



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



India Today Ranking
115 (Arts) 150 (Commerce)

1993
E-mail: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.ac.in

Date: 07/04/2022

LIBRARY POLICY

VISION:

To be Knowledge provider of diversified and qualitative information sources in all forms and formats to teaching and learning community of the college and Society.

MISSION:

- 1 To nurture the joy of reading
- 2 To Provide innovative quality service
- 3 To meet informational, educational, cultural and recreational needs of Staff, Students and Community.

PROCUREMENT OF LIBRARY RESOURCES/ISSUE OF BOOKS

1.1 COLLECTION DEVELOPMENT:

1. BUDGET SOURCE:

- i. Library Fees collected from students Library fees collected from the students as recommended by the University and spending to be made as per the POA under the Non salary grants of Govt. of Goa
- ii. Allocation from Institute maintenance Grants-Journals and E-Resources

2. ALLOCATION OF FUNDS:

- POLICY: As per the College Policy and directives of Library committee for distribution of funds for purchase of both print and non- Print materials.
- PROCESS: Collected funds are distributed for the purchase of Periodicals, E-resources and books. Budget is distributed among the subjects based on the number of Papers taught in the subject.





3. PROCUREMENT OF INFORMATION RESOURCES: PRINT & NON-PRINT:

- 1) POLICY: To acquire learning resources that supplement teaching, learning needs of Teaching staff and students.
- 2) INPUT: Recommendations from the concerned teachers and Principal.
- 3) PROCESS:
 1. Collecting the requisition from Head of the Departments.
 2. Checking the Duplication
 3. Making a list of Books to be ordered
 4. Get the approval from Principal
 5. Place order with a vendor
 6. Once received, verify books and bills
 7. Selection of books based on book jacket is not allowed
- 4) Time to place order for the books-7 days. In case of urgency order will be placed within 24 Hours. An attempt will be made to get the book with a local vendor if available.
- 5) Periodicals: Minimum 2 periodicals subscribed in the paper that is taught at the T. Y. level and on the recommendation of the concerned teacher.
Procedure: Proforma is collected and then the periodical is subscribed and renewed every year.

1.2: ORGANIZATION OF RESOURCES:

A) BOOKS:

- 1) POLICY: To own the book.
- 2) INPUTS: Accessioned books, Classification
- 3) OUTPUT: Processed Books, Periodicals, E-Resources
- 4) PROCEDURE:
 - a) Receipt of the books from the Vendor
 - b) Verifying the bills and condition of books





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- c) Accessioning Books in the accession register
- d) Putting ownership stamps
- e) Putting classification number using DDC scheme
- f) Bibliographic details are entered in the Excel sheet as well as SMS library Management Software
- g) Books are forwarded to library attendant for labeling and pasting.
- h) Book Jackets of New arrivals are exhibited on the Notice Board.
- i) Received books are shown to the
- j) Send the bills to Accounts Section for payment

B) PERIODICALS

Accessioned on the Periodical Accession Register Put Library stamp and display on the rack

C) RESOURCES:

Scanned copies of Question Papers, Syllabus, PPTs, Notes

D) CDs:

CDs are accessioned in the CD accession register.

E) NEWSPAPER CLIPPING FILES

F) RESEARCH JOURNALS of other colleges.

G) JNANSAGAR:

Collection of Faculty publication in Hard well as soft copy. Gangotri, Prospectus of the College.

1.3 CIRCULATION:

- 1) POLICY: To make reading materials/ Information sources made available to teaching, learning community.
- 2) INPUT: Library users that is Staff and Students.
- 3) EXPECTED OUTCOME: List of Circulated reading materials,
- 4) PROCEDURE;
 - a) Registration of users





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- b) Issue of 2 cards to each student
- c) Extra library card for T.Y.Students.
- d) Issue of books for a period of one week. Can be renewed if there is no demand for the book
- e) For staff there is no restriction to borrow books and no timeline.
- f) No issue of periodicals for students. CDs issued overnight.

1.4 PHYSICAL VERIFICATION:

Stock Verification Periodicity Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3-year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes. 100% physical verification at 5-year intervals	100% physical verification at 5-year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a





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LOSS OF PUBLICATIONS

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The Principal will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non
- receipts/damages be considered as loss for write-off.
- There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which





shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

PROCEDURE FOR WRITE-OFF

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Advisory Committee
- Obtain approval from the Director / Competent Authority
- Make necessary entries in the accession register, write-off register
- Remove records from databases

1.5. ISSUE OF BOOKS

PURPOSE:

- 1) POLICY: To make reading materials/ Information sources made available to teaching, learning community.
- 2) INPUT: Library users that is Staff and Students.
- 3) EXPECTED OUTCOME: List of Circulated reading materials,
- 4) PROCEDURE;
 - a) Registration of users
 - b) Issue of 2 cards to each student
 - c) Extra library card for T.Y.Students.





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- d) Issue of books for a period of one week. Can be renewed if there is no demand for the book
- e) For staff there is no restriction to borrow books and no timeline.
- f) No issue of periodicals for students. CDs issued overnight.
- g) Question papers, syllabus is allowed to refer in the library premises.

a) LIBRARY MEMBERSHIP:

Library membership is open to all the bonafide Students, Faculty, Administrative staff of the college, Ex-students and Outsiders who wish to refer the library are allowed to make use of the library on prior permission from the Principal.

i) CIRCULAION:

1. The library is primarily for the use of faculty members, students and non teaching employees of the college.
2. Each student will be given 2 Borrower cards for that particular academic year.
3. Books are issued to the students against the production of library Borrower's cards
4. Books are issued to students for the period of 7 days.
5. Books can be renewed by the students provided there is no demand for the book.
6. Overdue charge of Re. 1/ will be charged if book is not returned on or before due date mentioned.
7. Books for the staff are issued to staff for the period of one year and books are to be returned at the end of academic year for stock verification.
8. The librarian reserves the right to allow more books on special request, if any
9. The librarian reserves the right to call any book from any member at any time.





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10. Reference books, loose issues of periodicals, bound volumes of periodicals and question papers are not for issue.
11. On production of Identity card students are allowed to refer the periodicals, question papers on the library premises.
12. In case of Loss of Books:
 - a) Borrower has to either replace the book or bear the its cost
 - b) If the book of a multi volumes set is damaged or lost the member concerned will be liable to replace the whole set or pay the cost of the same.

ii) GENERAL RULES:

1. Using Cell Phones inside the Library is prohibited
2. Members shall observe silence in the reading halls
3. Members shall not write upon, damage or mark on any book belonging to the library
4. Members are responsible for any damage caused by them to the books or any other property belonging to the library and will be required to pay the penalty imposed upon them by the librarian
5. Members shall not bring personal belongings in the library.
6. The library users will lose the privilege of library admission upon infringement of library rules.
7. The library reserves the right to suspend the membership of any member found misbehaving, misusing the library, abusing the library staff and behaving in indecent manners.

1.6 LIBRARY SERVICES

- 1) Borrowing Library books
- 2) Reference service
- 3) Book reservation and Renewal
- 4) Paper Clippings





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- 5) Reade's guidance
- 6) Book Bank Facility
- 7) Orientation/ Information literacy programs.
- 8) Internet Facility
Access to E-resource Package called NLIST package
- 9) Online presence of library through dpmsmclib.weebly.com

1.7. ACTIVITIES:

Policy: To make library more user friendly and maximum utilization of library resources

Procedure:

- 1) Conducting orientation program
- 2) Information Literacy programs
- 3) Conducting Book exhibitions on important occasions
- 4) Display of New arrivals
- 5) Library membership to Ex-students of the college
- 6) Library Access to Citizens and students of other institutes to make use of the library with prior permission from the College Principal

1.8 RARE BOOK POLICY;

College Library Policy for developing Rare book Collection.

COLLECTION DEVELOPMENT

Rare books are collected for their value to the teaching and research purposes of the college and for the cultural value of the books. Growth of the Collection is consequently limited. Items may be acquired through donation or purchase. Acquisition requires the approval of the Library Committee. Donations are accepted.

Definition

- RARE BOOKS
Editions Published before 1980





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Limited editions: Signed Copies: Significant books signed by the author and /or limited to editions of 500 copies or less than that should be considered for inclusion in the Rare Book Collection. Certain publications, though issued in larger limited editions, should be considered on an individual basis, taking into account the date, size of edition, printing quality, associated interest.

- Association Books: Copies of the books bearing autograph or bookplates of prominent persons.
- Books containing The Work of Famous Illustrators in First or Early editions.
- Non-Book Materials: Non book materials such as scrolls, palm-leaf books, clay tablets
- Books on local History

SPECIAL CATEGORY

Books in Unusual or Special Formats requiring Special care 1) Fine Printing and Binding:
 Books bound in unusual materials which requirespecial handling

ACCESS POLICY

1. Rare Books must be used in the library
2. Photocopying of Rare books is not permitted

