

Career Information Resources and Services at Bangalore University Library: An Overview

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Abstract - *A Career Information Resource Centre (CIRC) set up at Bangalore University Library caters to the information requirements of career development process including education and employment. The CIRC gives access to the resources meant for competitive examination like UPSC, Different State Service Commissions, UGC-NET, banking and railway recruitment boards and host of others. The author has made an attempt to describe the different functions of a career guidance resource centre, the resources required, the steps required to set up such a centre, infrastructure required and has give a detailed account of CIRC at Bangalore University Library.*

Keywords: Career Information Resources, Career Information Services, Career guidance, Bangalore University Library.

Intrduction

The library has to maintain basic collection of career information sources in print as well on the Web. Further the collections have to be updated daily with the help of current affairs sources like news papers and magazines. The librarian has to create and maintain ready reference files with career information for easy dissemination. Career information sources should be organized effectively for the proper utilization. Career resource centers offer an environment for people to investigate different jobs, find the appropriate training or education, and develop the necessary skills for the workforce. Learn how to develop a career resource center that meets the needs of your clients so that you can empower these individuals to pursue careers that energize and fulfill them. This center one of the guidance and convey the message and details of advertised job opportunity. Center library staff each day they observe the online jobs and Newspaper advertisement and other resources. The resources are employment news, jobs online, and news papers they procured and maintain separate file then easy for search, then it is save the user time.

Bangalore University Library

Came into existence in the year 1966 by inheriting document collection of about 58000 books and several bound volumes of periodicals held by Central College Library then affiliated to University of Mysore. The Library was shifted to Jnana Bharathi Campus in the year 1975. The present Library Building is built on star modular structure enabling each sections to function independently.

Mission Statement

To acquire, organise and provide access to various kinds of information sources including books, journals, theses, etc both in print and electronic forms and provide excellent IT based information services and be partner in the pursuit of academic excellence by varsity students, researchers and faculty. To Collaborate with other institutions at local, regional, national and international levels for mutually beneficial resource sharing and To maximise the efficiency of library staff, through continuous training and promotion.

Career Information Resource Centre (CIRC)

Bangalore University Library is one of the famous academic libraries in Karnataka. This library is very recently started a separate wing for Career Information Resource Centre (CIRC). This CIRC wing dedicated to young post graduate students and Research Scholars of the university. The main aim is to provide right information in right time. The students should recognize and evaluate their own skills, abilities and interests before they can realistically establish any career goals and plan their activities to achieve those aims. The student community and Research Scholar will search jobs and career opportunity in their future. This section will provide right guidance and books for competitive aspirants and job aspirants. Most of the user community interested in competitive exams such as UGC-NET, SLET, IAS, KAS, Banking Exam, Railway, Defense, Staff Selection Exams, TOFEL, GMAT, CAT, and other State and Central Government Exams.



Type of Career Information Resources:

- Sources on General Knowledge
- General Aptitude,
- Functional English,
- Numerical Ability,
- Reasoning, Current Events
- Personality Development and the like
- Question Bank Series opportunities
- Magazines employment opportunities
- Easy Writing, Precise Writing, English Grammar
- Guide Books and Question Bank Series related to UPSC, KPSC, UGC-NET, K-SLET and so on.
- The CIRC gives access to resources useful for competitive examinations of Banking and Railway Recruitment, SSC, MAT, GMAT, TOEFL, DRDO etc.

Kannada magazines-subscribed

- Sparda Chaitra
- Sparda Spoorthi
- Sparda Vijetha
- Sparda Jagathu
- Yojana

English magazines-subscribed

- Employment News
- Competition Success Review
- Competition Affairs
- Chronicle
- Success Mirror
- Yojana

Reference Materials of Com

- Dictionaries
- Encyclopedias
- Directories
- Yearbooks & Almanacs
- Handbooks
- Manuals
- Atlases & Maps
- Gazetteers
- Bibliographies
- Census report
- Digests of newspapers

Career Guidance Service at University Library:

Career information services is gaining predominant importance like many other aspects of higher education. Career information services in institutions of higher education must be provided to assist the students in getting the better job opportunities in the competitive world. Career information services is an important activity in the university it should help the students to understand that career development is a lifelong learning process. The service must reach each and every student to use a wide variety of resources to maximize his or her career development potential.

Career centers are the platforms for both employer and job seekers. It include career search strategies, interview skills training, and instructions on writing resume. The mobility on international job market is expected to grow. In this respect, students will need to plan early their career to meet job requirements in the international marketplace. Due to the advancement in the information communication technology the career information professionals are able to serve better to the students, employers, and alumini. Noting that most career services offices are housed in the division of student affairs, where the focus on student development is paramount, career services professionals must be mindful to balance the need for “high tech” with “high touch”—virtual services with one-to-one connections. As students increasingly use texting to communicate with friends, family, academic professionals, and employers, career centers must not lose sight of the challenge to help students develop communication and interpersonal skills that will be needed while on the job. Career center staff must weigh the advantages of providing virtual services against the need to help students develop critical social skills.

Table-1:

Use of Career Information Resources Centre User's Statistics (2017-2018)
Month-Wise User's Statistics

Sl.no	Month-Wise	Number of users 9 AM to 5 PM	Number of users 5 PM to 7 PM	Total
1.	April-2017	2298	399	2697
2.	May-2017	1708	401	2109
3.	June-2018	1888	541	2429
4.	July-2017	1169	521	1690
5.	Aug-2017	1357	349	1706
6.	Sep-2017	2373	503	2876
7.	Oct-2017	3763	332	4095
8.	Nov-2017	2010	566	2576
9.	Dec-2017	2107	649	2756
10.	Jan-2018	1574	614	2188
11.	Feb-2018	1334	433	1767
12.	Mar-2018	1870	464	2334
Overall Total		23451	5772	29223

Table -1 depicts monthly wise number of visits of aspirants to Career Information Resources Centre of Bangalore University Library. It is evident from the table that, total 29, 223 users have availed the facilities provided at the Career Information resources Centre of BU during the year 2017-18. It is identified that, highest 3763 number of users have visited the centre in the month of october in day time (9 am to 5pm). Whereas majority of 649 users

have availed the services of CIRC in the evening timing (5 pm to 7pm) in the month of December.

Conclusion

A number of recruiting agencies conduct competitive examinations, both written test and personal interview. There is need to set up exclusive Career Information Resource Centers both in public libraries and academic institutions, especially the University libraries in the country. The Bangalore University Library has set up an exclusive Career Information Resources Centre. apart from counseling the aspiring students, all related material is made available, including the announcements of jobs and related news items. It is welcoming to note that the Career Information Resources Centre has become the hub of many academic activities always filled with students. A good number of students have successfully completed different competitive examinations, including UPSC.

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