

## LIBRARY POLICY

<b>Responsible Executive</b>	<b>Librarian</b>
<b>Responsible Office</b>	

### 1. Statement of Policy

Policy Statement of the Library

#### 1. Objective of this Policy

- 2.1 To provide every member an opportunity to make the best use of reading material available in the form of books, periodicals, journals, newspapers, e-resources and other non-book materials.
- 2.2 To help teachers and students of the institution to prepare for their instructional courses and to keep abreast current developments in various subject areas.
- 2.3 To lend a hand in acquisition, processing, storage, and retrieval of publications related to academic courses of the College.
- 2.4 To provide timely and accurate information to its users.
- 2.5 To assist the parent institution to carry out its programme flawlessly.

#### 2. Individuals and entities affected by this policy

All Teaching , Non Teaching Staff and Students of St Berchmans College are the beneficiaries of this Library

#### 3. Responsibilities

- 4.1 . Library Committee: Members of the Library committee include the Principal (Chairman), Librarian (Secretary), a student representative (nomination) and five members of the teaching faculty (representatives from each department) on rotation basis.
- 4.2 2. Books are lent out (to both staff and students) for 14 days and renewed only if there are no other reservations for the book. Guest faculty/ Self-financing faculty should submit No Dues Certificate from the Library to the Bursar of the College at the end of every month. A book is issued for a period of 14 days and an overdue charge Rs. 1/- will be levied for each day after the due date.
- 4.3 3. Book Selection and Purchase: Our College Library follows a strict book selection policy in order to make use of the available budget profitably to meet maximum readers' requirement.
- 4.4 4. Technical Organization of Library Collection: The arrangement of documents in the Library is according to Dewey Decimal Classification (DDC), 21st Edition with slight local variations. The Library follows Anglo American Cataloguing Rules (AACR-2) and earlier physical form of card catalogue is now available as OPAC for easy access within the Library. Open access system is practiced. Library is automated using the software BOOK WORM and now shifting it to the open software KOHA.

#### 4. Lending of Books

- 4.1. Number of books the users can borrow from the library as follows

Teaching Staff Aided	10
Guest /Self-financing teaching staff	5
Other Staff	5
Researchers	7
Researches from outside the college	2
Postgraduate students	7
Undergraduate students	4

### 5. Working hours of the library

On Working Days	9.30 am to 4.30 pm
PG Reference	9.30 am to 6.00 pm.
On Vacation days	9.30 am to 2.00 pm.
PG Reference	9.30 am to 2.00 pm.
Lunch Break	12.00 noon to 1.00 pm.