

LIBRARY POLICY

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The college library is meant for supplementing the academic, intellectual, informational, inspirational, spiritual and recreational requirements of the academia with its rich resources and services. The academic Department of Information Studies offers various types of academic programmes in information studies.

MEMBERSHIP AND CIRCULATION

For the effective functioning of the library the following general rules are practiced.

1. It is obligatory on all the students, research scholars and staff to become members of the college library.
2. The different sections of the library will remain opened on working days during 8:30 am to 5:00pm
3. The library is closed on Sundays, Second Saturdays and other public holidays.
4. Books from the reference section are not allowed to take outside the library. They will be issued for use in library during working hours. The use and issue of other books from the library shall be governed by the following rules:
 - a) A library user requiring the library books may approach the staff in circulation desk to get them issued. The staff will issue the same through the automated system.
 - b) On receiving the books, users are expected to examine them and report to the library staff if any damage found therein. If they fail to do so, they will be held responsible for the damage found on returning the book.
 - c) Students are allowed to take three books. Teaching staff is allowed to take five books at a time while non teaching staff can borrow three at a time.
 - d) Books may be kept for 14 days by the users including students, research scholars, teaching and non-teaching staff but this period may be shortened in particular cases. They can be renewed for a further period of seven days if no one else has applied for the same books. The renewal shall be done by the users themselves during 12th, 13th or 14th day of issue of books, by logging into their online library accounts.
 - e) A user failing to return the book within the prescribed time will have to pay a fine of Re. 1.00 per day (including holidays). The users have to pay the library fine only when it accumulates up to the amount of Rs 50 or just before the issue of the hall ticket of the final year examination, whichever occur early. Absence from college will not be accepted as an excuse for not returning the books in time.
 - f) Sub-lending and transferring of books to another person's name are not allowed.

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- g) If a book is damaged, lost or spoiled, the member will have either to pay three times the price of the latest edition of the book or supply the library with a new copy along with the fines accrued, if any. If the lost book is not available for replacement, the value of the lost book will be realized at rates regulated by the Government. All books borrowed by students must be returned before the end of the semester. Further, all the books borrowed from the library by students and members of teaching and non-teaching staff must be returned within the first week of March every year.
- h) Issue of Non-Liability Certificates (NLC), Transfer Certificates (TC) and refund of caution deposit are done only after clearing all library dues.
- i) No book which has been prescribed as a textbook for a class shall be lent to the students during the period for which it is prescribed as textbook.

DISCIPLINE

Members are forbidden to remove any page/content from any document from the library. Personal belongings such as umbrellas, bags, lunch boxes etc., are to be kept in the racks available at the entrance of library. Sleeping and indecorous behavior are prohibited inside the library.

SERVICES

All members are welcome to pursue the collections and have unrestricted access to the library's materials. In order to find out whether resources are remotely available, users can also pursue the online catalogue that is accessible online. Scholarly material that is accessible online via the college's subscribed resources is also available to members. Through the computer terminals situated throughout its many departments, the library offers users access to electronic materials.

The library also provides:

- Instruction on using the library's resources
- Access to research-supporting documents; instruction in electronic database search
- In-person reference assistance / literature search
- Training on academic publishing
- Training on electronic reference management
- Similarity report of documents and
- International Standard Book Number (ISBN) allotment

The users can approach the library and the librarian for all kinds of their information needs pertaining to academics. The users outside the institution can approach the library via email for their information queries.

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LIBRARY ADVISORY COMMITTEE

The Library Advisory Committee provides advice and recommendations on issues pertaining to the management and offerings of the college library. The principal serves as the committee's chairman and the librarian serves as the group secretary. The principal selects a person from the student body to serve as a platform for students to air their concerns and complaints. On a rotating basis, the other members are chosen from the teaching departments and library.

STOCK VERIFICATION COLLECTION DEVELOPMENT AND MANAGEMENT

Teachers make up the stock verification committee which conducts stock verification once a year. It is appropriate to consider the loss of three library volumes for every thousand books that are issued and consulted in a given year.

WEEDING OUT OF BOOKS

At the conclusion of the year, books with a reasonable loss may be weeded out under the Library Advisory Committee's advice. Every year, the Principal may discard outdated and deteriorated volumes, as per the Library Advisory Committee's proposal, in order to make room for newly relevant and significant resources and to preserve the collection's quality and use.

COLLECTION DEVELOPMENT AND MANAGEMENT

The library's periodical and book collections are created through community participation. The library advisory council recommends general literature, while the departments in question choose the books in their respective fields. Any library user may email or use the catalogue to recommend books for purchase.

USER FEEDBACK

The library gathers user comments, opinions and complaints from departing students on a yearly and frequent basis. Grievances are resolved to the greatest degree feasible.

PRESERVATION

Libraries work hard to conserve their materials, particularly the rare ones. The books that are fragile or damaged are kept apart from the active collection. They will only be distributed in order to conduct research. Soon, digital preservation will be available so that anybody can access these volumes.