

LIBRARY POLICY

1.	Administrative Policy Number (APN): 06/2018-19	Functional Area: Utilizations of various documents available in the library
2.	Brief Description of the Policy:	Purpose: Promoting users to use the library facility for their study and research purposes. Audience: Student and Staff Members
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization.
4.	Effective from the Date:	1 st January 2019
5.	Approved by:	College Management Committee (CDC)
6.	Responsible Authority	Librarian
7.	Superseding Authority	Principal
8.	Last Reviewed / Updated:	New Policy
9.	Reason for the policy	Effective use of Library
10.	Reference for the policy	UGC/NAAC/University etc.

- I. **Introduction:** The library is called the heart of any organization and institution. According to Bharat Ratna and our ex-president Dr. A.P.J. Kalam, "One Best Book equals to 100 best friends". Books enable users to view the past, use the experience for the present, and dream for the future. The library plays a vital role in the academic development of the students as well as faculty members. Library policy encourages the user to use the library for their study and research purposes.

- II. **Policy Statement:** The institution is committed to imparting quality in every process with continual improvement. The quality policy is concerning the organizational Vision, Mission, Goals, and Objectives. The Quality policy is framed, finalized, communicated, and understood by all stakeholders within the institutions and will be reviewed from time to time for its suitability and effectiveness.



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III. Aim: To provide comprehensive resources and services in support of the learning, teaching, and research needs of the students and faculty members in all formats.

IV. Objectives:

1) Commits to:

- Providing a user-cantered learning environment that delivers information and services to its users where and when they need it.
- Empowering users to locate, evaluate, and use information available in various traditional and modern sources.
- Develop and maintain a balanced and up-to-date collection.
- Establishing itself as a leader in knowledge management.
- Fostering a workplace culture where library staff are valued for their knowledge and contributions.
- Developing a culture of resource sharing within and beyond the various organizations to satisfy information needs.

V. Library Policies:

A) Document Procurement and Collection Development Policy

- The library has a balanced and up-to-date collection development policy.
- Every academic year, the library receives a requisition from the faculty members and departments for procuring books, journals, and magazines.
- The library committee scrutinizes the received requisition.
- Orders for the books are placed with the vendor.
- After receiving the order, the book is thoroughly checked, and put due date slip, book pocket, and book card are put in it. The processing work is finished in one or two days.
- General and reference books are displayed on the new arrival rack.
- After processing Textbooks are immediately available for home lending

B) Maintenance Policy

- The library has the 'Vridhhi' software for the library management system.
- Books and Journals are entered into the LMS.



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- Each document has a barcode and position.
- Books are shelved according to the position given to them at the time of data entry.
- Stock Verification of Library material has been carried out every year.
- The old/ damaged books are withdrawn from the library or sent for binding based on their utilization.
- The Annual Maintenance Contract (AMC) procedure has been followed every year to update the software.
- E-access Books and Journals are available in the library for the students and faculty members. Every year the college has renewed the subscription.
- The library is kept clean and tidy by regular cleaning service.

C) Document Utilization Policy

- At the beginning of each academic year, an I-card with a barcode will be issued to all the students who have enrolled their Names for UC and PG courses.
- On all working days the library is open from 8.30 a.m. to 5.30 p.m. for the users.
- The library has Open Access to students and faculty members.
- Students are allowed to borrow one book at a time for a week duration.
- Students must Return /Change the book on or before the due date.
- Reissue of the Book is possible by checking the availability/demand of the book.
- Overdue charges may be applicable for delayed books.

D) E-Library using Policy:

- The library is a member of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST).
- Users are provided an authentic login ID and password for browsing.
- The user can browse the e-resources remotely.
- It is available for academic purposes only.
- Users strictly follow the utilization policy of N-LIST
- External hardware and pen drives are not allowed.
- Browsing non-academic sites or social media sites is not permitted.



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E) Policy for physically challenged users.

- The library is situated centrally on the ground floor of the college building for the convenience of Divyang students.
- The college has allotted a separate section in the central library for persons with disability.
- A book bank facility is provided.

F) Utilization of Research Cell Policy

- The library has a separate cell with an internet facility.
- Reference research sources are available in the cell.

G) Library Security Policy:

- The library is under the coverage of CCTV cameras.
- Students are not allowed in the library without his/her Identity Card.
- Readers should deposit their belongings at the place provided for the same.
- E-access is available only for Study and Research.
- The library has two emergency exit doors and a firefighting system for the security of the library.

H) Weeding Out Policy:

A committee will be formed whenever there is a need to weed out obsolete books and other materials. Weeding of books will be approved by the Principal.

I) Rule and Regulation for library users:

- An I-Card is necessary to issue a book from the library.
- Chewing Chui gums, Smoking, Spitting, Loud conversation, mobiles, and similar objectionable practices are forbidden in the library.
- Readers are responsible for any damage done by them to the books and others.
- Property of the library and shall be required to replace such books or other property damaged.
- The Library Attendant at the Entrance and Exit Counter is authorized to examine anything that passes into or out of the library.



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- The Librarian has the authority to withdraw the library card of any reader or deny the use of the library if found neglecting to comply with any Library rules.


J) Reading Hall Policy :

- The library has a well-furnished reading hall for the students and faculty members.
- Users must enter their names in the user access register at the counter.
- The reading hall has a provision for charging the laptop.

K) Visitors Statistics:

The separate entry registers are kept for the library visitors (students and staff) maintained.




Principal
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Haribhai V. Desai College of
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PUNE-2.