/B.Com./B.Sc./...)				
4	PG (MA/M.Com./M.Sc./...)				
5	B.L.&I.Sc.				
6	M.L.&I.Sc.				
7	Ph.D.				
8	Others				
9					
10					

- k) Address for Correspondence : \_\_\_\_\_
- l) Contact Number : \_\_\_\_\_
- m) Email ID : \_\_\_\_\_

## 2. Information about the Library

- a) Year of Establishment : \_\_\_\_\_
- b) Built up Area : \_\_\_\_\_ sqm.
- c) Working Hours : \_\_\_\_\_
- d) No. of Staff : \_\_\_\_\_
- e) URL of library, if any : \_\_\_\_\_
- f) No. of Members Enrolled in current year : \_\_\_\_\_
- g) Collection
- Printed Books : \_\_\_\_\_
  - E-Books : \_\_\_\_\_
  - Currents Printed Journals : \_\_\_\_\_
  - E-Journals : \_\_\_\_\_
  - Popular Magazines : \_\_\_\_\_
  - News papers : \_\_\_\_\_
- h) Membership of any Consortia : \_\_\_\_\_
- 

- i) Average Library Expenses since last five years: Rs. \_\_\_\_\_
- j) Average Library Budget since last five years : Rs. \_\_\_\_\_
- k) Library Utility
- Average number of walk-ins since last five years : \_\_\_\_\_
  - Average number of Books issued since last five years : \_\_\_\_\_
  - Average number of Visits on Library website/portal since last five years: \_\_\_\_\_

### 2.1. Work done in your Library

- a) Have you constituted Library Committee? Yes/No  
If yes, do you conduct meetings of it regularly? Yes/No
- b) Do you have written acquisition policy? Yes/No
- c) Do you have written book weeding policy? Yes/No
- d) Which of the following standard classification scheme you use to classify the books?  
Please tick
- DDC  CC  UDC
- Other please mention \_\_\_\_\_

e) Which library services do you offer to your users? Please enumerate

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_
- 7) \_\_\_\_\_ 8) \_\_\_\_\_
- 9) \_\_\_\_\_ 10) \_\_\_\_\_
- 11) \_\_\_\_\_ 12) \_\_\_\_\_

f) Which types of research-based services do you provide through your library?

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_

g) Do you provide any Neighborhood Community Service? Yes/No

If Yes, please mention

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

h) Which library infrastructural facilities do you provide to your users? Please enumerate

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_
- 7) \_\_\_\_\_ 8) \_\_\_\_\_
- 9) \_\_\_\_\_ 10) \_\_\_\_\_

i) Which ICT infrastructural facilities do you have in the library? Please enumerate

Server No. of servers

- Computer  No. of computers : \_\_\_\_\_
- Printer  No. of printers : \_\_\_\_\_
- Scanner  No. of scanners : \_\_\_\_\_
- Internet  Bandwidth : \_\_\_\_\_ mbps/gbps
- Other

In case of others, please mention the name of the equipment and its availability in number

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

j) Status of Computerization

Library is - Not Computerized/Partially Computerized/Fully Computerized

k) Which Library Management Software you use for library computerization?

\_\_\_\_\_

l) Status of Book Collection Retro-conversion –

100% complete  Above 90% but below 100%  Below 90%

Do you maintain Institutional Repository of your college? Yes/No

If yes, please mention its URL? \_\_\_\_\_

m) Do you have developed Digital Library? Yes/No

n) Has the information of library been made available on the website/portal? Yes/No

If yes, on which website/portal it is available, on the library's own website/portal or on the college's website?

Library's own website  On the college's website

Please mention the URL? \_\_\_\_\_

o) Mention any two Best Practices of your Library

1) \_\_\_\_\_

2) \_\_\_\_\_

p) Are Library Orientation Programs implemented by the library? Yes/No

If yes, how many programs were implemented per year since last five years?

One per year/Two per year/Three per year/Four per year/More than four per year

q) Are you doing stock verification? Yes/No

If yes, annually  periodically

r) Do you maintain the statistics of your library every year? Yes/No

If yes, please mention the areas

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

s) Do you prepare annual report of your library every year? Yes/No

If yes, do you submit it to the office of the Principal? Yes/No

t) Do you have written weeding policy? Yes/No

If yes, do you implement it? Yes/No

If yes, how many books do you have weeded out till date \_\_\_\_\_

u) Workshop/Seminar/Conference organized so far (Please mention date and theme)

Sr. No.	Theme of the Event	*Level of the Event	Date/s of the Event
1			
2			
3			
4			
5			

\*International/National/State/University/Local

v) Please mention the extension activities other than above you have carried out in your library so far (Please mention date)

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_

9) \_\_\_\_\_ 10) \_\_\_\_\_

### 3. Activities other than Library

- a) If you are occupying/have occupied the certain position in the college/institute other than your position as a librarian, please mention along with the period.

Sr. No.	Position	Period
1		
2		
3		
4		

- b) Are/Were you Chairman/Member of any committee on State/National level?

Yes/No If yes, please mention the name of any three prominent committees

- 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

### 4. Research and Publication Information

- a) Topic of Ph.D. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) Research Project :

Sr. No.	Title	Funding Agency	Amount	Year of Sanction	Completed/ Ongoing
1					
2					
3					

- c) Research Guidance :

Sr.No.	Level	No. of Students	
		Awarded	Ongoing
1	M.Phil.		
2	Ph.D.		

- d) Total Research Experience : \_\_\_\_\_  
e) Country/s visited for academic purpose : \_\_\_\_\_

#### 4.1. Publications

##### a) Journal Articles

Sr. No.	Title of the article with page nos.	Name of the Journal	No. of Co-authored if any	Year of Publication, Vol. No. and Issue No.	Impact Factor (Thomson Reuter)	Whether included in UGC Care list
1						
2						
3						
4						

##### b) Papers published in Conferences proceedings

Sr. No.	Title of the Article with page nos.	Name of the Conference	*Level of the conference	Organized by	Dates of the conference	No. of Co-authors, if any
1						
2						
3						
4						

\*International/National/State/University/Local

##### c) Chapters/ Articles published in edited Books

Sr. No.	Title of the Chapter/Article with page nos.	Title of the Book	Name of the Publisher	Year of Publication	No. of Co-authors, if any
1					
2					
3					
4					

##### d) Books published

Sr. No.	Title of the Book with total pages	Name of the Publisher	Year of Publication	No. of Co-authors, if any
1				
2				
3				
4				

##### e) Invited talk

Sr. No.	Topic	*Name of the Event	**Level of the Event	Organized by	Date of the Event
1					
2					
3					
4					

\*Conference/Seminar/Workshop/Refresher Course/Orientation Course/Short Term Course, etc

\*\*International/National/State/University/Local

4.2. Have you received any professional award on state/national/international level? If yes, please mention the details

- i. International \_\_\_\_\_  
\_\_\_\_\_
- ii. National \_\_\_\_\_  
\_\_\_\_\_
- iii. State \_\_\_\_\_  
\_\_\_\_\_

**5. Professional Developments**

a) Are you a Member of any Professional Associations?

If yes, please mention the details in the following table.

Sr. No.	Name of Association	*Level of the Association	Membership No.	Office bearer		
				Post held	Duration/Period	
					From	To
1						
2						
3						
4						

\*International/National/State/University

b) What extra efforts you have taken to convert non-members in to members?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) What is your contribution in above associations in the development of the profession?

Please mention in short.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Social Activities other than the Library field**

a) Please mention your engagement in society and activities carried out by you for society in short

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Other things which are not covered above in all points and you like to mention

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The above information is correct as per my knowledge, and if found incorrect, I know that I can't apply for any kind of award of ICMBL in the future in my professional career.

(Name: \_\_\_\_\_)

Signature:

Recommendations from two persons, not below the rank of professor/equivalent grade and not belongs to the profession.

1) Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

Contact No. : \_\_\_\_\_ E-mail Id : \_\_\_\_\_

Signature:

2) Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

Contact No. : \_\_\_\_\_ E-mail Id : \_\_\_\_\_

Signature:



### **How to apply**

The complete application with all enclosures should be sent in three copies by post to **Dr. Bijayalaxmi Rautaray**, Director, Library; Head, Department of Library and Information Science & *Organizing Secretary*, *ICMBL 2024*, Central Library, Campus-20, KIIT Deemed to be University, Bhubaneswar, India and also on [icmbL.kiit@kiit.ac.in](mailto:icmbL.kiit@kiit.ac.in) on or before **20 November 2024**.

**Note:** The applicant must not be above 40 years of age. The name of the ICMBL Young Librarian Award winner will be declared on 21<sup>st</sup> December 2024 during the valedictory ceremony of the conference. The awardee has to receive the prize in person. There is no option to send the prize through post, and no other person can receive the prize on behalf of the awardee.