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LIBRARY POLICY

" **The World belongs to those who read** "

The policy of Mount Carmel College Library is aimed at establishing an institutional frame work to assist an effective and dynamic library and information service that meet the information needs of all the stakeholders namely Faculty, Research scholars, UG and PG students of this institution. It acts as a guiding manual for both the library staff and the library users to be the responsible users in dealing with the faculties and services offered by the library. The policy highlights the library's attempts at integrating itself with research and other academic activities and encourage the active involvement of the stakeholders in the same. The policy manual provides guidelines as well as procedures for acquiring library documents, their technical processing and organizing them for their optimum utilization as the institution enhances teaching and learning activities.

VISION **:-**Mount Carmel college library and Information Centre will serve as **a** centre of intense intellectual inquiry and provide most dynamic learning environment including focusing on user's needs, enabling users to become information literate, acquiring and organizing information resources and acting as a guide to information utilizing traditional formats and modern technology.

MISSION :-The mission of the library is to acquire to organize, to utilize and to preserve the information sources and to extend effective and efficient service to the students, research scholars and faculty members of the college.

OBJECTIVES:-

 The objectives of Mount Carmel College library are:

1. To serve students, faculty members of our institute with required information resources to meet their academic needs.

2. To acquire, maintain and disseminate relevant information in College library users.

3. To provide accurate and the latest knowledge to members for study and teaching purpose.

4. To enhance academic activities of Mount Carmel College by providing a comfortable reading environment for learning and study.

Library Advisory Committee

The Library Advisory Committee facilitates the library's functioning and services meets twice a year and take major decisions regarding the improvement and development of the library and operated issues etc. The committee also tries to identify the emerging and innovative trends that effect library services and put into practice new strategies to engage the students more effectively.

Library Advisory Committee Constitution

Prof. Dr. Suma Joseph	Principal
Sr. Rosy Leema P.W.	UGC Librarian
Dr. Mary Sheba Jose	Associate Professor
Dr. Liz Kuriakose	Assistant Professor
Mrs. Sherly Varghese	Library Assistant
Sr. Dyna Periera	Administrative staff
Mrs. Manu Joseph	Administrative staff
Ms. Shilpa S.	M.Ed. Student
Ms. Anupama Praveen	B.Ed. Student

Duties and Responsibilities

- Frame the rules and regulations for the management and use of the library, with approval of the Academic Council.
- General supervision over the college library.
- Allocate funds to various subjects for the buying books and journals.
- Suggest books and journals and other related materials (both in hard and soft copies)
- Have supervision on stock verification, allocation of services, user services, inter library co – operation and networking.
- To ensure proper library management and services rendered to the readers.
- Review the functioning of the library on an annual basis.
- Frame and amend any rules prescribed for the use of the library services by the readers.
- Ensure that the library identity cards are distributed to the newly admitted student within thirty days after their admission in the Institute.
- Monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc. and to advice the library for adoption of those developments.
- Have power to authorize individuals or institutions from outside to make use of library services on a temporary basis.
- Prepare an annual report of the library system.
- The Member Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the agenda notes to each member at last seven days before the meeting of the committee after obtaining the approval of the Principal.

RULES AND REGULATIONS:-

Library rules help the librarian and staff in smooth running of the library. The sympathetic and ever helpful attitude of the library staff is the golden rule in this library. Mount Carmel College library has framed rules according to its nature and object of the organization.

The well structured Rules and Regulations of Mount Carmel College Library.

- ➢ Umbrellas, bags, big purse, books, files etc. are not allows inside the Library.
- ➢ Users are permitted to carry only loose sheets of paper and pen.
- ➢ Users should not cause damage to books, furniture etc.

- All students who visit the library must produce their library ID cards on demand Books will be issued only on submission of the ID card.

- During issue the condition of the books that is damaged mutilation should be informed, as otherwise user is held responsible.

- Engaging in conversation/discussion/group study inside the library is strictly prohibited.

- Reference books, dictionaries, manuals, maps etc are not loaned.

- They should not trace or mark on books journals etc.

- Replacement of books in racks by user is prohibited.

- Uses of mobile phones are strictly prohibited.

- Absolute silence is to be observed.

- Admission of outsider is at the discretion of the authorities.

- Students should not on any account circulate books to other students or outsiders.

- All books must be return to the library 3 days before the close of each term.

- Sleeping is not allowed inside the library.

- The arrangement of furniture inside the library should not be disturbed.

- The library reading area should be used only for reference and consultation of resource materials.

- Users should fully cooperate with the library staff. In case of any need they should meet the librarian.

- The persistent defaulters of various library rules will have their library services.

LIBRARY SERVICES:-

- Book lending services including inter library loan.
- Reading facility.
- Reference and referral services
- The reprographic services
- Computer and printing services
- Information display and notification
- User education/Information literacy programme
- Aluminee students are allowed to have open access to the library books
- The book bank facility is offered to the backward class students

- ❖ Question bank of the previous year examinations are made available
- ❖ College library has established network resource centre recognizing the need and impact of internet on teaching and learning process .It helps the users to access information easily
- ❖ Internet facility
- ❖ Barcode based circulation services
- ❖ Open access services
- ❖ Special collection for personality development and career advancement
- ❖ Users can also access the libraries CD's/DVD/s relevant topics(CD ROM Database)
- ❖ Current awareness service and selective dissemination of Information(SDI) services
- ❖ Online Public Access Catalogue
- ❖ E-journal services
- ❖ E-book services
- ❖ Paper clipping services
- ❖ Notice board services

WORKING HOURS:-

Details on working days of the Library

Total working days	: 285 days
Working hours of the Library	: 8.00 a.m. to 5.00 p.m.
Before and during examination	: 8.00 a.m. to 5.00 p.m.
During holidays	: 9:30 a.m. to 4.30 p.m.
On working days other than	: 8.00 a.m. to 5.00 p.m.
On holidays	: 10.00 a.m. to 4.00 p.m.

- ❖ The provision to open the library on Sunday and holiday is made for special circumstances such as examination preparation, workshop organize etc.
- ❖ The research scholars' of outside university is allowed to use and library with the special consideration.

STRUCTURE OF THE LIBRARY POLICY

1. <u>MEMBERSHIP POLICY</u>

   Mount Carmel College Library and Information Science members all are registered students and Faculties. The library shall issue membership ID cards with a unique ID number for all the users.

2. <u>LIBRARY BUDGET AND FINANCE POLICY</u>

   The main source of income of the library PD account AND contribution from management, alumni, PTA and research Committee also supports for purchasing books and journals.

3. <u>COLLECTION DEVELOPMENT POLICY</u>

   The collection reflects the various disciplines at the institution and the information needs of the faculty, students and staff. In a changing world, the libraries are left with no other choice but to subscribe e-resources. BMC Library serves its users by providing remote access to the subscribed databases / e-resources like N-List, DELNET, J- Gate and World E- Book Library. Moreover suggestions regarding new resources are taken from the users through Google form available in OPAC and the suggestion book is kept at the circulation counter

4. <u>E-RESOURCES POLICY.</u>

   Mount Carmel Library offers the best possible e-resources for the access of students as well as faculty. It follows various practices in encouraging the maximum use of e-resources. Each faculty is encouraged to give the students assignments / seminars which prompt the students to mandatorily make use of the e-resources. Students are supposed to make a report on the content they have accessed and the same has to be sent to mountcarmellibrary@gmail.com Restricted to password.

5. STOCK VERIFICATION POLICY

As per the General Financial Rules 2005 (Rule No.194), physical stock verification of the library documents is conducted once in a year by the library

6. WEEDING OUT POLICY

As per the Govt. Circular No. 27855/A3/2000/H.Edn, the maximum no. of books that can be written off in a year is 0.5% of the books in circulation. Books can be withdrawn from the stock register if it is out dated, worn out beyond repair, found missing in stock verification and damaged to the extent that is unusable.

7. PROCUREMENT OF LOST BOOK

The loss of books should be immediately reported to the librarian.

For loss of books, the following procedure will be followed:- as per G.O.1028/A3/93.H.Edn. Dated 28/05/1993

If new edition or copies of the lost books are available with the book suppliers, the book has to replaced by a new one. If the lost book is not available for replacement, the value of the lost book will be realized at the following rates:-

Ten times the face value of the books which are published, prior to 1946.

Six times face value of the books which are published, prior to 1970.

Three times the face value of the books in all other cases.

If the book value cannot be ascertained from the library Stock Registers, compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

8. NO DUE CERTIFICATE

No Due Certificate concerning library membership will be issued by the library only after the library dues are fully cleared upon completion of programme. An employee can get "No Due Certificate" at resignation / relieving only after fully clearing his / her library account.

9. MAINTENANCE POLICY

The library's software and infrastructure maintenance is done by the management on a regular basis. The feedback form is also available in the web OPAC.

10. CIRCULATION POLICY

As per Circular No: G3/32994/04/Coll.Edn.dated 13/10/2004 of DCE

The loan period is 14 days for all categories of users though there is difference in the maximum number of books that can be borrowed at a stretch.

The maximum number of books that can be borrowed by the various categories are as follows:

UG Students-5

PG Students -7

Teachers -10

Non teaching staff -3

Library membership card must be produced when borrowing books. It is not transferable.

A borrower shall, before leaving the Library, ensure that all books issued to him/her on loan are complete and undamaged.