

S V R K GOVERNMENT DEGREE COLLEGE
NIDADAVOLE - 534301

LIBRARY POLICY



INTERNAL QUALITY ASSURANCE CELL

(IQAC)

2021-2022

LIBRARY POLICY

Sri Velagapudi Ramakrishna Government Degree College for Men, Nidadavole was established in 1971. Simultaneously, the College Library was started with a small collection of Books. Gradually, year-by-year, several books of all subjects were acquired and it became as a full-pledged Library. It is named as College Library Information Centre (CLIC). It has a valuable and very good collection of books relating to various subjects.

The Collection Library has a total collection of 18,598 books relating to various subjects. It has General books, Reference books and Book-Bank books for S.C & S.T students. It is member of N-LIST (a programme of INFLIBNET) to provide remote access to users to huge number of e-resource. Many CD's and DVD's and daily newspapers are also available in library collection. Every department has a sectional Library. Recently it is partially automated with SOUL software. To update knowledge of users and increase number of visitors conducting various academic activities, celebrating various national and international days and etc.

VISION

- To provide a student-cantered learning environment that facilitates transference of information and to cater to the needs of its users to access it.
- To explore and implement innovative technologies and services to deliver information and scholarly resources, conveniently to students and faculty members in the campus.

MISSION :

- To provide comprehensive resources and services in support of teaching and learning needs of the academic community
- Putting technology to use innovatively for the flexible delivery of services and resources to users regardless of location within the campus.
- To facilitate access to right Information at the right time in the right manner so as to produce productive citizens to this great nation in general and to our community in particular.

PURCHASE OF BOOKS

After getting the approval and feedback from the concerned department In-Charges, the librarian can place the order for the approved book(s) and return those books which are not approved.

ACCESSION

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, 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 backside of the book.
6. Books are classified based on Universal Decimal Classification (UDC) System.
7. A book database is updated in the system for easy access and effective control and all the books are tagging with RFID system.

PURCHASE OF JOURNALS & MAGAZINES

- ❖ Librarian in consultation with Lecturer-In-Charges arranges for the purchase of the journals and magazines with due approval from the Principal and the management.
- ❖ A Separate register for Journal & Magazine is maintained.
- ❖ On receipt of the journals or magazines, they are accessed in the respective register.

ARRANGEMENT OF BOOKS & JOURNALS

- ✓ Books are segregated according to the discipline in the storage racks.
- ✓ The spaces earmarked for a particular group of books is clearly demarcated by identification and some extra space is given for any future additions in that group.
- ✓ Journals and Magazines are arranged according to discipline in the separate racks.

LIBRARY MEMBERSHIP

- Library Membership is created by linking the ID cards with RFID for staff and student to access the library facility.
- Staff and Students database are updated in the Evarsity software.
- Staff can avail 8 books and retain the same up to 90 days. They can also have the renewal option.
- For each UG student 2 Books and PG student 4 Books can be availed.

BOOK ISSUE/ RETURN

- If a borrower happens to lose the book and if it is reported to the library in Charge, the same book will be replaced by the borrower herself/himself.

- If the fine amount is more than the cost of the book, whichever is less amount can be collected or new book can be replaced.

DAMAGE CORRECTION

Damaged/mutilated books are kept separately for binding and entered in the concerned register. Binding is done once in a year

RULES AND REGULATION

1. Show your Identity card whenever you visit the Library.
2. Write your name in the register / scan your I-card at the counter while entering in the library
3. This I Card is lost fresh I Card will be issued on payment of Rs.250/-
4. Library books issued only on his/her self Library card.
5. Library books will be issued only as per schedule.
6. One book for one week only it can be renewed.
7. Students should return their book in given time period.
8. Two books will be issued for third year / post graduate students only.
9. Book Bank only for (First five in the class and the entire reservation students) selected and economically backward students.
10. In case loss of books double price of the book lost will be recovered as penalty.
11. The loss of I card should be immediately reported to the principal in writing.
12. Take proper care of all library resources.
13. Any personal belongings are not permitted into the library.
14. Eatables are not allowed inside the library & reading hall.
15. Silence to be maintained.
16. Use of mobile phones is strictly prohibited in the library.
17. Eatables are not allowed inside Reading Hall.
18. No library material will be issued on someone else I Card.
19. Take proper care of all library resources.

READING HALL

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. Suggestion Box is kept at the counter in main library. Your objective and positive/healthy suggestions are welcome.
7. Students should return their book in given time period.
8. Strict action will be taken for any misbehavior in the reading hall.
9. Use of mobile phones is strictly prohibited in the Reading Hall.
10. Students are not allowed to sit in library during their lecture & practical hours.

DIGITAL LIBRARY

1. Internet / Digital facility is for all students.
2. Students must register their name & timing, one day before.
3. Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
4. Do not save any material on PC.
5. Printing/Downloading is allowed with prior permission of Librarian.
6. Printing/Xeroxing will be provided on payment

LIBRARIAN

IQAC COORDINATOR

PRINCIPAL