

# *LIBRARY POLICY*

## **Working Hours**

Reference Reading	07:00 am to 07:00 pm
Issue / Return (Degree)	09:00 am to 02:00 pm
Issue / Return (Junior)	01:00 pm to 06:00 pm

## **General Library Rules**

- Maintain absolute silence. Library is a place for self-study. Group discussion is not allowed.
- Identity Card is compulsory to enter the library. Students are required to submit their identity card at the counter.
- All students are required to make an entry in the in-out register
- Students are not allowed to carry any bags, plastic bags, folders, eatables, cold drinks etc. inside the library. They are required to be deposited at the property counter near the library entrance.
- Eating & drinking cold drinks, chewing of gums is strictly prohibited in the library. Eating is strictly prohibited inside any part of library including the Teacher's Corner.
- Mobile phones are to be kept switched off or in silent mode while in the library. Use of mobile phones is strictly prohibited & strict action will be taken if found using.
- Materials taken for reading are to be returned back at the counter.
- Newspapers taken for reading are to be returned back without any tear or markings done.
- Utmost care shall be taken by all to keep the library clean. Do not litter. Make use of dustbin.

## **Borrowing Rules (for students)**

- Library card is compulsory for borrowing any materials from the library. Students have to bring their own card for issuing. The library card brought for issuing should be complete with student's photograph, signature, proper address and phone number.
- Students can borrow books / CDs on their own card only. For home issuing facility, students are required to fill up the demand slip half an hour in advance of issuing. UG & PG students are given 3-card facility; Textbook Card (to be used only for textbooks), Reference Card (to be used only for reference books) & General Reading Card (to be used only for books in general reading section).

Category	No. of Books / CD	Issue Period	Fine Applicable
Students (UG)	03 Books	07 days	Rs.1/ per day
	01 CD	03 days	Rs.1/ per day
Students (PG)	03 Books	14 days	Rs.1/ per day
	01 CD	03 days	Rs.1/ per day
Toppers (UG)	04 Books	07 days	Rs.1/ per day
	01 CD	03 days	Rs.1/ per day

- Magazines, newspapers, counter copy books, reference books in ready sticker and ready reference sources are allowed only for reference in the library & not for home issue.
- Books issued cannot be returned on the same day.
- Delay in returning of books will attract a fine of Re.1/- per day.
- Books will be re-issued only on the due date & not before. Cds will not be re-issued. Further, if a demand is placed on a particular issued book, the same will not be re-issued & book will go the demand holder on the basis of the demand slip.
- Books issued from the library should be returned back without any damage. Markings with pen, pencil, marker pens etc. Is strictly not allowed in any library materials & if found the student will be asked to replace the book with the latest edition along with the purchase bill & late fine if any.
- All students have to clear their library dues before collecting result / hall – ticket.

- Loss of library card / issued book / CD should be immediately reported to the library staff. In case of loss of book / CD, the student will have to replace it with the latest edition along with the purchase bill & late fine if any.

## **Borrowing Rules (for staff)**

<b>Category</b>	<b>No. of Books / CD / Magazines</b>	<b>Issue Period</b>	<b>Fine Applicable</b>
Teaching	12 Books	Academic Year	Nil
	3 CDs	07 days	Nil
	03 back issues of journals / magazines	07 days	Nil
Non-Teaching	10 Books, 3 CDs	Academic Year	Nil
	3 CDs	07 days	Nil
	03 back issues of journals / magazines	07 days	Nil

- Reference copy books if issued should be returned within 7 days.
- Books taken for lecture purpose to be returned on the same day.
- The issuer will come personally to issue or return their books / CDs / periodicals.
- All issued materials to be returned at the end of each academic year for physical verification.
- No markings with pen, pencil, markers allowed in library resources.
- No covering or pasting work on the library book is allowed. Also writing names, phone nos., or any other information inside the book is strictly prohibited.
- In case the issued book is defaced, damaged, lost or misplaced, then the issuer will have to replace it with the latest edition available in the market along with the purchase bill. Specimen copy will not be considered as a replacement.
- Any material issued from the library has to be returned back before taking library no dues.

## **Book Bank Facility**

The library provides Book Bank Facility to the economically weak students of all programmes. In this facility, students are given a set of books of one semester and they are required to return it after the semester examination. Rules for damage or loss of the issued book bank books will be same as per the regular books.

## **Library Budget**

The Library Budget is the fund allotted to the library for the procurement of resources such as books, periodicals, electronic resources, membership renewals etc. for the Library. The Library budget is allotted at the beginning of the financial year. Library Budget is prepared on the basis of the Library fees collected from all programmes offered by the college. Budget allotment for various purchase categories is done by the library committee in the first meeting of the academic year.

## **Collection Development & Related Jobs**

### Purchase Procedure

The procurement of various resources for the Library is based on the syllabus prescribed by the University of Mumbai. Vendors are approved by the Local Management Committee (LMC) on the basis of quotations received at the beginning of the financial year. The requisitions for purchase are received from teachers of respective subjects and also from students. A 'Requisition Form' is available in the Library which the teachers & students are required to fill. The requisitions are then checked for duplication with the existing collection. Requisitions received are sanctioned by the respective coordinators & finally approved by the Principal, who heads the Library Committee. A Purchase Order is made which is sent to the vendor for order confirmation.

### Receiving Orders

The books received are checked with the purchase order. The books are also checked for any damage, missing pages or old edition. The bill is also check with the

publisher catalogue for price check. Any discrepancies found are immediately informed to the vendor for replacement.

### Bill Processing

The purchase bills are checked for any calculation mistake & the discounts offered. Two copies of the bills are received, Library Copy & Accounts Copy. The bills are then arranged date-wise & accession numbers are mentioned on it in red ink. A consolidated statement of all the bills received is prepared. The consolidated statement along with the set of bills, requisitions, purchase order and library budget copy, is forwarded to the Registrar for further approval and payment processing.

### Processing of Purchased Materials

Stamps displaying Accession No., Issue / Reference Copy & Payment Details are put on the books. Due Date Slip & Book Pocket is pasted on the last pages of the book. Books only for reference in the Library are stamped in red ink. Classification is done using DDC 23<sup>rd</sup> ed.

In case of Periodicals library stamp along with initials of the library staff with date is put on the cover page. For non-book materials, only bar-coding is done after they are entered in the system.

### Accessioning & Data entry

Accession number is mentioned at three places; title page & two secret pages (pg.11 & pg.35) in red ink. One copy of each textbook & books of cost more than Rs.1,000/- is termed as counter copy / library reading copy & shelved separately. All books are first entered in the Accession Register & then in the system in SOUL 2.0 software. Barcode, Book Card & Spine Label is generated & pasted on the books.

Periodicals are entered in Periodicals Entry register & in SOUL.

Non-book materials are entered in the respective register & also in SOUL. Barcode is generated & pasted on the non-book materials.

### Shelf & Display Area Arrangement

Programme-wise, semester-wise shelving arrangement is followed. In each semester subject-wise arrangement is followed. All the cupboards are numbered & tagged. Reference reading & home issue books are shelved separately.

New arrivals are kept in the New Arrivals Display area for one week.

Latest issue of periodicals is displayed, while back issues are stacked.

CDs are arranged number-wise in CD-pouch.

## **Stock Verification**

The Library conducts stock verification once in a year. It is usually done during the summer vacation in the month of May. Before the stock verification starts, a notice is sent to all teachers, students & staff to return issued library materials. The final report of stock verification is presented before the Library Committee.

## **Weeding**

Approval for weeding is given by the Library Committee & final sanction by the principal.

<b>Materials to be Weeded</b>	<b>Criteria for Weeding</b>	<b>Weeding Procedure</b>
Books	Out of syllabus, out-dated	One copy to be retained in the Library. Rest to be scrapped.
Popular Magazines	More than six months old	Put up on sale, Give to Scrap
Magazine CDs	More than six months old	Put up on sale, Give to Scrap
Newspapers	Older than one month	Give to Scrap