




Dharmabad Shikshan Sanstha's
LAL BAHADUR SHASTRI MAHAVIDYALAYA,
Dharmabad Dist. Nanded




PRINCIPAL
Lal Bahadur Shastri Mahavidyalaya
Dharmabad. Dist. Nanded

**Library
Policy**



Preamble

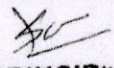
Lal Bahadur Shastri mahavidyalaya constituted have their own separate building which are situated in greenery environment. It has wide range of books collection. Library has good internet connectivity with partially automation. This institute follow this policy through which library works in a particular frame and it helps to manage the work in effective manner and also this policy guides to library staff students and rules and regulations of circulations.

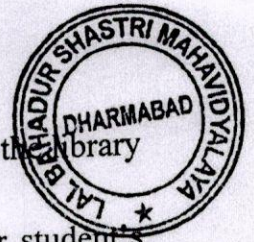
Objectives

1. To grant the permissions for the subscriptions and renewal of journals and periodicals.
2. To monitor smooth functioning of library works.
3. To decide the rules and regulations of home lending issues.
4. To decides the procurement policy of books and related information sources.
5. To discuss the progress and other issues of library through library advisory committee meetings.
6. To provide quality services in minimum time.
7. To furnish information to students about employment.

Rules and regulations

1. Reference books, rare books, dictionaries and encyclopaedia's may not be issued generally except the written permission of the librarian.
2. Staff should take library No-dues certificates while transfer, deputation or superannuation from the college.
3. No photographs/videos shall be taken without the prior permission of the librarian.
4. Beverages and eatables are not allowed inside the library.
5. Mobile phones should be kept on silent mode inside the library.
6. Materials like Pan, Gutka, cigarettes and alcoholic beverages are strictly prohibited in the library.
7. Defacing or damaging library resources in anyway is prohibited and its punishable act with the full replacement of the resources.
8. The borrower has to pay the fine plus processing charges in the event of the loss and damage of the book.


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9. Prior permissions of the librarian is must for the visitors to use the library resources.
10. Books are used for staff till the end of the semester and for student's period of a week.
11. Library users should enter his or her name and course in the checking and check out register kept at the circulation desk.
12. Books are not issued without the college identity card.
13. Issue and return of books can be done in the working hours i.e. 10:30 a.m. to 4:30 p.m. only.
14. Students must seek NOC from the library at the end of the second, fourth and 6th semester.
15. External membership is free to all.

Library timings

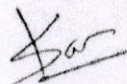
Library remains open from 9:30 a.m. to 6:00 p.m. excluding government holidays. The reading room timings can be extended during the examination with the permission of the principal.

Library systems

The library has an advisory committee that looks, solves and takes decisions related to academic, librarial and technical issues.

Library Advisory committee

Institutes secretary	- Guidance / counsellor
Institute director	- Member
Principal	- Chairman
HODS of the three streams	- Members
Office Superintendent	- Member
Librarian	- Secretary
Students Representative	- Members


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Responsibilities of library advisory committee

1. Discuss the matters related to library maintenance.
2. Take decisions about procurement of books and valuable reference sources.
3. Recommendations about innovative ideas.

Library digitalisation

Library has high speed internet connectivity. open facilities made available for searching the books via various fields that is by the title author publisher, ISBN call number book number. Library has soul 3.0 library management software. The entire transactions are done through the software. Library is partially automated with soul software full addition which is provided by INFLIBNET centre Gandhinagar Ahmedabad Gujarat.

Transaction policy


1. Student will be given books on their library card for a period of one week.
2. All the records of issue and return are maintained in blended mode.
3. Open Access for the post graduate students.
4. To increase the reading habit among community library provide free services to them with the permission of principal.

Suggestion box

Library has fixed the suggestion box in front of the circulation being for the upgrade the library services suggestions are most welcome.

Books withdraw and write of policy

The books which were infected by termite and an insects like rat or the book pages are blurred hard to identify or reading for difficult to read depending on the conditions of books such type of books or documents shall be right of from the library by the library advisory committee members.


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Purchase policy

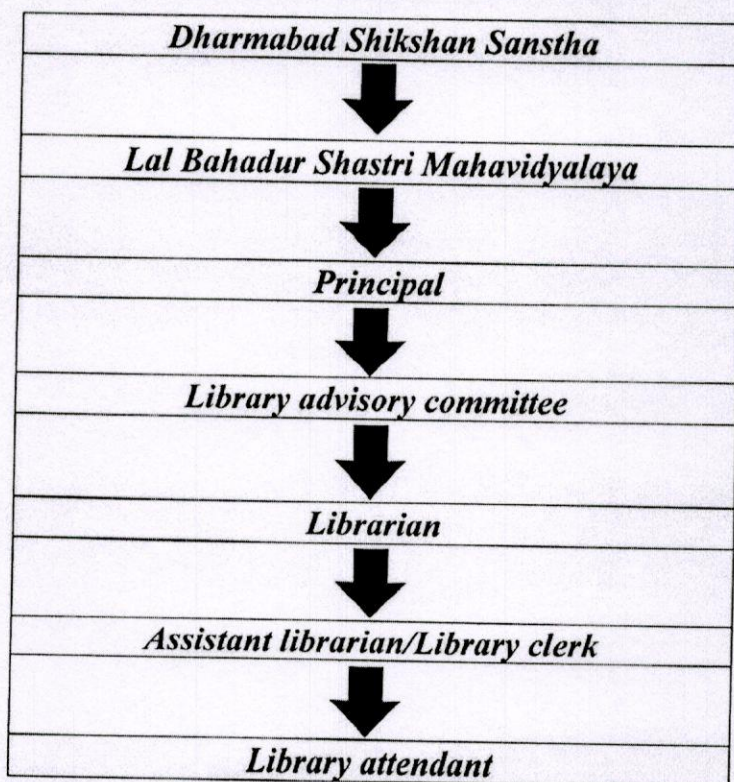
1. At the beginning of every academic year librarian take notice regarding there requirement of textbooks and reading material which they wish to purchased according to the syllabus and curriculum.
2. On the basis of their requirement librarian fill up the indent form along with the required the title of the book.
3. It is signed with, HOD"s later on librarian and it sends to publisher or vendor as per the convenience.
4. After filling up of the indent form librarian organised meetings of library advisory committee under the chairmanship of principal, in this meeting the figure of books and budgets is finalised. After finalization of Books librarian make the order copy with signature of principal, HOD"s and librarian and then send it to vender or publisher.
5. The ordered books received on College address at that time the ordered books and bills where verified letter on if it found as per library order then signature of principal is taken on that invoice. All the books according to bills accession in the accession register and after completing all technical process these books entered in the soul software. The bills with accession register are verified by the accountant he signed on accession register and the bills goals to release the payment to check or by vouchers. These books kept on particular subject shelf and gates ready for transaction.

Extirpate policy

To maintain healthy and live collection librarian assistant librarian library clerk periodically prepare list of old and absolute titles not used since last decades such type of books approved by competent authority and those are extirpated from the library collection.

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Organisational structure



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