



Dnyan Prabodhini Mandal's  
**SHREE MALLIKARJUN**  
 &  
 Shri. Chetan Manju Desai College  
 Delem, Canacona-Goa 403702



India Today Ranking  
 115 (Arts) 150 (Commerce)

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## LIBRARY MANUAL

### 1. INTRODUCTION

Library plays an important role in supporting the academic programmes of the institute; It identifies, evaluates, procures, processes and makes the learning resources available to the faculty and students for their teaching, learning and overall personality development of the students

A Library is the powerhouse of any Institution. It caters to the learning and teaching activities of the institution. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

The very purpose of library is to integrate the information support system with the educational activities in all possible ways and to leap forward to the expectations of the academic community of the college and also those who resort to college library resources from the nearby locality

### LIBRARY MANUAL:

The functional aspect of a library is normally an integration of Academic (i.e. resource selection, technical processing, organization of materials, reader's services, update the new developments etc.) and Administrative (i.e. acquisition of materials, bill processing, budget management, etc.) aspects of the institute. Therefore, the institute library requires a 'Library Manual' for its everyday activity to follow uniform procedures.

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library.

This Manual is meant for providing the library staff a practical handbook containing

1. Guidelines/procedures for acquisition of library documents, their technical processing and organizing them for their optimum utilization.





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2. Rules and Regulations issued by the authorities for operation and management of the library, procedures for operations and management of the library, procedures for providing library services to the users.
3. Organizing, processing retrieval and dissemination of information as well as documents to the users.

## 2. LIBRARY PROFILE OF THE COLLEGE

### 2.1. VISION:

To be a knowledge center and Informational repository for Academic excellence and Lifelong Learning.

### 2.2. MISSION:

- To Link the Academic community with Knowledge.
- To provide quality services and comprehensive collection of Information sources to support academic pursuit and intellectual growth of the college.
- Push for E-resources and Digital Era.

### 2.3. OBJECTIVES:

To develop and maintain excellent collection of Information sources in diversified forms and formats to support all educational and instructional based programs of the college and recreational materials appropriate to varying abilities and interest of students community of the college.

To provide guidance to the student community for the effective usage of the available library resources.

To prepare the students for lifelong learning through Orientation program/Information Literacy programs

To work as a regional repository by building collection of Information sources of Local importance which portrays the History, Culture, Economy, Geography and Society of Goa and Canacona





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SMC library is spread over 200sq ft with the seating capacity of 50 persons. Library is open to faculty members, students, non-teaching staff, ex-students, citizens of nearby locality.

The library has collection of 13000 books, 35 subscribed journals/periodicals, 15 Newspapers, 500 project reports, 700 bound volumes of Journals, 200 CDs.

Library has open access system. Books are arranged subject-wise, Dewey Decimal classification is used for classifying the books.

## 2.4. WORKING HOURS:

Library is open on all days except on Sundays and Public Holidays. It is open from 8.00a.m to 3.30 p.m. Library Hours are subjected to change and will be notified through Notices on Notice board and WhatsApp groups.

## 2.5. MEMBERSHIP:

All bonafide students and Staff are users of the library. Membership is open to Ex Students and Citizens of Canacona.

- Borrowing Facility
- Students: 3 books for the period of one week/8 days
- Staff: No restriction on number of books
- Ex Students: One Book for 8 Days.
- Citizens: One book for 8 days

