

## **Library Policy**

1. The Library will constitute an Advisory Committee named as “Library Committee”. The committee will comprise of TIC of 3 Departments, coordinator of PGDCSL, 2 student representatives of each department and Librarian as convenor.
2. The Library committee will frame the library policy for the smooth functioning of the library keeping in mind the interest of all students, faculty and staff of the college.
3. The following library policies and procedures have been formulated by the library committee for the utilization of resources and services:
  - a) Library to issues one general book to a student on producing the required documents (acknowledgement cum fee receipt, passport size photograph and copy of any Government ID) till the new ID card is issued at the beginning of the semester.
  - b) After Issuance of New Identification card, students can borrow five general books and one magazine (back issue) at a time.
  - c) The books/magazines are issued for a period of 7 days. However, differently-abled students can borrow them for the whole semester.
  - d) In addition to the allotted books and magazines to the students, Economically Weaker Students (EWS) students can borrow one additional book from the EWS Section for whole semester and rest other books for 15 days.
  - e) Books/Magazines can be borrowed between 9:30 am to 4:15 pm Monday - Friday.
  - f) Newspapers can be borrowed on the basis of submitting their identification cards at the circulation desk.
  - g) One text book at a time can be borrowed on producing their identification card for few hours from the circulation desk.
  - h) The overdue charge for books/magazines will be Rs. 1.00 per day/ per book an additional Rs. 50.00 after 15 days of the return date of the book/magazine borrowed. If the book/magazine is still not returned Rs. 1.00 per day/per book an additional Rs. 50.00 after 7 days...continued in the same way for the other upcoming weeks (Fine chart enclosed).
  - i) Before getting the books/magazines issued from the library, the students are to ensure that the book is in good condition with no pages missing or any scribbling on the pages. If it is so they must bring it to the notice of the person on Duty at the circulation counter. If on return, the pages are found missing, the borrower will be held responsible.

- j) Student must keep their bags and other belongings (excluding money etc.) at the property counters placed outside the library.
- k) Students can always contact the library staff for the help in the use of library.
- l) Library issues books/magazines to the faculty members and staff for 365 days whereas for Ad Hoc/Guest Faculty will be issued for the concerned semester or till date of their appointment. Complete details for the number of books and magazines are as follows:-

S. No	Category of Staff	Books	Magazines
1	Faculty Member- Permanent	30	10
2	Faculty Member- Ad Hoc	10	5
3	Faculty Member- Guest	10	5
4	Non-Teaching Staff- Permanent	10	5
5	Non-Teaching Staff- Contractual	5	2

- m) There are no overdue charges levied on the faculty members and staff on books and magazines.
- n) Students can give their suggestions for the purchase of subject related books and other books for their development purposes. The same should be approved by HoDs/concerned teachers.