



Ghanshyamdas Saraf
college of arts & commerce
EDUCATION EMPOWERS



Internal Quality Assurance Cell (IQAC)

Shrivallabh G. Saraf Knowledge Resource Centre
(LIBRARY POLICY)

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1. Introduction

The College has a spacious Knowledge Resource Centre (Library) on the Fifth Floor of the college building. The Resource Centre is centrally air-conditioned; it remains an ideal reading place for students and teachers. The KRC has an excellent collection of text books, reference books, journals, periodicals, newspapers, databases and magazines. The KRC has many educational CDs – DVDs. It provides WEB OPAC (Open Public Access Catalogue) facility for online searching and reservation of books. Automation is done with the help of KOHA software and a bar-code system. Compactors are used to store books. The Reading room area is brightly with comfortable seating of about 84 persons. It has a Research Cell equipped with computers for scholars pursuing Ph.D.

▪ **Working Hours of KRC**

→ The KRC is open from 7.45 a.m. to 5.30 p.m. on all working days.

→ Reading facility is available from 7.45 am to 8.30 pm. on all working days.

▪ **Members of the KRC**

1. Students

2. Teachers

→ Permanent

→ Full time Contractual / Part time / Guest Lecturer alumnae

3. Non-teaching staff

2. Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions by providing resources. It collects, manages and disseminates the information to its users according to their need. The main aim of a Library is to develop a quality collection that meets the information needs of a dynamic stakeholders. This is ensure by a process of continuous evaluation.

3. Vision

'It is the vision of the Library to support its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

4. Mission

- The mission is to provide college students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning.
- To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library / educational community.

5. Objectives

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To serve the clientele of KRC irrespective of caste and class.
- To develop the habit of self-learning and lifelong learning.

6. Scope of the collection

The Library collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)

7. Library Collection Development Policy

- 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.
- Library buy textbooks, reference books and handbooks on relevant subjects.
- Library buy printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, which gets approved by the Heads of the Department and then by principal before procuring them.

8. Library Committee

The library has a well formed committee. Librarian, all HODs and some students are the members of this committee. This committee helps library in purchases and activities to be held in particular academic year. The committee also gives inputs to enhance the overall library functions.

9. Library Budget

Budget is an important document for planned and successful operation of a library. It is co-ordinates between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc.

10. Stock Verification

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

11. Weeding Policy

A committee decides on the bases of suggestions of Library and faculty members which sources to be weed out. The obsolete, long time unused and bad conditioned books are generally weeded out.

12. Library Usage Policy/ Rules

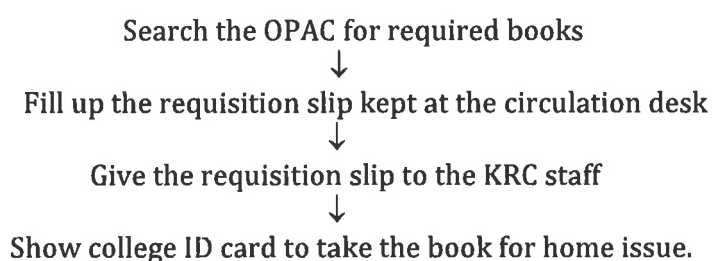
- Students should wear Identity Card while entering the KRC.
- Students must comply with the KRC rules failing which they may be excluded from the KRC membership or incur a fine.

- The use of mobile phones in the KRC is prohibited. Phones should be either switched off or set to silent mode failing which strict disciplinary action will be taken, and mobile will be confiscated.
- Students who will misbehave or act prejudicial to the interest of KRC will be instantly expelled from the KRC hall, and their identity cards will be retained for further action
- Smoking, consumption of food and drink (with the exception of bottled water) and use of any electronic audio/video materials is strictly prohibited in the KRC
- Readers are requested to use the KRC materials and furniture very carefully.
- Users should maintain perfect silence in the reading hall in their own interest
- The holder of the membership card is responsible for the books borrowed on it.
- Books will be issued to the holder of the card.
- Borrowers should check the book while getting it issued.
- Students need to fill demand slips for borrowing fiction book and some of the reference books. The fiction books will get issued on next day and reference books will be issued as per circumstances.
- While returning the book if book found in damaged condition, full replacement cost will be charged.
- Loss of books must be reported immediately to prevent accumulation of fine. The lost books must be replaced with latest edition. If the books are out of print or lost, students need to pay the latest price of books.
- Writing or marking or any kind of damage in any type of KRC materials is strictly prohibited and punishable.
- Read terms and conditions printed on the rear side of the identity card for your reference.
- With prior permission of Principal, Ex-Students are allowed to use reading facility without any charges.
- When a member leaves the college he/she shall return all the books without fail.

13 . Library Services/ Facilities

▪ Lending Service

KRC has closed access to collection. For textbooks users can demand directly at the counter and for all other books user need to do as follows:



The required books are issued in Koha LMS by scanning the barcode of the book and the barcode of the member card through barcode reader.

Lending Terms:

- Students can borrow 2 books for 7 days on their identity card
- Students can borrow one reference book/ periodical after 6.00 p.m. for overnight basis, which needs to be return back on next morning before 10.00 a.m.
- Students can take 3 books/journals/ magazines/ files for reference purpose which need to return immediately after use and not allowed to take outside the KRC.
- Faculty of aided section and unaided can borrow 15 books for a period of one whole semester and 2 journals for a period of one month. These can be reissued if there is no demand for the same.
- Non- teaching staff can borrow 4 books and one periodical for a period of one month.

The fine is levied per day as follows: (only for students)

- Home issue book: Rs.2/- after due date
- Reference book: Rs. 5/- from next day

▪ **Lending collection**

Type	Details	Issue Policy
Textbooks	Syllabi related textbooks are available. KRC keeps on updating its collection as per needs	Home issue
Subject Reference books	Other than text books which can be referred for deep subject knowledge.	Home issue
Fictions / Novels	KRC has good collection of fictions/ novels in four languages i.e. English, Marathi, Hindi, Gujarati.	Home issue
Encyclopedias, Dictionaries	Various Subjects related Encyclopedias and Dictionaries are available. The best know encyclopedia like Britannica is available.	Only in KRC
Competitive Exam related	KRC has collection related to competitive exams like Bank, MBA entrance etc.	Home issue and/ or Only in KRC
C.A. related material	KRC has collection of books required for CA preparation.	Home issue and/ or Only in KRC
CD/ DVDs	Good collection of CD/DVDs includes old movies, motivational speeches; inspiring stories, EVS etc.	Only in KRC
Journals, Magazines	Various subject related journal-magazines are available.	Current issue only in KRC
Newspapers	Subscribe to all well-known newspapers in English, Hindi and Marathi.	Only in KRC
Question Papers	Has preserved question papers for all courses.	Only in KRC /allowed to photocopy
Project Reports	Has collection of selected project reports prepared by students	Only in KRC

- **Book Bank Scheme**

Students who are economically weaker can avail the facility of Book Bank provided by the KRC. The KRC has increased the sets of books to provide this facility to maximum students. KRC has increased sets by collaborating with Shree Siddhivinayak Trust.

- **Inter Library Loan (ILL)**

RSET libraries are sharing their resources under ILL scheme. If user needs book and that book is not available in your own KRC and it is available in other library on campus then user can avail that book under ILL facility. User need to submit a request to own KRC and Librarian will arrange that book from other library. The ILL is allowed only through librarian of a concern institute; users directly can't demand books from other libraries on campus. The book will get issued for 7 days and fine would be Rs. 10/- per day after due date.

- **Reading Room**

The Knowledge Resource Centre is centrally air-conditioned; it remains an ideal reading place for students and teachers. The Reading room area is brightly with comfortable seating or about 100 persons. The reading room is available for users from 7.45 am to 8.30 pm on normal days.

- **New Arrivals Display**

The display rack is exactly opposite to main entrance of the KRC. The new arrived collection is kept in it on regular basis. The collection keeps on changing as per requirement or in support of special days.

- **Periodical Section**

KRC displays different types of Journals/ Magazines related to different subject on periodicals rack. The journals are not for loan or home issue for students. The students can read them sitting in the reading room. For teaching staff can issue journals at home.

- **Photocopy**

KRC provides photocopy facility with minimum rates to users.

- **Suggestion Box**

Suggestion box is kept in the library and suggestions are invited from students. Oral suggestions are also considered.

- **Special Membership Facilities**

→ Scholar's Cards

Library issues one additional book to rank holders of the college.

→ Additional Book Facility For Weaker Students

ATKT Students can get additional books in which they have ATKT.

→ Alumni Membership

Alumni students can avail the library facility.

- **Reference / Referral Service**

The service is provided as and when required by users. For users library helps to get material for their projects, assignments, college activities and even for intercollegiate competitions. Library supports faculty by providing information as per their requirements. KRC helps to get resources from other organizations or databases as well.

- **Research Cell**

KRC has research cell for Ph.D. students and researchers. This part of the KRC is equipped with Computer and headphones with mike. KRC has special collection on research related topics. CD-DVDs are also available to access in the library.

14 . Library Activities

KRC organizes various activities on regular basis. Some of the activities are mentioned here. The notices are put in advance on notice board and users make aware about the same.

- Library Orientation
- Librarian's Day Celebration
- Training For Faculty and non-teaching staff
- Book Exhibition Cum Sale
- Book Donation Campaign
- Sale of To Be Weeded Out Books
- Book Review Competitions
- Best Library User
- Any other as per requirement with the principal's permission.



Dr. Neha Joshi
Librarian



Dr. Ashwat Desai
Principal