



LIBRARY POLICY

SHIA P. G. COLLEGE

(Khadra, Daliganj)

Sitapur Road, Lucknow-226020

(U.P.) INDIA

LIBRARY POLICY

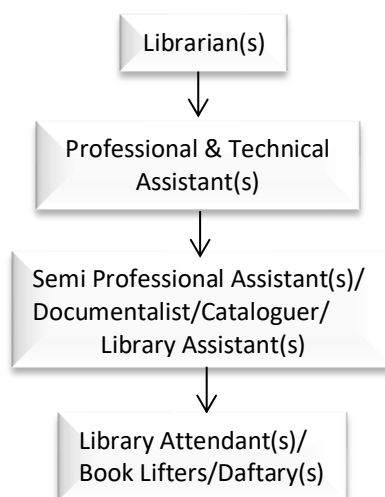
I. General Information:

A. Objective:

The main objective of this Library Policy is to present guidelines for the Library of the College. The policy may act as a tool for the orientation of making process related to up-gradation of Library.

B. Functional Organizational Structure of the Library:

The organizational chart of the Library is as below;



C. Library Committee - Central:

The constitution of the Library committee is as follows: Library Committee consists of the following has been constituted

Details	Status
Principal	Chairman
Coordinator, IQAC	Member
Three HODs/Coordinators nominated by Principal on yearly rotation	Members
One Assistant Professors nominated by Principal	Member
One Associate professor nominated by Principal	Member
OSD Library nominated by Managing Committee	Member Secretary
Librarian	Member
One Final year student of PG programme (nominated by Principal)	Member
One Final year student of UG programme (nominated by Principal)	Member

D. Roles and Responsibilities:

Library Committee:

The Library Committee shall advise the College and guide the Librarian on following matters.

- Management of Library with special reference to the 'Services rendered to the readers'.
- Maintenance of the Library.
- Library budget and its control.
- Monitor the usage of the Digital Library.
- Consider any matter referred to it by the Academic Council.

- The Committee shall undertake periodic reviews of the Library and make recommendations for improvement.
- Obtain inputs from the Faculty member's w.r.t. the procurement of the books and journals.
- Mitigation of the problems faced by the students and Research Scholars.
- Analyze reasons and suggest ways for increasing the number of library users.
- To formulate policies and procedures for efficient use of Library resources.

Librarian:

- Assume responsibility for the daily operation of the Library and the supervision of the staff
- Preparation of the Library budget
- implement the collection development process and planning and developing of the library
- Supervising the process of cataloguing and indexing of books and periodicals.
- Provide reference services as needed.
- User orientation towards effective utilization of Library services.
- Arranging for stock verification of library collection and weed-out/write-off books.
- Update library website and e-library-digital aspects time by time.
- Maintain records and statistics and submit reports as required.
- Promote and implement mediated instruction, interactive media conferencing, and other related emerging technologies.
- Promote a Library atmosphere conducive to study, reading and research.
- To attend/participate library related meetings, workshops/seminars/conference/orientation programmes/refresher courses/any other training programmes
- Represent the Library as a member of college-wise and university-wise committees
- Maintenance and Supervision of library premises.
- Teaching students on scholarly information resources and Scholarly communication.
- Initiate and process purchase of materials if any for library.
- To develop programme of library management for improving the efficiency of the library.
- General correspondence relating to financial matters.

Professional / Technical Assistant :

- To generally assist the Assistant Librarian in professional work in the Library.
- Perform all functions at the circulation desk including set-up and closing, registering borrowers, explaining library policies and procedures, assisting users in locating books and information, charging and discharging materials etc.
- Maintain circulation statistics.
- Request interlibrary loans and maintain interlibrary loan statistics.
- To help in acquiring the reading material.
- To classify and catalogue the documents
- To provide reference and documentation services.
- To prepare bibliographies and indexes.
- To supervise the activities of a unit in the section.
- Perform routine maintenances of library equipment including computers, audio-visual devices, printers, and photocopiers
- Manage library inventory, perform stock checks, and prepare item list for removal, relocation and binding.
- Any other duties assigned from time to time

Semi Professional Assistant:

- To Assist Professional Assistance in various library activities
- Issue and return of books at the Circulation Counter
- To help at the membership desk
- Manage overdue records and maintain all files relating to them
- Manage magazine and newspaper subscriptions and collection
- Type correspondence, forms, reports, and other library related items
- Maintain library clean, safe and organized
- Shelve books and maintain shelf order
- Any other duties assigned from time to time

Library Attendant:

- To check at the entrance/vigilance
- To control at the property counter
- To maintain and upkeep/cleaning of library
- Labelling and pasting
- Repair and binding of books
- To assist maintain the books and periodicals properly
- To be present in the library for the specified working hours with punctuality
- Any other work assigned by his superiors

Library Timings:

- 09:30 AM to 05.00 PM

II. Rules and Regulations:

Students and staff of SHIA PG College are eligible to access and use the library by following library rules and regulations but to checkout library resources one will need to become a library member. Alumni students and staff will be welcome to use the library. Visitors from different academic institutions are also welcomed to use the library with prior permission from the competitive authority.

Membership:

- Library will provide membership to all bona fide Students, Teaching and Non-Teaching staff members of SHIA PG College.
- At the beginning of each semester students will take no due certificate.
- Students will renew membership at the beginning of each semester till the College has its own smartcard for the students.

A. General:

- Every student must possess his/her identity Card while making use of the Library facility and produce the same to the Library Staff on entering the Library
- All the users shall sign in the gate register at the entrance of the Library
- Silence must be observed in the Library
- Use of Mobile phones in the Library is strictly prohibited
- Personal books, files, lab coat/apron and articles will not be allowed inside the Library restricted area. The students are requested to take care of their belongings. Library will not take responsibility for any kind of loss of personal belongings
- Loud conversation and similar objectionable practices are not allowed in or around the Library and information Centre premises
- Photocopy facility will be available in the Library
- The library will put a suggestion box outside the library

B. Reading Section/ Reference:

- Reading section will provide only reading facilities of books, Journals, Magazines and News papers etc. to the users within the Library
- Readers should work quietly and be considerate to others using the Reading Room
- The seats are to be used/ occupied on the first come first served basis
- Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables
- Damaging book (e.g. Tearing, page missing, loss of binding and wet Book etc.) or theft of Library Collections is an offence and those responsible will be prosecuted
- Tearing of sheets from Journals, newspapers and other reading materials etc. is strictly prohibited and is punishable offence
- Laptops and mobiles phones charging are not allowed inside the library
- No food or drink (including bottled water) is allowed on the Reading Table
- Napping, drinking tea, water bottle and edibles and behaviour which may disturb other Users are strictly prohibited inside the library. However, during night time, students may require a water bottle inside (Reading room is open 24X7).
- Readers leaving the library should allow the library/security staff to examine their personal belongings
- The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the library facilities/ materials

Use of Computers and Internet:

- Personal Laptop Computers will be allowed inside the library but the users will maintain such an environment which will not disturb the others
- Internet access will be provided for the users having laptops and necessary access permission to net will be available from the IT section
- Computers and Internet will be used only for academic purposes
- User will not use internet and any other equipment for recreational purpose.

C. Borrowing policy:

Student				Staff			
UG		PG		Faculty		Non-Teaching	
Limit of books	Days	Limit of books	Days	Limit of books	Days	Limit of books	Days
3	14	4	14	5	30	1	14

D. Circulation Rules:

- Students must carry their College identity Card with them at all times in a Library. Show their cards if a member of staff requests them to do so and it is compulsory to shown at the time of issue/ Return of books.
- In case of misprint/fade of photograph on identity Card, student have to show another photo ID proof (PAN Card, DL, Voter ID Card, Aadhaar Card and Passport etc.) to prove his/her identity.
- Demanded books will be not re-issued and not interchanged.
- Members are responsible for all books borrowed against their Library cum ID Card.
- Books having same title will not be issued simultaneously.
- Reservation of books: Books will be reserved for two days only. In case, the student does not collect the reserve book within two days, then it will be issued to next student or will be transferred to general section.
- Borrower should bring the material physically to the Library for renewal.
- Borrower ID Cards are not transferable.

- All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Broken ID Cards are not accepted in the library for issuing the books
- Damaged, marked, misplaced pages etc. of the book should be brought in the notice of Library In-Charge at the time of issuing otherwise person who get it issued last time will be responsible
- Books can be recalled any time in case of an urgent demand for the same, by the other users.
- Faculty and Staff members are requested to return or renew the overdue books within specified time limit.
- Students are also requested to clear their over-due books before commencing their Semester Examinations; other-wise Library will forward their dues to the concerned Department for further actions.

E. Overdue Charges:

- An overdue charge @Rs.5/- per day will be levied after the expiry of due date
- Maximum over-due charges would be three times the latest cost of issued book.
- Library will not provide any exemption on overdue charges during examinations, vacations and holidays etc.

F. Visitors:

- Visitor or guest member from other academic or research institute are allowed to use the library only for a short period with the prior permission from the Librarian. Guest member is required to produce proof of identification.
- Borrowing facility is not available to visitors.

G. Lost/Damaged Library Documents:

- Loss of Library cum ID cards and books should be reported to Librarian immediately in written
- For lost or damaged book (e.g. Turned, page missing, loss of binding and wet book etc.), patron has to pay two times cost of the book along with overdue and other charges as applicable.
- Entire volume cost is recovered for the document which is a part of multi volumes/ issue set.

III. Digital Library:

SHIA PG College has set up a Digital Library with 25 computers working in a networked environment through connectivity provided by BSNL and TATA using 154 Mbps High Bandwidth Leased Line. The e-resources like, Springer, EPW, JSTOR, IEL: IEEE (ASPP+POP), ASCE, ASME, K'nimbus, EBSCO, and ProQuest etc. can be accessed on-line. In addition, Web OPAC, NPTEL online lectures and open source educational sites can also be accessed in the digital library. Users can take the required printout of the downloaded articles. Subscribed e-resources/ e-Journals are mentioned on the notice board with their URL's.

The library functions from 8:45 am to 5:00 pm on all working days. All the UG & PG students, Research Scholars and Faculty members of SHIA PG College can use this facility.

Instructions:

Do's

- Printing facility is available for your desired articles.
- Headphones are available for Audio & Video lectures.
- Use of secondary storage devices are allowed with prior permission of In-Charge.
- Scan your Pen Drive, CDs and DVDs before use.
- All drives will be formatted after every 15 days by IT team without any intimation to users.
- Library will not be responsible for any data loss.
- Please keep the Digital Library neat & clean.
- Maintain silence in digital library.
- Take care of your own belongings.
- Turn off the computer after your work is completed.
- For operational or access problem, report to the In-Charge.

- Kindly co-operate with IT team for minimum downtime of the computers.

Don'ts

- Do not connect your mobile phone to computers.
- Do not install any software.
- Do not make changes in computer configuration.
- Do Not Remove LAN Cord, Keyboard and Mouse from the computers.
- Access to social sites (e.9. Facebook, Google talks, online chatting, Whatsapp etc.) is not allowed
- Do not download movies or songs.
- Eatables are not allowed inside the Digital Library.
- Use of Mobile phone is prohibited

IV. Library Procurement Policy:

Books:

- Faculties are requested to visit the Library after the allocation of subjects to check the availability of their required books. If desired books are not available in the Library then they are required to submit book recommendation form (Annexure: I) to the Library (Approved by the respective HODs) as earliest.
- Students also recommend the books of their required subjects to Library on prescribed format(Annexure: II), Library will forward the same to concerned department for further actions
- Faculty are requested to avoid local publication books for maintaining the Library standard.
- Faculty are requested to give their required book quantity as per library policy "One Copy per Six Students",if maximum syllabus is covered.
- Faculties are requested to prefer low price edition books for fulfilling the requirements of your concerned subjects. If your required book price is more than Rs. 5000/- Library will purchase only single copy.
- Medical, Bio-Tech & other costly books are purchased as per the basis councils requirements; there is not any price restriction.
- To fulfilling the requirement of council schools library books, the same will be purchase according to council; number of books and title.
- Faculty are also requested not to announce any particular author's book for your concerned subject (Due to limited copies in Library), also suggest them alternate author's book to students.
- The Library will prepare the final list (After cross checking the delicacy) of books and obtain approval from the concerned authority within a week & forward the same to Procurement Department.

Journals & Magazines/ e-Journals:

- The department wise list of print and e-Journals (Annexure: IV) are compiled and forwarded to the respective HODs before placing them in the Library committee meeting.
- New required Journals/ Magazines/ e-Journals will be subscribed by calendar year wise.
- For renewal of previously subscribed Journals/e-Journals, review their usage statistic for continue or discontinue them.
- Previous year Journals/ Magazines/ standards/ Acts issues etc. will be purchase as and when required.

V. Annexure: 1

Books Recommendation Form

Date:
Form No

Name of the course:

Name of the Department:

Term:

No. of Student in the Class:

S. No.	Information about Books					Type of Books		Whether prescribed in the syllabus (Y/N)	Required Copies*	Name of the faculty recommending Books*	For Library Books	
	Title*	Author*	Publisher*	ISBN	Price (Rs)	Reference (Y/N)	Text (Y/N)				Available copy in the library	Total required copy
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

13												
14												
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23												
24												
25												

*Mandatory fields

Signature of the Deptt. Head

Signature of the Library In-Charge

Annexure: 2

Journals/ Online Database Recommendation Form

Date:
Form No

Name of the Faculty Recommending:

Name of the Department:

S. No.	Name of Journal	*Publication	Frequency	Price	*e-Journal	*Hard Form	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*Mandatory fields

Signature of the Deptt. Head



Dr. S. S. R. Baqri
Coordinator, IQAC

Signature of the Library In-Charge



Dr. Mohd Miyan
Principal