

## ST. XAVIER'S COLLEGE

(AUTONOMOUS)

5, Mahapalika Marg, Mumbai - 400 001, INDIA.

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#### 4.2.4: LIBRARY USAGE

### Electromagnetic Gate Reader

The record of the footfall in the Reference and Lending Library are maintained through the Electromagnetic Gate Reader.

The following is the procedure to maintain the library footfall records:

#### **Lending Library**

Each day the reading on the electromagnetic gate reader is recorded in a notebook before opening the library and once again at the end of the day before closing the library. Total count is divided by two\* to arrive at the actual footfall.

#### Reference Library

Each day the number on the electromagnetic gate reader is recorded in a notebook in the morning. In the evening, the library reading hall is utilized by commerce students and the library remains open till 8:00 P.M. with help of Commerce staff.

The next day, the opening number is subtracted from the previous day's reading and then divided by two\* to arrive at the actual footfall.

\*NOTE: Walk-in and walk-out are counted as two by the electromagnetic gate reader, hence it is divided by two to get actual walk-in numbers.



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### Reference Library Electromagnetic Gate Reader - February 2019

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## Lending Library Electromagnetic Gate Reader – February 2019

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NAAC SSR Cycle 4 (2015-2020): 4\_2\_4\_DVV\_LibraryUsage