

## Library Policy

**Brief Description:** The policy provides the overall framework for the systematic functioning of the library. The policy encompasses rules, regulations, guidelines and procedures for various services undertaken by the library.

### Scope and Applicability

- Working hours
- General Library Hours
- Borrowing Rules for students and faculty members
- Book bank facility
- Budgets
- Collection Development & Related roles
- Stock verification
- Weeding

### **Library Committee**

- The function of the library committee is to support the functioning of the library.
- The Committee's main objective is to act as a bridge between the library and academic fraternity and the institute administration.

### **Composition:**

**Library advisory committee comprises the following members**

Sr. No.	Name of the member	Position
1	Anand Shethi	Convener
2	Dinesh Himatsinghani	Vice Principal
3	Dr. Roopa Gokhale-Shahade	Librarian
4	Anjana Sampat	Co-Convener
5	Meghna Chotaliya	Member
6	Lahu Ghule	Member
7	Manali Bhurkhe	Member
8	Himanshu Agarwal	Member

### **Frequency of Meeting**

- The committee shall meet at least two times in an academic year.

## **Meeting Notice**

- The Librarian shall issue the notice of convening the meeting along with the copy of the agenda notes to each member at least 3 days in advance after obtaining the approval of the Principal.

## **Minutes of the Meeting**

- Minutes of the meetings will be recorded by the Librarian and circulated to all members for consideration and approval.

## **Library Usage Policy**

### **General Library Rules**

- Identity card is compulsory to enter the library.
- Maintain absolute silence in the library.
- All students are required to make an entry in the register kept at the counter.
- Mobile phones are to be kept switched off or in the silent mode while in the library.
- Eating and drinking is strictly prohibited inside any part of the library.
- Materials taken from the reference counter are to be returned at the counter. Enter the details of the same in the reference register.
- Newspaper and Magazines taken for reading are to be returned without any tear or markings done.
- Utmost care shall be taken by all to keep the library clean.
- Take proper care of all library resources.
- No library material will be issued on someone else ID card.

## **Borrowing Rules for Students**

- Library card is compulsory for borrowing books for home purpose from the library.
- ID card is also compulsory to borrow any material for referencing in library.
- In case the issued book is damaged, lost or misplaced, then the issuer will have to replace it with the latest edition available in the market or pay the amount of the book lost or damaged by the user.
- Any material issued from the library has to be returned back then only he/she will get library no dues certificate at the end of the semester or at the time the student drops out of the college.
- Notice for returning library material borrowed by them shall be put on the notice board at end of the academic year.

## Digital Library

- Internet facility is for all students
- Playing games, chatting, downloading any pictures /songs /videos and misuse of internet is not allowed.
- DO not save any material on the PC
- Printing/Downloading is allowed with prior permission of the Librarian.

## Book Bank Facility

- Offered to economically weak students for all programmes offered by the institution.
- Students are given a set of books of one semester and they are required to return it after the semester examination.
- Rules for damage, loss of books will be same as per the regular books.
- Rs 100 is refundable Deposit is taken

## Library Services and Activities

The library access time is from 8.00 am to 5.30 pm

## Working Hours

<b>Particulars</b>	<b>Timings</b>
On Working Days	<u>8.00 am to 5.30 pm</u>
Reference Reading	<u>8.00 am to 5.30 pm</u>
Issue /Return for Degree College students	<u>10:00 am to 5:00 pm</u>
Issue / Return for Junior College students	<u>10:00 am to 5:00 pm</u>
During Vacation	<u>10:00 am to 5:00 pm</u>
During Examination days	<u>10:00 am to 5:00 pm</u>

## Library Internet /E-Journals :

The library provides individual **user id and its password** to users for making use of e-resources for INLIBNET NLIST etc. for Faculty, PhD and Master students.

## **Library Blog:**

The library blog communicates library information and updates the users.

<https://rdnclibraryblog2018.blogspot.com/>

## **Open Access:**

It provides open access to all library users. Users can browse, read any references in the reference section. It helps users to make full use of the resources available in the library.

### **Library OPAC:**

The resources in the library are computerized. Computers are installed in the browsing section to locate library resources. Users can search the resource by author, title, subject, key words etc.

### **Library Reading Room:**

Library has a capacity to accommodate 175 students at a time in the reading room of the main library.

### **Reference Services:**

Library also provides referral and reference services. It maintains a collection of reference books comprising of Arts Science and Commerce Streams

### **Newspaper articles**

Relevant articles appearing in various newspapers are shortlisted and displayed on the notice board.

### **Email Service**

On demand soft copy of the syllabus, question papers etc are provided to students and faculty members on their institutional ID.

### **Library Institutional Membership**

- American Library
- NDLI

### **Book Exhibitions**

Book fairs and exhibitions are arranged whenever possible

### **Book Lending Service**

All library users can avail of this facility. The resources borrowed from the library shall be returned on or before the due date during library working hours.

### **Borrowing Rules of the Library**

1. Non-Teaching staff shall be allowed 10 books for 365 days
2. Permanent Teachers are allowed 20 books for 365 days
3. Faculty members appointed on Clock Hour Basis -10 Books for 15 days
4. Visiting Faculty-10 Books for 15 days
5. First Year Student – 1 Book allowed for 7 days
6. Second Year Student -2 Book allowed for 7 days
7. Third Year Student -3 Book allowed for 7 days
8. Masters Student-3 Books Allowed for 15 days
9. PhD scholars – 3 Books allowed for 15 days

### **Note :**

- Library Fine for overdue of Books shall be charged Rs 5 per day.
- Library Fine of Rs 50/- for breaching any of the rules stated above

## Book Bank

- Under students' welfare scheme set of textbooks are issued to general category students.

## Student and Staff Attendance

- Library users are required to make an entry in the register kept at the entrance of the library.

## Barcode Technology

- All books are bar coded

## Catalogue

- Library provides WEBOPAC facility through Koha ILMS.

## User Orientation

- Library conducts user orientation programmes for all classes to enable the users to use the library resources efficiently.

## Periodical Services

- The magazines and journals are made available to the library users. Students must read in the library only.

## Suggestion Box

- We have suggestion box kept at the counter in the library.

## Weeding Policy

Approval for weeding is given by the Librarian based on the suggestions given by the concerned department. Librarian furnishes the same to the Library Committee for the approval and final sanction by the Head of the Institution.

Weeding Material	Criteria for Weeding	Weeding Procedure
Books	Out of syllabus; out dated, damaged, torn	List computer generated duly signed by Librarian and Vice Principal is kept
Magazines	Not More than 5 years old.	Letter to the Principal and has been given to raddi
Magazine CDs	Not More than 5 years old	Letter to the Principal and has been given to raddi
Newspapers	Kept only last 3 months for reference purpose	Recycled

### **Stock Verification**

- Once in three years usually at the end of the academic year or before the academic year beginning. Before the stock verification is done a notice is sent to all stakeholders to return issued library materials. The final report of the stock verification is presented before the library committee.

### **Library Budget**

- Library budget is a fund allocated to the library for the procurement of resources for the library and is an important document for planned and successful operation of the library.
- Preparation of budget provides an opportunity for timely review and reevaluation of the changed needs of library stakeholders.
- The library budget is allotted at the beginning of each financial year in consultation with Accounts Department
- Budget allotment in various purchase categories is done by the library committee in its first meeting of the academic year.

### **Budgeting Procedures**

#### **Consumables:**

- Purchasing resources such as bar code labels, date due slips , Binding books etc

#### **Maintenance :**

- Library Software , Barcode printers, Computers, Printers , Audio visual hardware etc.

#### **Subscriptions /Memberships**

- Journals , Database

#### **Capital Expenditure:**

- Furniture, Shelves, Computer Hardware , Equipment etc

### **Library Collection Development and Related Roles**

#### **Purchase Procedure**

- The Librarian sends out an email to the Head of Department /Course Coordinators regarding the books and other resources to be purchased along with the budget allocation.
- Faculty members recommend the books to be purchased based on the syllabi of the affiliating University.
- Vendors are approved by the Library Committee on the basis of quotations received.
- A purchase order is prepared 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, editions etc.

- Any discrepancies found are immediately informed to the vendor for replacement.

### **Bill Processing**

- Purchase bills are checked for calculation errors and discounts offered.
- 2 copies of the bills are received from the vendor. One is kept for the library purpose and other is given to accounts for clearance.
- Accession numbers are mentioned on the bills.
- A consolidated statement of all bills received is prepared.
- The consolidated statement along with the set of bills , requisitions, purchase order , library budget copy is forwarded to the finance officer for payment processing.

### **Processing of Purchased Materials**

- Accession No. with Call numbers are put on books.
- Due date slips and Book Pocket is pasted on the last page of the book.
- Books only for reference are stamped.
- Classification is done using Dewey Decimal Classification 22<sup>nd</sup> and 23<sup>rd</sup> Schemes
- All materials purchased by the library, the library stamp is put on the cover page.

### **Accessioning and Data entry**

- Accession number is mentioned in accession register as well as during acquisition process of the book in the computer.
- All books are first entered in the Accession register and then in KOHA ILMS
- Barcode, Book card and Spine label is generated and pasted on books.
- Periodicals are entered in Entry register and KOHA ILMS

### **Shelf and Display Area Arrangement**

- All the cupboards are numbered
- Referencing reading and home issue books are tagged separately.