



**KHAITAN
& CO**

Advocates since 1911



Best Practices @ Library & Information Centres

One Day Seminar-cum-Panel Discussion

Pralhad Jadhav

AIKTC

| New Panvel

| 10th March 2018



Celebrating a Century

Bangalore

Kolkata

Mumbai

New Delhi



Jokes Apart.....

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 Practice Vs Standard 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

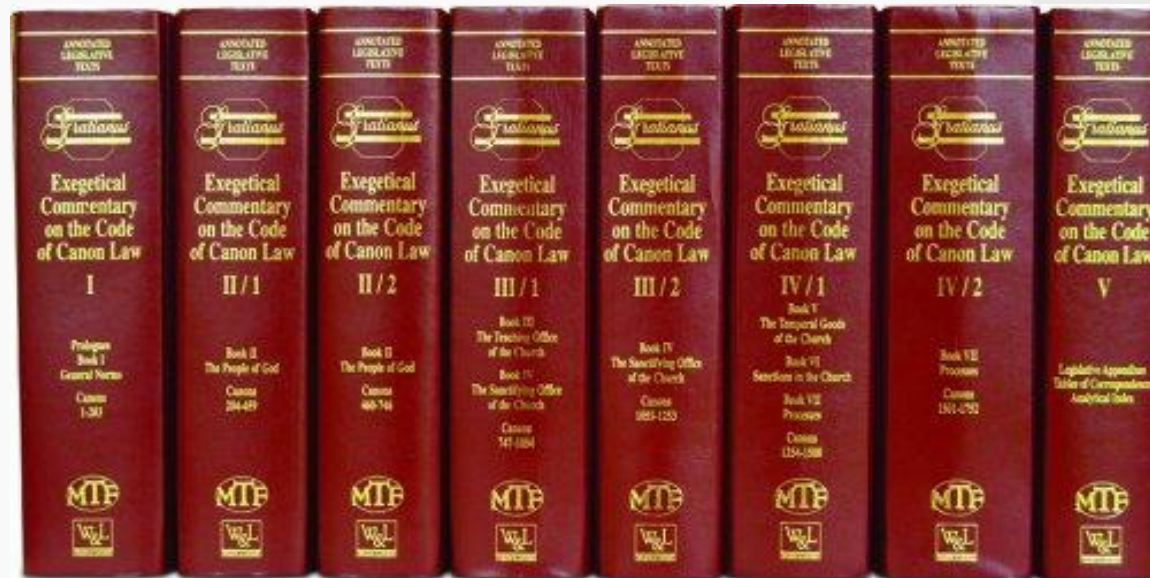
Bare Acts | It is the **exact text** of an enactment, as the legislature passed it.





Lawbrary @ Commentaries

Commentaries | 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.





Lawbrary @ E-Resources

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

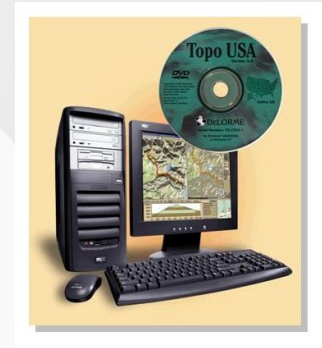




Lawbrary @ DVD-Rom Database

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



**KHAITAN
&CO**
Advocates since 1911

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





Lawbrary @ Library Weekly Newsletter

The screenshot shows an email client window displaying the 'LIBRARY WEEKLY NEWSLETTER' from Khaitan & Co. The header includes the company logo and the text 'Advocates since 1911'. Below the header, the date range '19 February 2018 to 23 February 2018' and 'WEBOPAC Mumbai Library' are visible. The main content is under the heading 'STATUTORY' and lists several items:

- 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 16th February 2018
 1. Companies (Audit and Auditors) Amendment Rules, 2018
 2. Companies (Management and Administration) Amendment Rules, 2018


The bottom of the screenshot shows a Windows taskbar with various application icons, system tray icons, and the date '28-02-2018'.





Lawbrary @ New Arrivals

NEW ARRIVALS - MUMBAI LIBRARY

 **KHAITAN & CO**
Advocates since 1911

February 2018 WEBOPAC Mumbai Library

Books & Commentaries

Construction Law

1. Roger Ter Haar, *"Remedies in Construction Law"*, (2nd Ed, 2017), Informa Law, New York

Corporate Law

2. *"Secretarial Standard on General Meetings (SS-2)"*, (June 2017), Institute of Company Secretaries of India, New Delhi [A9689-A9691]
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]
4. *"Taxmann's Companies Act with Rules & Forms - 2Vols"*, (2018), Taxmann Publications, New Delhi [A9708-A9709]
5. *"Law and Procedures under NCLT & NCLAT"*, (2nd Ed, 2018), Wolter Kluwer, Haryana [A9713]
6. Agarwal, Sanjay K, *"Company Law Ready Reference"*, (2nd Ed, 2018), Bloomsbury Publishing India, New Delhi [A9718]

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

The screenshot shows the KhaitanCo Library WebOPAC search interface. At the top, there are navigation links: Most Visited, Getting Started, Free Hotmail, Suggested Sites, and Web Slice Gallery. The main header features the LIBSYS7 logo, the web OPAC logo, and the KhaitanCo Library name. A navigation menu includes Search, Browse, Journals, New Additions, ISBN Search, and My Account. On the right side, there is a vertical menu with location options: Mumbai, Kolkata, New Delhi, Bangalore, and KhaitanCo Library (highlighted in red). The search area contains a text input field for Keyword(s) with the placeholder 'Enter Text to Search'. Below this, there are dropdown menus for Database (Books), Connect As (OR), and Any Field. A Publishing Year section includes 'From:' and 'To:' input fields. An Order By dropdown menu is set to '-Select-'. There are 'Go' and 'Reset' buttons, and a 'Search Tips' link. At the bottom, there are tabs for 'Basic', 'Advanced', and 'Additional' search options.





Lawbrary @ LMS @ Awards Entry

Libsys7 @ Awards Entry





Lawbrary @ KCO Digital Library

The screenshot shows the Khaitan & Co Digital Library website. At the top, there is a navigation bar with the Khaitan & Co logo, the text "KHAITAN & CO Advocates since 1911", and navigation links for "Home", "Browse", and "Help". A search bar labeled "Search DSpace" and a "Sign on to:" link are also present. Below the navigation bar, a green banner reads "Khaitan Repository". The main content area features a welcome message: "Welcome to KCO Digital Library" followed by the quote "It is a repository of library collections in e-format for better access to end user." and contact information: "For further assistance please contact us at library.mum@khaitanco.com". Below this, there are two columns: "Communities in Khaitan" and "Collections in this community". The "Communities in Khaitan" column lists "Journal Database" (JD). The "Collections in this community" column lists "All India Reporters" (AIR), "Bombay Cases Reporter" (BCR), "Company Cases" (CompCases), and "Company Law Journal". At the bottom of the screenshot, a Windows taskbar is visible with various application icons and a system tray showing the time as 15:12 on 28-02-2018.





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**

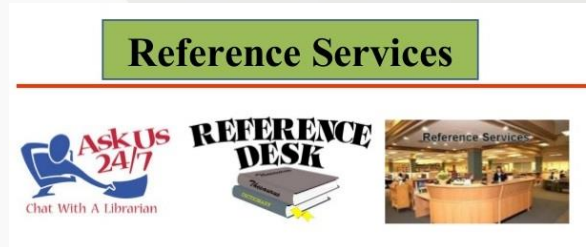




Lawbrary @ Reference & Research Service

Reference & Research Service @ KCO

- **Basic Research Service**
- **Search for Judgements Citation**
- **Search for Notification**
- **Search for Rules & Regulation**
- **Search for current status of Statutes**





Lawbrary @ Innovative Tools - KCO

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

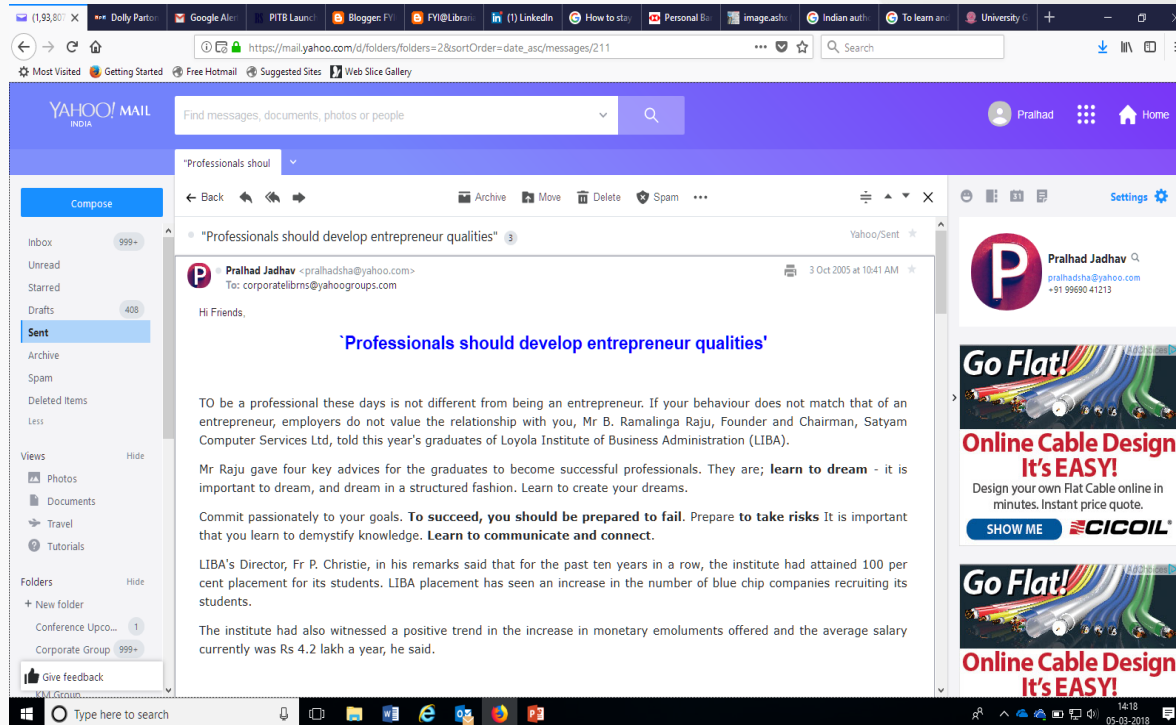
FYI @ Librarian – How I Do

- 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

The screenshot shows a Blogger blog interface. At the top, there's a navigation bar with the blog title 'FYI@Librarian' and several menu items: 'Home', 'Publication & Presentation', 'Research Gate Reference', and 'ICDL 2016 @ Presentation'. A search bar is located below the navigation. The main content area displays a post dated 'Monday, March 5, 2018' with the title 'Asiatic Society invites application for Research Scholarship'. Below the title, there's a sub-heading 'Asiatic Society invites application for Research Scholarship' and a paragraph of text in Marathi. The text mentions the scholarship period from 1st April 2018 to 31st March 2019 and the last date for application as 17th March 2018. There is also a small image of a newspaper clipping with the headline '‘एशियाटिक सोसायटी’ तर्फे संशोधन शिष्यवृत्तीसाठी अर्ज करण्याचे आवाहन'.

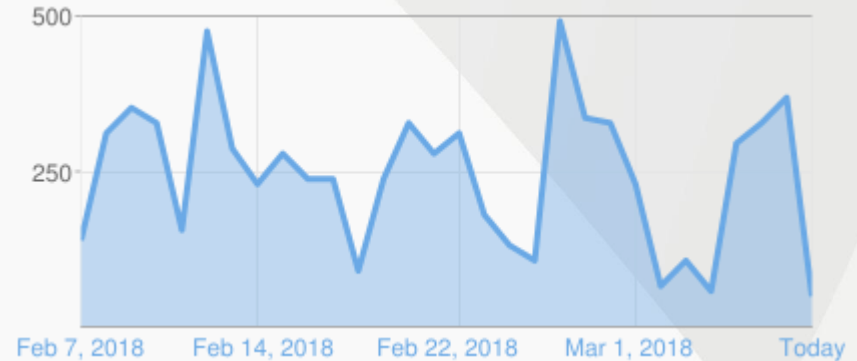




FYI @ Librarian...Blog Stats

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



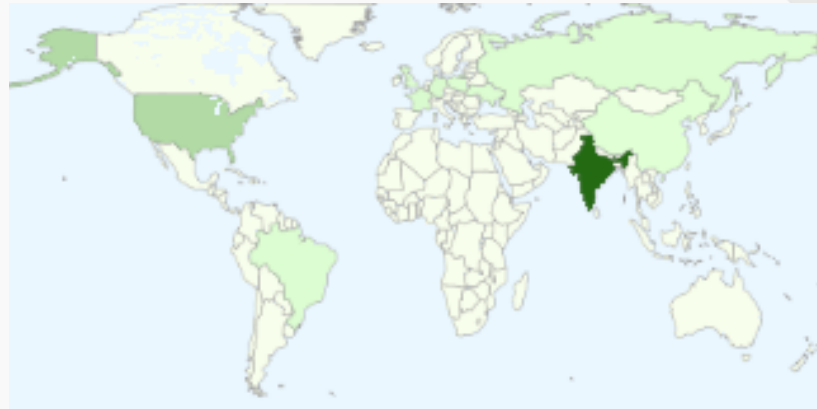


FYI @ Librarian...Blog Stats

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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THANK
YOU

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