



### Annexure 3

#### LIBRARY POLICY

 <p>DPG DEGREE COLLEGE</p>	<p><b>NAME OF THE POLICY</b></p> <p>Library Policy</p>	<p><b>Policy No: 03</b></p> <p><b>Last reviewed: 2022</b></p> <p><b>Issue: III</b></p>
<p><b>Policy</b></p>	<p>DPG library acts as a central link for providing access to relevant and appropriate resources to support the college curriculum, facilitate recreational reading and information literacy, and provide focus for the development of study and information-managing skills. The library encourages the use of technology and helps users explore the world within and beyond the library walls.</p> <p>DPG library is a member of <b>DELNET</b>. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.</p> <p>DPG library has access to <b>J-Gate</b> specialized database devised with a specialized approach to journal content indexing, catering to subjects that require specific Journals for their respective fields. This extension of J-Gate has journals indexed to meet the needs of all the subsets of each specialization and includes all its features and functions.</p> <p>DPG has <b>e-library</b> is a physical site and/ or website that provide around the clock online access to <u>digitized</u> audio, video, and <u>written material</u>. It provides free copies of books, <u>journals</u>, etc. available to the users.</p> <p>In order to guarantee the quality of resources, the library budget needs to be consistent and adequate. The technology equipment needs to be up-to-date and in adequate numbers. The library/multimedia/resources should and can play a central role in the college curriculum. The library should give all students and staff access to information on global issues and diverse perspectives. The library needs to establish regular meetings with teachers specialized on special needs. The coordinator, curriculum leaders and librarians have a shared responsibility to make sure that collaborative planning and reflection is taken place regularly and systematically.</p> <p style="text-align: right;"></p>	

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**Library opening hours:**  
9:00am – 3.00pm on Monday to Friday.

**General Rules:**

- Every student must possess his/ her University Identity Card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
- Silence must be observed in the Library.
- Use of Mobile phones in the Library is strictly prohibited.
- Personal books, files, lab coat/apron and articles will not be allowed inside the Library restricted area. The students are requested to take care of their belongings. Library will not take responsibility for any kind of loss of personal belongings.

**Objectives:**

- Students will be given the opportunity and encouragement to select books for reading for recreation and information, create book displays and participate in Book Weeks.
- Departments will be invited to place orders with the Library to support curricular needs.
- The Library supports good Reference section.
- Library staff will work alongside teaching staff to ensure effective implementation.
- We will ensure that our students' cultures are reflected positively in our collection.

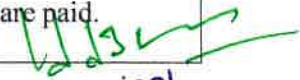
**Rules for the Library:**

- Complete discipline and ethical behavior will be maintained in the library.
- Resources will be handled with care. Anyone found to be displaying destructive behavior, will be charged accordingly.
- Reluctance to pay library overdue fines or replacement of lost books – will be called for corrective action.
- Teachers will not take classes/instructions in the library – except for facilitation towards library education (if required).
- Personal copies of books need not be brought to school library for reading. Leave all personal reading stuffs outside.
- All patrons including faculty and staff need to return all books issued to them by the end of every academic year.

**Policy regarding damaged and lost books library books**

Any book lost need to be reported to the Librarian at the earliest. If a library book is accidentally damaged or is lost, these will have to be replaced by the user.

Users with damaged/lost book fees may not check out additional books until they replace the book or until the fees are paid.

  
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**Use of Computers and Internet**

Personal Laptop Computers will be allowed inside the library but the users will maintain such an environment which will not disturb the others. Internet access will be provided for the users having laptops and necessary access permission to net will be available from the IT section.

**Circulation Rules**

- Students must carry their College Identity Card with them at all times in a Library. Show their cards if a member of staff requests them to do so and it is compulsory to shown at the time of Issue/ Return of books.
- Demanded books will be not re-issued and not interchanged.
- Members are responsible for all books borrowed against their Library cum ID Card.
- All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Broken ID Cards are not accepted in the library for issuing the books.
- Damaged, marked, misplaced pages etc. of the book should be brought in the notice of Library.
- Faculty and Staff members are requested to return or renew the overdue books within specified time limit.
- Students are also requested to clear their over-due books before commencing your end Term examinations; otherwise Library will forward your dues to your concerned School for further actions.

**Books**

- Faculties are requested visit the Library after the allocation of subjects to check the availability of their required books. If desired books are not available in the Library than they are required to submit book recommendation to the respective HODs as earliest.
- Students also recommend the books of their required subjects to Library on prescribed format; Library will forward the same to the concerned department for further actions.
- Faculties are also requested to not to announce any particular author's books for your concerned subject (Due to limited copies in Library), also suggest them alternate author's book to students.
- The Library will prepare the final list (After cross checking the duplicacy) of books and obtain approval from the concerned authority within a week & forward the same to Procurement Department.

**Journals & Magazines/ e-Journals:**


- DPG Library has been admitted as an Institutional member of DELNET to avail the privileges of Network also to provide bibliographic database we have access to J-gate for faculty and students.
- New required Journals/ Magazines/ e-Journals will be

  
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	<p>subscribed by calendar year wise.</p> <ul style="list-style-type: none"> <li>• For renewal of previously subscribed Journals/e-Journals, review their usage statistic for continue or discontinue them.</li> <li>• DPG Library is a member of National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. NDLI provides user group-specific services such as Examination Preparatory for School and College students and job aspirants. Services for Researchers and general learners are also provided. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages.</li> </ul>
<b>Date effective from</b>	August 2022
<b>Date of next review</b>	2023-2024
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. In order to help in all educational and instructional programmes of the college it develops its collection by acquiring different documents like text books, audio-visuals etc. related to various courses offered by the college.</li> <li>2. To prepare the students for different professions and occupations and to develop their skills it procures self-learning materials, competitive exam books etc. are provided by the library.</li> <li>3. It subscribes useful journals, research bulletins on different subjects as per the recommendations of faculty for research work and to keep the teachers abreast with the latest in their disciplines.</li> </ol>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Generating curiosity and interest; among teachers and students about the material available in the library, and helping them in every way to identify and obtain what they want.</li> <li>• Creating in the mind of a reader a value for books, and encourages the thinking process, creativity, inquisitiveness and makes the learning more fruitful.</li> <li>• Acquire books and journals and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition and periodic stock verification, allocation of tasks to library staff, library discipline, user-services, inter-library cooperation and networking.</li> <li>• To ensure proper library management and its use including the services rendered to the readers</li> <li>• Review the functioning of the Library on an annual basis</li> <li>• Consider any matter referred to it by the authorities of the Institute</li> <li>• Recommend for appointing a sub-committee for Book Selection</li> <li>• Frame and amend any rules prescribed for the use of the</li> </ul>

  
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	<p>Library services by the readers</p> <ul style="list-style-type: none"> <li>• To consider policy matters regarding the library including the policy for procurement of books and journals and render advice to the library for procurements</li> <li>• Ensure scrutiny and approve the indents for books received from various departments / faculties / centres.</li> </ul>	
Frequency	Yearly	
Time	2-5 hours	
Related/Supportive Documents	DELNET bills J-gate bills	
Custodian	Ms.Sushma	
<b>Prepared by</b>	<b>Verified by</b>	<b>Approved by</b>
Library committee		

  
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