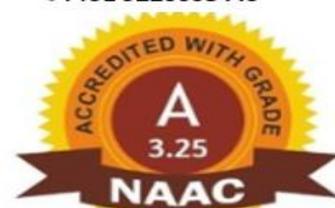




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LIBRARY POLICIES

I) **POLICY FOR COLLECTION DEVELOPMENT**

PROCUREMENT OF INFORMATION RESOURCES: PRINT & NON PRINT:

Procurement of learning resources constitutes the primary responsibility of Library. The Library makes a systematic effort in building up the collection development. Since it involves investment of huge amount of money and has long lasting repercussions, it is very much essential that library should have a proper policy for collection development.

Library: Different from Store

As indicated in the GoI. M.F.OM 23(7)-EII(A)/83 dated 7th February 1984, (GR 116(2)(I) (1978) and General Financial Rules 2005, Rule 136 “ the position of library books, etc., is different from that of stores and hence the definition of Goods excludes library resources like books, journals and other learning materials.

- 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) **Procurement of Books Procedure**
 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.

II) POLICY FOR COLLECTION OF RARE-BOOK:

Definition of the Rare books:

- Editions published before 1980.
- 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 on an individual basis, taking into account the date, size of edition, printing quality, associate interest.
- Association books: Copies of the bearing autographs or bookplates of prominent persons.
- Books containing the work of Famous Illustrations 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 those require special care.

Fine Printing and Binding: Books bound in unusual materials which require special handling

Rare books are collected for their value to the teaching & 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 approval of the Library committee and Principal. Donations are accepted.

ACCESS POLICY:

Rare books must be used in the Library premises only.

Photocopying of Rare books is not allowed

III) POLICY FOR 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
 - b) 2 cards are issued 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.

ISSUE OF BOOKS

- 1) **POLICY:** To make reading materials/ Information sources made available to teaching, learning community.
- 2) **INPUT:** Library users that is Staff and Students.
PROCEDURE;

I) Students

- a) Registration of users
- 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) No issue of periodicals for students. CDs issued overnight.
- f) Question papers, syllabus are allowed to refer in the library itself.

II) Staff and Teachers, Management: For staff there is no restriction to borrow books and no timeline

III) Ex-students: Ex-students have to become members of the library to make use of the library resources.

IV) POLICY FOR CONDUCT

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.

V) POLICY FOR ACTIVITIES:

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

Procedure:

- Conducting orientation program
- Information Literacy programs
- Conducting Book exhibitions on important occasions
- Display of New arrivals
- Library membership to Ex-students of the college
- Library Access to Citizens and students of other institutes to make use of the library with prior permission from the College Principal
- Library Services
- Borrowing Library books
- Reference service
- Book reservation and Renewal
- Paper Clippings
- Reader's guidance
- Book Bank Facility
- Internet Facility
- Access to E-resource Package called NLIST package
- Online presence of library through [www. dpmsmclib.weebly.com](http://www.dpmsmclib.weebly.com)