

Library Policy

Introduction

The purpose of the policy and procedures is to maintain a collection of information resources that support and enhance the college's curriculum administrative needs and community outreach program consistent with the college's Mission. It ensures a collection of current, diverse and balanced resources and provide library patrons with well maintain library collection.

General Policy

- The users should follow the rules and regulations of the library.
- Reference books, Journals, periodicals, Magazines and newspapers materials labeled reference are not allowed for circulation.
- The library strives to maintain physical and clean environment.
- It is not allowed to consume food or drink inside the library.

Policy

Materials are selected for the college library with the following considerations:

- Relevance to the instructional needs of the faculty and the educational institution.
- Intellectual and scholarly worth.
- Modern works in major fields of knowledge.
- Textbooks if they offer good reference value not otherwise available.
- Multiple copies only upon the justification of the instructor.
- Author's reputation and significance.
- Scarcity of materials on the subject.
- Timeliness and performance of the material.
- Reviews and bibliographies from which the material was selected.

Weeding out

Weeding, the removal of materials to be discarded is an important ongoing part of the collection development process. Librarian will examine the collection periodically to identify outdated and deteriorating materials that need to be replaced or removed from the collection. The materials that are damaged beyond repair shall be removed from the collection by the approval of Advisory committee.

Policy

The following classes of materials will be considered for weeding from the collection

- Outdated material
- Superseded editions
- Badly damaged materials

Procedures

Purchase of books

After getting the approval and feedback from the concerned department HODs, the librarian can place the order for the approved book(s) and return those books which are not approved.

Accession

- Invoices are arranged chronologically
- Each book is to be given a unique number called Accession number.
- They are segregated subject wise according to discipline.
- Before placing the purchased book in the racks, the same is entered in the Accession Register which captures data such as Accession No., Date of Purchase, Purchased for which department (i.e. department Name), Supplier's Name & Invoice No., Price, Name of the Author, title of the book, publisher Name, Edition No. & Year & Remarks.
- The due date slip is pasted on the backside of the book.
- Books are classified based on Universal Decimal Classification(UDC) System.
- A book database is updated in the system for easy access and effective control and all the books are tagging with RFID system.

Purchase of Journals & Magazines

- Librarian in consultation with HODs arranges for the purchase of the journals and magazines with due approval from the Principal and the management.
- A Separate register for Journal & Magazine is maintained.
- On receipt of the journals or magazines, they are accessed in the respective register.

Arrangement of Books & Journals

- Books are segregated according to the discipline in the storage racks.
- The spaces earmarked for a particular group of books is clearly demarcated by identification and some extra space is given for any future additions in that group.
- Journals and Magazines are arranged according to discipline in the separate racks.

Library Membership

- Library Membership is created by linking the ID cards with RFID for staff and student to access the library facility.
- Staff and Students database are updated in the Evarsity software.
- Staff can avail 8 books and retain the same up to 90 days. They can also have the renewal option.
- For each UG student 2 Books and PG student 4 Books can be availed.

Book Issue / Return

- If a borrower happens to lose the book and if it is reported to the library in Charge, the same book will be replaced by the borrower herself/himself.

- If the fine amount is more than the cost of the book, whichever is less amount can be collected or new book can be replaced.

Damage Correction

- Damaged/mutilated books are kept separately for binding and entered in the concerned register. Binding is done once in a year.

Analysis on Issue

- Periodically reviews are made on the issue (general and reservation) and most wanted books list is prepared. Based on the requirements new books are purchased for the next academic year.