

LIBRARY POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/13
Title	LIBRARY POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

1. INTRODUCTION

Maharani Lakshmi Ammanni College for Women, Autonomous, offers multidisciplinary programs catering to the varied academic interests of a large number of girl students. The college provides an environment that is conducive to learning and is aimed at meeting the changing requirements of a diverse group of students in higher education.

The college library plays an important role as an information resource centre for the students and teaching faculty. It is designed to meet the requirements of users by providing various services which include lending services, book bank facility and digital library services. The library follows the open access system whereby users have free access to information resources. This policy provides guidelines for periodic upgradation and maintenance to ensure that the knowledge resources are optimally and effectively utilized towards enabling quality education.

2. OBJECTIVES:

- To provide an ambience for easy access to information resources
- To facilitate students and staff in pursuing academic interests
- To ensure constant upgradation of library infrastructure
- To provide a framework for upkeep and maintenance of library infrastructure

2.1 LIBRARY ADVISORY COMMITTEE:

- Principal
- Librarian
- Humanities / Science / Commerce Coordinators
- Finance Officer
- Administrative Officer

ATTESTED


Principal

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for Women, Autonomous
Science Post, Bangalore - 560 012.

3. GUIDELINES FOR UTILIZATION AND MAINTENANCE OF LIBRARY INFRASTRUCTURE

3.1 Working Hours

- Library shall be open from:
- On working days: 8.30 AM TO 5.00PM (Monday to Friday)
 - 8.30 AM TO 2.00 PM (Saturday)
- On Examination days: 8.30 AM TO 5.30PM (Monday to Friday)
 - 8.30 AM to 2.00 PM (Saturday)

4. PROCEDURE OF ISSUE OF LIBRARY CARD

- The library shall issue the library card to newly admitted students on producing the fee receipt and the college ID card.
- Teaching faculty, on appointment shall be entitled to five library cards. The teachers are required to submit a duly filled library membership form attested by HoD, Principal and Librarian.

4.1 Lending service

Borrowing Privileges and Conditions

Sl.No.	User Type	Service	No. of Book	Period of Loan	Overdue Charges
1	Students (UG & PG)	Lending Books – UG	2	10 days	Rs. 5 per day*
		Lending Books - PG	3	10 days	Rs. 5 per day
2		Reference Books	1	3 days	Rs. 5 per day
3		Project Reports	1	10 days	-
4	Faculty (UG & PG)	Lending Books – UG	2	180 days	-
		Lending Books - PG	3	180 days	-
		Reference Books	1	3 days	-

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Principal

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4.2 Procurement procedure

To ensure timely availability of information resources for students and faculty, the procurement and stock taking process shall be completed before the commencement of the academic year.

Step1: The HoDs shall submit the requisition for books/reference books/journals/e resources duly signed by the Principal and Finance Officer 45 days prior to the commencement of the academic year.

Step2: The Librarian shall correspond with vendors, check the availability of the library resources to be procured, call for quotations, prepare comparative statements and issue purchase order.

Step 3: The stock taking process shall include:

- Checking of supplies
- Accession and Numbering
- Stamping
- Bar coding
- Placing of books in the lending section / reference section
- Invoice file with record of the accession number and payment details

4.3 E- library service

The college has access to the Library Consortium which provides access to e-journals, e-books, e-databases and other e- resources. ID with Password shall be given to staff and students and displayed in library for easy access to the e-resources.

1	Online Databases Through e-ShodhSindhu: Consortium for Higher Education Electronic Resources Through DELNET	SciFinder Scholar MathSciNet ISID JCCC Networked Digital Library of Theses and Dissertations ODLIS : Online Dictionary of Library & Information Science GISTNIC Databases
2.	E-Journals Available through N-LIST Programme Full Text E-Resources	
3.	Electronic Books Available through N-LIST Programme Full Text E-Resources	

4.4 Book bank facility

Book Bank Facility shall be provided to merit Students, students covered under the reservation category, students under the sports quota, persons with disabilities, First Generation Learners.

In order to avail the book bank facility students shall produce required documents which include Marks Cards, Income Certificate, Caste Certificate, Handicap Certificate etc.

[Signature]
Principal

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5. LIBRARY UTILISATION AND MAINTENANCE

The Chief / Assistant Librarian shall be the custodian of the College Library and shall ensure appropriate utilization and maintenance of the information resources available therein.

- The Chief Librarian shall be responsible for utilization and maintenance of the learning resources which shall include books/journals, computers, scanner, photocopier and wi-fi facility. She / he shall ensure that the Library has adequate furniture, functional fixtures (such as white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.
- In order to ensure an academic ambience, cleanliness and hygiene in the library premises shall be given utmost priority.
- To facilitate users' access to library resources, the books shall be organized subject-wise and shelved with clear labelling and numbering systems. Online and offline catalogues shall be updated with every new procurement. Stock Register shall be maintained and verified annually by the committee appointed by the principal.
- Books other than reference books shall be issued to the users for a period of 10 days. Reference books shall be issued for 2 days
- Access, issue and return of the books shall be under the careful vigilance of the Assistant Librarian. Library shall maintain Accession Register, Circulation Register, Fine Register, Gate Entry Register. Data relating to missing Books, No Dues, E- Journal usage shall be maintained.
- Any person caught marking, defacing or mutilating books or any other library material shall be responsible for replacing the same.
- Photo copiers, computers and scanners shall be serviced periodically through AMC and/or call basis.
- For maintenance/ repair / replacement of any of the furniture and fixtures in the library, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee.
- Stock verification:
 - ❖ For books / journals / information resources funded by UGC or any other Government body, the General Financial Rule 194 shall apply.
 - ❖ For books / journals / information resources funded by the college, the stock verification guidelines shall be as follows:
 - ❖ More than 1,00,000 volumes – random sample physical verification (to the extent of 10%) shall be undertaken every year. If such sample verification reveals losses up to 10% of the sample chosen, 100% physical verification shall be undertaken.
 - ❖ 50,000 volumes to 1,00,000 volumes – 100% physical verification every two years. Less than 50,000 volumes – 100% physical verification every year
 - ❖ Loss of five volumes per one thousand volumes of books issued in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

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[Signature]
Principal

**Maharani Lakshmi Ammanni College
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Malleshwaram, Science Post, Bangalore - 560 012.

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6. Weeding out procedure

Step 1: Assessment of the physical condition of the books

Step 2: Identification and listing of the books which are damaged

Step 3: Submission of the list of damaged books to the Library Advisory Committee

Step 4: Recommendation for weeding out by the Library Advisory Committee

Step 5: Implementation of weeding out the damaged books as per recommendation

Step 6: Preparation of Sales Account to record sale of old newspapers, books etc. duly signed by Librarian and Principal.

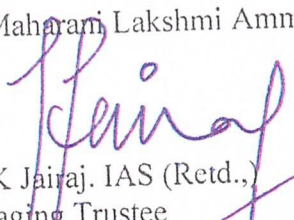
Powers to write off: Librarian and Principal shall have the power to write off old, damaged, mutilated and lost books. A register shall be maintained to keep a record of the books written off during the academic year. An audited statement of the same shall also be maintained.

7. Repositories

The library shall maintain the following institutional repositories:

- College Magazines
- College Brochures
- Old Photos of College
- College NAAC Reports
- Project Reports
- Major / Minor Projects of UGC
- Conference Proceedings & Research Publications provided in College Website
- AQAR Reports in College Website
- Conference Proceedings of Conferences that are held in the College.
- Bound Volumes of Journals.

For Maharani Lakshmi Ammanni College Trust (Regd.)



Sri. K. Jairaj. IAS (Retd.)
Managing Trustee

MANAGING TRUSTEE

Maharani Lakshmi Ammanni College Trust (R.)

Malleshwaram, Bangalore - 560 012

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Principal

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