



**Shirdi Sai Rural Institutes
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

POLICY DOCUMENT

LIBRARY POLICY



Prepared by

Internal Quality Assurance Cell (IQAC)

**ASCC,
Rahata**

POLICY DOCUMENT

Introduction:

The Library, being the heart of the College, supports the College in its mission, “To advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership and careers in a changing multicultural world. Library Provide adequate services to its users. Central Library was established in 1997.

Aims:

To provide right Information at right time to the right users

Objectives of Library:

1. To set an environment for more productive teaching-learning
2. To improve library staff capability and potential to enable them to provide effective, responsive and innovative services
3. Using library and information technology innovatively and appropriately
4. To maintain user oriented policies and programs
5. To acquire, organize and update the library collection to provide more productive environment for teaching and learning
6. To improve the standard and reputation of the college through excellence in library services
7. To provide information literacy to the faculties and students for effective use of information resources and services
8. To develop the habit of self-learning and lifelong learning

Arrangement of Library Resources:

Library Resources are arranged Subject wise according to DDC Classification System

000-Generalities

100-Philosophy

200-Religion

300-Social Sciences

400-Language

500-Pure Sciences

600-Technology

700-The Arts

800-Literature

Membership of Library:

The members (Users) of Library are expected to observe the following rules

1. Every member of the staff must register its library membership by filling the prescribed form
2. The membership of the student shall be registered from the list submitted by the Institutional administrative office and also check in Vriddhi Library Software.
3. Student should show admission challan to the library staff
4. Paste latest photograph on the library membership form, readers card and ID Card
5. After Submission of Library Membership Form along with the ID.Card.ID Card will be issued after two days.

Circulation Policy:

1. While borrowing the book, the member must make sure that the book is in good condition and the page numbers are intact.
2. All transactions of issue & return of materials are from the Circulation counter during its working hours.
3. The borrowers will be held responsible for all the books borrowed on their name until they are returned to library.
4. Members shall see that books have been properly issued and returned on their passbooks correctly.
5. Any book, which is temporarily in great demand, shall be issued for such shorter period, or temporarily declared as a reference.
6. Users are requested to bring their Identity Card while coming to the LIC.
7. Borrower is requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
8. No book in damaged condition may be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.
9. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the LIC facilities/materials.
10. LIC materials will be issued/returned only if borrower shows the Identity Card at the circulation counter.

11. No material from the LIC should be taken out without proper issue/ recording. Any type of violation may lead to a disciplinary action.
12. The Librarian reserves the right to recall any book on loan from any member at any time even before the due date of return if it is urgently required by the other users. The overdue charges may be increased for failure to return a book when it is due or recalled.
13. Borrowed books should be returned to the Library on or before due date.

Overdue Charges Policy:

1. If borrowed books are not returned on or before due date, an overdue charge of Rs.2.00 per day per book Regular defaulters will not be issued Library books.
2. The late fee for overnight book will be @ Rs. 02 per day.
3. Members having overdue item(s) are not be permitted to borrow any materials until the overdue items have been returned and fines are paid.

Library Collection Development Policy:

1. The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
2. Library will buy textbooks, reference books and handbooks on relevant subjects.
3. Library will also buy printed periodicals and online database for accessing scholarly content.
4. Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

Library Usage Policy:

1. Students can borrow 2 books at a time for 07 days.
2. Students must return the books to the library promptly when due. Failure in do so will result in a fine of Rs. 2.00 per day.
3. The books should be borrowed from/returned to the library personally and

borrower should sign the book card.

4. Reference books, CD's, syllabus, question papers and periodicals should be borrowed against the identity card and should be used in library only. Students should inform the library staff if they wish to take photocopy of these materials.
5. Library Card is not interchangeable.
6. Papers, wrapping of eatables etc., should not be thrown in the reading room.
7. Use of mobile phones in the library is strictly prohibited.
8. Perfect Silence should be observed in library.
9. Eatables are not allowed in the library.
10. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to twice the price of the book has to be paid.

Weeding Out Policy:

1. From the authority of the college or institution will form a committee consist of a faculty member from each specialization area, members of the library committee and the librarian
2. Library staff will assist the committee and the librarian in preparing the list of outdated books no more in circulation or the books having two or more editions that are more recent already in the library
3. For core textbook / book bank books, whenever any new edition is procured for all students or if a course is discontinued then after two-year gestation period, all such books will be included in the weed-out list by the library staff
4. For subjects where new policies or rules changes every year. i.e., taxation, old editions for more than two years will also be included in the list
5. Book which was torn off, whose pages were teared off, or which were mutilated, all such books will also be included in the weed-out list by the library staff.
6. For areas like Computer / Information technology, all books related to obsolete technologies/software/hardware will also be included in the list after a gap of three years
7. A compiled list by the library staff with details of the books. Cost, number of copies available in the library, year, accession number and reasons for inclusion in the weedout list. This list put before the weed-out committee members.
8. Weed-out committee will deliberate upon the list and check if there are chances of such books use again in future or if any of these books may be used in other program of the

institute if any committee will also look into the aspect that no book termed as classic or needed for research purpose for posterity is included in the list.

9. Committee will also verify physical availability of such books to avoid inclusion of books stolen from the library in this list. Faculty member of each specialization area deputed in the committee will endorse weeding out books related to there are a specialization
10. Once committee is satisfied, committee members will recommend weeding-out of the collection from the library to the authority. Authority has full discretion to accept / reject fully or partially committee recommendations keeping the institute interest in mind. Once the higher authority approves the committee recommendations in writing, library will initiate process of weeding out that collection from the library and update entries in the accession register and in library automation software mentioning reasons and date of weeding out of any books
11. Printed magazines / journals, which serve only immediate requirements, may also be included for weeding-out to create space for future issues in the periodical's shelves. Library need to maintain all magazines / journals issues for a minimum period of one year before including any magazine/ journals for weeding out consideration.
12. The weeded-out collection may either be donated to some other needy library or may be disposed as per the standard policy of the institute.

Loss and Defacement of Books and Non-Books:

1. Loss of book(s) must be reported immediately.
2. Overdue fine, if any will be charged till the loss of book(s) is reported.
3. If the original book is returned after reporting it lost, the fine will be calculated till the date of its return.
4. If book is lost/damaged, borrower will have to replace the book, with latest edition within 15 days from reporting, along with overdue charges.
5. In case the borrower is unable to acquire a replacement copy, he/she shall be required to pay two times the current price of the book.
6. In case out of print books three times of the cost of book shall be collected.
7. Any student if determined to have defaced or damaged any library item intentionally will have his/her library privileges revoked for a period of time determined by the Library Committee.
8. Students must take care of Library Materials and must not deface them by underlining, writing or drawing in them by removing any part of them, or in any other way

Stock verification:

Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost

Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in 3 years. Sample physical verification at intervals of not more than 3 years should be done in the case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done

Loss of ID Card & Reader Ticket:

- If the ID card or Reader Ticket lost, student should be reported to the Librarian immediately in writing.
- If the ID. Card is lost, fresh card will be issued on payment of rs.50/-

Copyright Policy:

We respect international copyright and intellectual property right law and we resort to photocopying of materials as permitted by law.

For Books: One topic or 10% of the document.

For Journals: One article from a journal issue or 3 articles if they are on the same chapter and together comprise less than 10% of the total journal issue.

No copyrighted material should be reproduced without prior written permission from the copyright owner unless a clear “educational fair use” exception exists.

Educational Fair Use of printed material and recordings: Teachers and educational staff are allowed to make single copies for their own use in research or classroom preparation of the following copyrighted works:

- a topic from a book
- an article from a periodical
- a short story, an essay or a poem
- a chart, a diagram, a picture or a graph from a book or a periodical
- a short excerpt (up to 10%) from a performable unit of music for study purposes.¹

Teachers and educators are permitted to make multiple copies for use in the classroom (no more than one copy per student) of the following works:

- a complete poem
- an article or a story
- an excerpt from a prose work
- one chart, diagram, picture per document
- Up to 10% of a performance unit of music.

Educational staffs are permitted to make a single recording of student's performances for evaluation, rehearsal or archives; a single recording of an oral exercise or examination and/or an emergency replacement copy to substitute for a purchased copy is not available.

Reading Hall Policy:

1. Keep Silence in the reading hall.
2. Eatables are not allowed inside Reading Hall.
3. Every student must have his/her Identity Card while entering in the reading hall.
4. Write your name in the register while entering in the reading hall.
5. Reading Hall timings will be extended during examinations with prior notice. Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
6. Students should return their book in given time period.
7. Strict action will be taken for any misbehavior in the reading hall.
8. Use of mobile phones is strictly prohibited in the Reading Hall.
9. Students are not allowed to sit in library during their lecture & practical hours.

Accession Policy:

1. Invoices are arranged chronologically
2. Each book is to be given a unique number called Accession number.
3. They are segregated subject wise according to discipline.
4. 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, and 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.
5. The due date slip is pasted on the front side of the book.

6. Books are classified based on Dewey Decimal Classification (DDC) System.
7. A book database is updated in the system for easy access and effective control and all the books are barcode with Vriddhi ILMS system.

Book Bank Scheme Policy:

1. Shri Siddhivinayak Ganapati Temple Trust Prabhadevi, Mumbai provide books under book bank scheme for SC/ST Needy students
2. Fill up Book Bank Application form
3. Self-attested copies of mark sheet, Ration card, Aadhar Card or any other residential proof should be attached with application form.
4. After examination books should be returned within a period of 7 days
5. The books should be handle carefully
6. This Scheme is for the economically poor and needy students; therefore the principal of college is requested to take relevance document in this regard before issuing certificate
7. If more number of applications are received under this scheme, then the books will be distributed to the students on the basis of merit

Library Rules:

1. The library being a learning area, students are expected to be silent.
2. All students are required to take good care of the resources in the library.
3. Students are expected to treat the Library environment with respect and the Library staff with consideration.
4. The Library staff has the authority to maintain discipline.
5. Eating and drinking is not allowed in the Library.
6. Students must keep the Library in order.
7. Wherever furniture is rearranged for learning convenience, the same must be returned to its original position.
8. Students are not allowed to bring bags or other material, except notebooks, inside the Library. This also includes books that do not belong to the Library.
9. Students are expected to take their belongings with them when leaving the Library. Please note that the Library will not be responsible for the loss of the students' possession.
10. For any delay in returning the items borrowed, students will be charged an overdue fee of Rs. 2/- per day.


Coordinator

Internal Quality Assurance Cell
Jyoti Education and Commerce College, Rahata




DIRECTOR
Sai Rural Institute, Pravar Nagar
Tal. Rahata, Dist. Ahmednagar.