



# Annual Report '22-23

## Library and Information Services

### July 2022 – June 2023

**Library and Information Services**  
**Asian University for Women**  
**20/A, M. M. Ali Road, Chattogram, Bangladesh.**

**Library Opening Hours:**  
**24 Hours Everyday**

*“The very existence of libraries affords the best evidence that we may yet have hope for the future of man”*

*– T.S. Eliot*



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The annual library report represents a comprehensive overview of the library's activities, reflecting the ongoing efforts of our dedicated library team. It serves as both a means of sharing the library's progress and a valuable tool for self-assessment and future planning. This report covers the period from July 2022 to June 2023 and provides a continuation of our routine operations and initiatives.

### I. Acquisition & Processing:

#### 1) New Arrivals:

Throughout the year, our library welcomed a total of 363 books and 141 non-book materials (Journals, magazines, documents), generously donated by various sources. Additionally, we acquired 132 books through purchases aligned with the specific requirements of our esteemed faculty members.

Acquisition Statistics (July 2022- June 2023)			
Month	Acquisition by Donation (Books)	Acquisition by Donation (Non-Books Materials)	Acquisition by Purchase (Books)
July' 22	21	4	0
August'22	47	20	14
September'22	21	4	6
October'22	0	7	38
Nobember'22	17	7	22
December'22	8	3	0
January' 23	165	40	34
February' 23	20	6	1
March'23	4	9	17
April' 23	52	38	0
May 23	3	2	0
June' 23	5	1	0
<b>Total</b>	<b>363</b>	<b>141</b>	<b>132</b>



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### 2) Accessioning:

During the course of the year, a total of 689 books and 131 non-book materials (including journals, magazines, and documents) were accessioned into our collection. Additionally, we meticulously reviewed and updated old books in accordance with the accession register and the library management system database.

Accession Statistics (July 2022- June 2023)		
Month	Accession (Books)	Accession (Non-Book Materials)
July' 22	64	4
August'22	31	0
September'22	58	10
October'22	64	7
Nobember'22	28	7
December'22	34	3
January' 23	85	36
February' 23	65	5
March'23	71	8
April' 23	69	11
May' 23	57	15
June' 23	63	7
<b>Total</b>	<b>689</b>	<b>131</b>

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### 3) Cataloguing:

During the year, 690 books were cataloged under 575 unique titles, printed spine stickers, and book cards for each of these books.

Catalog Statistics (July 2022- June 2023)		
Month	Catalog (Titles)	Catalog (Copies)
July' 22	69	69
August'22	17	18
September'22	57	58
October'22	59	59
Nobember'22	38	63
December'22	43	50
January' 23	34	66
February' 23	58	59
March'23	55	64
April' 23	54	60
May' 23	60	63
June' 23	31	61
<b>Total</b>	<b>575</b>	<b>690</b>

### 4) Shelf arrangement:

Each day, diligent checks were conducted on all bookshelves, with items arranged meticulously based on their respective **call numbers**. In addition, 8 daily newspapers (4 in English, 2 in Bangla National, and 2 in Bangla Local) were organized on the newspaper shelf after being affixed with the library's property seal.

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### II. Collection Usage & Services:

#### 1) Library Usage:

a) **Patron Visit:** Throughout the year a total number of 13534 patrons visited the library.

Patron Visit Statistics (July 2022- June 2023)	
Month	Total No. of Patron Visit
July, 2022	1245
August, 2022	614
September, 2022	1930
October, 2022	963
November, 2022	1086
December, 2022	825
January, 2023	1194
February, 2023	1194
March, 2023	1039
April, 2023	852
May, 2023	1288
June, 2023	1304
<b>Total</b>	<b>13534</b>

b) **Laptop borrowing:** 2033 patrons used the laptops for academic purposes this year.

Laptop Borrowing Statistics (July 2022- June 2023)	
Month	Number of Laptop Borrowers
July, 2022	150
August, 2022	67
September, 2022	255
October, 2022	163
November, 2022	169
December, 2022	99
January, 2023	103
February, 2023	207
March, 2023	245
April, 2023	140
May, 2023	145
June, 2023	290
<b>Total</b>	<b>2033</b>

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**c) Conference Room Booking:** During this year, the conference room has been used 335 times by students, faculty members, and staff for meetings, interviews, club meetings, and classes.

Conference Room Booking Statistics (July 2022- June 2023)	
Month	Conference Room Booking
July, 2022	31
August, 2022	26
September, 2022	46
October, 2022	23
November, 2022	27
December, 2022	27
January, 2023	31
February, 2023	21
March, 2023	21
April, 2023	12
May, 2023	28
June, 2023	42
<b>Total</b>	<b>335</b>

## 2) Circulation:

Over the course of the year, 6,405 books were loaned out to users, while 5,971 books were returned by them. Additionally, the library team consistently facilitated the circulation of daily newspapers and course packs to users from the circulation desk.

Circulation Statistics (July 2022- June 2023)		
Month	Book Circulation	
	Issue	Return
July, 2022	480	575
August, 2022	485	365
September, 2022	660	536
October, 2022	352	330
November, 2022	348	368
December, 2022	623	599
January, 2023	1008	795
February, 2023	413	305
March, 2023	439	342
April, 2023	320	404
May, 2023	707	700
June, 2023	570	652
<b>Total</b>	<b>6405</b>	<b>5971</b>

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### 3) Reference Services:

Our library team provided valuable assistance to users in navigating the library catalog and utilizing online resources. Furthermore, we offered guidance on locating books within the library's shelves. Additionally, we supported students in selecting appropriate books for specific topics or by particular authors.

## III. Administration

During the year, purchase requisitions were raised for maintenance, and supplies as needed. Additionally, on a daily basis, the library team reminded library patrons who were overdue to return their materials. These reminders included notifications of the due dates for borrowed items, both through email and verbal communication. Furthermore, library clearances were processed for students, faculty, and staff during this period, while new library membership cards were issued to users.

### 1) Requisitions:

Requisitions Statistics (July 2022- June 2023)			
Month	Store Requisition	Maintenance Requisition	Other Purchase
July '22	0	2	2
August '22	1	5	1
September '22	0	2	1
October '22	0	4	1
November '22	0	6	2
December '22	1	5	1
January '23	1	6	3
February '23	1	5	1
March '23	1	3	1
April '23	1	8	2
May '23	0	5	0
June '23	0	5	0
<b>Total</b>	<b>6</b>	<b>56</b>	<b>15</b>

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### 2) New Library Membership:

New Membership Statistics (July 2022- June 2023)			
Month	Students	Faculty	Staff
July '22	18	0	2
August '22	13	2	0
September '22	62	6	0
October' 22	62	1	2
November '22	54	2	3
December '22	65	1	0
January '23	15	1	1
February '23	34	3	1
March ' 23	36	1	1
April '23	21	1	0
May '23	89	1	0
June '23	37	1	0
<b>Total</b>	<b>506</b>	<b>20</b>	<b>10</b>

### 3) Library Clearance:

Library Clearance Statistics (July 2022- June 2023)			
Month	Students	Faculty	Staff
July '22	10	0	2
August '22	25	6	1
September '22	11	1	3
October' 22	4	0	0
November '22	3	1	6
December '22	10	4	1
January '23	15	1	1
February '23	6	1	0
March ' 23	3	0	1
April '23	1	1	0
May '23	48	3	1
June '23	26	3	1
<b>Total</b>	<b>162</b>	<b>21</b>	<b>17</b>

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### 4) Late Fine of Overdue Materials:

Late Fine Statistics (July 2022- June 2023)		
Month	No. of Patrons	Late Fine Amount
July '22	39	1780
August '22	45	2159
September '22	30	2004
October' 22	34	568
November '22	34	1231
December '22	15	572
January '23	110	3191
February '23	3	3234
March ' 23	11	596
April '23	23	606
May '23	21	1288
June '23	68	2570
<b>Total</b>	<b>433</b>	<b>19799</b>

### 5) Lost Items Price:

Lost Book Statistics (July 2022- June 2023)	
Month	Lost Book Price
July '22	572
August '22	1456
September '22	1620
October' 22	0
November '22	0
December '22	7850
January '23	0
February '23	0
March ' 23	0
April '23	0
May '23	0
June '23	0
<b>Total</b>	<b>11498</b>

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**6) Record of Library Student Employee under Work-Study Program:**

Total Record of Student Employee (July 2022- June 2023)			
Month	No. of Students	No. of Hours	Total Amount Paid
July, 2022	12	257	20,560
August, 2022	18	519	41,520
September, 2022	15	294	23,520
October, 2022	16	300	24,000
November, 2022	16	362	28,960
December, 2022	15	340	27,200
January, 2023	14	337.5	27,000
February, 2023	14	283.5	22,680
March, 2023	14	295.5	23,640
April, 2023	12	350	28,000
May, 2023	10	250	20,000
June, 2023	10	305	24,400
<b>Total</b>	<b>166</b>	<b>3893.5</b>	<b>311,480</b>

**7) Leave Status of Staff**

Leave Status of Library Staff in July 2022- June 2023				
Month	Name of Staff			
	Aparajita Rahman	Sumaiya Khanam	Zabin Tasmin	Papia Akter
<b>Jul-22</b>	3 days (ComL)	0	0	2 days (AL)
<b>Aug-22</b>	0	0	2 days (AL)	0
<b>Sep-22</b>	1 day (SL)	3 days (ComL), 2 days (AL), 1 day (SL)	0	0
<b>Oct-22</b>	1 day (AL), 1 day (SL)	0	0	3 days (AL)
<b>Nov-22</b>	1 day (LiCoB Meeting in Dhaka), 1 day (AL)	1 day (AL)	4 days (AL)	1 day (AL)
<b>Dec-22</b>	2 days (SL)	2 days (SL)	0	1 day (ComL)
<b>Jan-23</b>	2 days (AL)	5 days (AL)	0	1 day (SL)
<b>Feb-23</b>	2 and half days (AL), 1 day (SL)	1 day (SL)	0	2 days (AL)
<b>Mar-23</b>	0	1 day (SL)	4 days (ComL), 1 day (SL)	0
<b>Apr-23</b>	4 days (AL)	1 day (ComL), 2 days (AL)	3 days (AL), 1 day (ComL)	0
<b>May-23</b>	2 and half days (AL)	0	0	1 day (AL), 3 days (ComL)
<b>Jun-23</b>	1 day (SL), 4 days (AL)	0	0	0
<b>Total Days</b>	<b>3 ComL, 6 SL, 17 AL</b>	<b>4 (ComL), 10 (AL), 5 (SL)</b>	<b>5 (ComL), 9 (AL), 1 (SL)</b>	<b>4 (ComL), 9 (AL), 1 (SL)</b>



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AL	Annual Leave
SL	Sick Leave
ComL	Compensatory Leave

### 8) Others Matters:

Throughout the year, numerous guests visited the library and engaged in discussions with the library team regarding various aspects of the AUW library.

## IV. Highlights of the Year 2022-2023:

- The circulation of library materials remained consistently high throughout the year.
- Donated books displayed on the new arrival shelves continued to capture users' attention.
- Users increasingly preferred to search for library materials using the library catalog, reducing the need for assistance from the library team.
- Utilization of the video room remained low.
- The library's conference room was in high demand, with frequent bookings and usage.
- The French corner continued to be a popular place for users.
- The acquisition of new books was efficiently processed.
- Ongoing updates to the library's website content and online database access were sustained.
- Positive feedback from the AUW community further motivated the library team to innovate in its activities.
- Improved management of existing information resources allowed for more effective utilization of contributions from the university and donors.
- Orientation sessions were conducted every semester, and library tours were arranged for students, faculty, and guests as needed.



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- Collaborative events with other departments were organized in the library throughout the year.
- The library extended its opening hours to 24/7 in line with a suggestion from AUW's founder.
- Framed quotes and maps were added to enhance the library's ambiance.
- A meeting was held with the Elsevier India team to discuss resource-related matters.
- The library secured a grant from COPION for the purchase of books for academic purposes, including those for the newly launched Apparel and Retail Management and Graduate Corner.
- The department budget for 2023-2024 was formulated.
- An exhibition on "Notorious Prisons" was held in January 2023
- The library actively supported the AUW Reading Group's events.
- The library research team participated in various projects, including research, profile writing, and prospect research, with guidance from AUWSF.
- Special corners were established within the library, including a Graded Readers Corner for Pre-UG Students, a Chinese Corner featuring Chinese language learning books and materials on China.
- A new library software system (Koha) was installed and customized by the vendor in collaboration with the IT department, including data migration for library materials and patrons.
- An Institutional Repository (DSpace) was implemented and customized by the vendor with IT support, with the library team uploading theses and reports to the repository.
- The Sun Valley Study Lounge was established in October 2022, initially with 955 books and later expanded. A book drop box for returning library materials was added, and additional books and newspapers were provided for the Chayaneer reading corner. Shelves were installed in the 20/A, C rooftop Study Center, and 50 books were relocated to the chemistry lab based on advice from Kamal Sir.
- Access was obtained to the W.W. Norton interactive psychology book for a one-year period, benefiting 75 students.



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- A stocktaking/inventory process was conducted from August 2nd to August 14<sup>th</sup> 2022, with the report submitted to the Deans on August 27th. A total of 1,382 lost books were identified, and 266 books were successfully retrieved from dorms and the lost and found Dropbox.

### **V. Library Resources Statistics till Date 31/6/2023:**

- Total No. of Books Accessioned: 30158
- Total No. of Documents Accessioned: 1,495
- Total No. of Books Cataloged: 27,725