

Library Policy

Preamble

An institutional library is the foundation on which all academic activities for the faculty and students take place. The accessibility and the management of the library and the kind of resources that are available will go a long way in enhancing the academic of the Institution. The College has created one of the best ambiances in the library and is rich in academic resources for all departments and in addition holds books and journals for general reading and for human resource development, science aptitude, general knowledge and eligibility and competitive examinations.

Objectives

The Library policy aims

- To provide academic support and resource materials for the staff and students of the College.
- To develop an interest in ardent reading of academically useful materials and those necessary for the academic and aesthetic growth of the staff and students.
- To create an academic atmosphere.
- To arrange and provide for quality resource materials both in books, online resources and so on.

General Guidelines

- ✓ The College shall appoint a library committee to look after the development of the library keeping in view the academic growth and interest of the teachers and students.
- ✓ The College shall make available all academic resources for supporting quality academic transactions within the campus.
- ✓ The College shall organize programmes and events to create interest among the staff and students of the College.
- ✓ The College shall create everything possible to ensure that academic life is ever active in the College with the resources being provided in the library.

- ✓ The College shall have adequate number of books and journals for the use of cross section of the academic community, namely, teachers, scholars and students.
- ✓ The College shall develop an interest in quality research activities in project and PhD researchers and make resources available in the library.

Some of the rules that shall govern the library are:

- Every student must possess a Reader's Card while making use of the library and produce the same to the library staff on entering the library.
- Strict discipline and silence must be maintained in the library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
- One book will be issued against one Reader's Card for specific number of days only.
- Reference material should not be taken outside the library.
- Books for overnight reading will be issued at specific time on the discretion of the librarian and the same must be returned before 9:30 AM next day.
- Newspapers and periodicals are issued against library cards for reading in the library only.
- When books are issued, students should check pages of the book in front of the librarian in order to identify missing pages and report the same to the librarian before leaving the counter. On returning the book(s), if pages are found missing, the last borrower of the book shall be held accountable for the missing pages and shall accordingly pay for the purchase of the latest edition of the same book.
- Students are required to handle books and reading materials very carefully. Marking library books with pencil or ink or spoiling the same in any other way will be viewed very seriously. In such cases, the last reader will be held responsible unless (s)he shows the librarian at the time of issuing the book the previous marks or damages. In the event of damage of any kind, the last reader will be liable to compensate for the damage and pay for the purchase of the latest edition of the same book.
- Late return of books shall attract a fine of Rs. 10/- per day for the first week and Rs 20/- per day for the second week.
- In case a reader loses a book, (s)he should pay for the purchase of the latest edition of the same book.
- Membership card is not transferable. Students must not lend their Reader's Card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.

- The College Leaving Certificate or Transfer Certificate will be issued to students only after (s)he has returned all the Library books and cleared all library dues.
- Reader's Card must be renewed every semester / year as notified.
- First year students should get their Reader's Card issued from the Library by the prescribed date. No Reader's Card will be issued to any student after this date.
- In case a student loses one's Reader's Card, the student should report the loss of Card immediately to the librarian and apply for a duplicate card on the prescribed form available at the library by paying the prescribed fees for duplicate Reader's Card.

The Library Policy has been approved by the Governing Body of the College in its meeting on 20th September, 2018.

