



Prahladrai Dalmia Lions College of Commerce & Economics

Policy Title: **Library Policy**



1. Introduction

The global changes in Library and Information Services, particularly with the adoption of Information and Communication Technologies (ICT), have created a profound impact on the functioning of academic libraries. The developments in ICT have changed the users' expectations from the academic libraries in several ways. The modes of collecting information and disseminating knowledge have undergone tremendous changes in recent times. To meet the requirements and demands of the end-users effectively, academic libraries need to identify and adopt good practices and benchmarks, which will enhance the value-based services of libraries.

Patrons visit a library to read, consult and borrow reading and reference materials. Hence, the atmosphere in the Library should be inviting, which is ensured through cleanliness of areas in and outside the library. Maintaining a calm and neat atmosphere in the reading and stack areas is essential for concentrated reading and searching of materials. Periyar EVR Central Library aims to provide the users with a clean and green atmosphere including dust-free environment in the stack and reading areas.

2. Objectives

- To cater to the information needs of students' and Staff members.
- To create awareness for electronic sources available in the Libraries.

3. Composition of Committee in charge

Prahladari Dalmia Lions College Librarian is the Member Secretary of the Library Advisory Committee, and is responsible for implementing the suggestions and recommendations of the Committee.

All heads of the departments and students represented our member of the Library committee.

4. Role

The committee ensures purchase of relevant and ample collection of books, journals and other materials to support the course offered in the college. The committee allocates appropriate budget to procure the above stated source materials to meet the curriculum of courses.

The Library Advisory Committee suggests, recommends and reviews the developmental activities of the library.

5. Process / Procedure

Prahladrai Dalmia Lions College Library the best information services to students and faculty and scholars. These rules are framed to ensure that all the members may take the maximum utilization of PrahladraiDalmia Lions College Library the Library facilities. The students, faculty members, research scholars and staff members are automatically eligible for

membership of the college Library. By using any facility of the Library, user/member agrees to abide by the following rules and regulations.

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2.1 General Rules and Regulations

2.2 Book Borrowing and Renewal Rules

2.3 Return of the book after the due date

2.4 Loss and damage of Library resources

2.5 Digital Library access facilities

- * Non-academic discussions, meetings should not be conducted in the library premises. Defaulters will be viewed seriously.
- * However, the users are Strict and absolute silence shall be observed in the Library.
- * Wearing an ID card is mandatory.
- * Speaking through mobile phones is strictly prohibited. Use of cell phones is allowed only for academic activities and they are advised to keep them on their mobile phones in silent mode.
- * Academic decorum should be maintained in the library premises.
- * Open discussion should be avoided in the reading halls
- * Thesis and CD/DVD's are not for lending advised not to leave, cell

phones, purse, money, cards etc. in the bags and Library is not responsible for the loss or damage of any such items.

- * Reference books, Newspapers, Magazines, Journals should not be taken out.
- * Bringing inside or use of eatables, drinking and sleeping in the Library are strictly prohibited.

Library and Information System Management is the fundamental and core facility which helps the users in identifying and accessing various knowledge resources available in the library, in print and electronic forms. The Library Advisory Committee (LAC), headed by the Vice Chancellor and consisting of faculty and student representatives from all meets periodically to review the functioning of the library and assess the requirements pertaining to Library facilities and services.

Book Borrowing/Circulation Policy will help and support the Library users for their academic and teaching learning activities, research and reference work.

The book borrowing details are as follows:

- * Overdue charges for late submission: for students
- * The following overdue charges will be collected from the students and research scholars if the book(s) are not returned by them on the due date.
- * Fine Rs. 2 / - per day
- * The fine amount will not exceed double the prize of the book.

- * The borrower will be responsible for loss of any book(s) and Other resources issued against his/her ID with biometric authentication.
- * If any book is lost or damaged beyond repair, the borrower shall replace it with a new copy or pay double the cost of the recent Price and handling charges or as may be decided by the University Librarian.

Using N-List college library subscribed to N - List database under which 6000+ journals and 1,99,500+ books under N- List Login ID and password are given to user for remote access

Major activities of the Library include procurement of new books, subscriptions to Journals (print and online) and procurement of e-books and other resources.

Every year, the Library submits the budget proposal based on the requirements and in accordance with developmental, project-based activities such as procurement of books and e-books, subscriptions to print journals and online databases and renewal of e-Journal subscriptions and infrastructure and ICT requirements and other essential needy items.

- * Book procurement is based on the online book recommendation form which is available in VIT-LMS namely V-TOP faculty login and student login page.
- * Faculty members can also send e-mail requests to the University Librarian in special circumstances.

- * Under special circumstances, faculty members may procure resources externally and get it reimbursed through the library.
- * The Library conducts print and e-book exhibitions annually, where the patrons (faculty members, students, and scholars) select the books according to their requirements.
- * The syllabus based text and reference book collection is a major aspect of the Library. Apart from these, the Library procures general reading collections, general refer. The Library follows the Anglo-American Cataloging Rules (AACR 2).
- * The organization books in the stack area and reference section is open access. hence materials, literature books, novels, fictions, etc.

The procured books undergo various technical processing activities such as assigning them to the Library stock through ILMS (KOHA software) and Bar coding, stamping, etc. The (DDC) system is followed and AACR-11 cataloging system is employed for preparing the bibliographic details about books.

The library classification is a system of knowledge organization by which library resources are arranged and ordered systematically. The Central Library has been using the (DDC) for book classification for bibliographic information and documentation since inception.

The Library follows the Anglo-American Cataloging Rules (AACR 2).

The organization books in the stack area and reference section is open access.

- * In general the library will accept the good quality/condition of the books accepted as a donation and Journals/magazines are not accepted.
- * The Library accepts donations of manuscripts, books, periodicals, etc., from donors. Such donations once accepted will become the absolute property of the University.
- * There is no prescribed form or format of the above said policy, the donor may submit to the University Librarian in the form of a normal letter or Email with complete details of the book and other materials.

6. Initiatives

College Library has started recording bar coded attendance of students. All the students are given bar coded Library Cards. Library Cards are scanned and footfalls are noted every day.

7. Policy details

Policy Prepared by : Ms, Shital Shah, Librarian

Policy Prepared on: June 2021

Revised on: --

Revision No: 00

Policy No: DI/ PO-LB /00

Policy Prepared by :

Policy Approved by IQAC :

IQAC Chairperson & Principal : Dr. Kiran Mane

(Name and signature)

Date : 21 June 2021

College Seal :



Kiran Mane

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