



Library Policy

1.	Title of the Policy	Functions of the Library
2.	Administrative Policy Number	(APN) Suggested by IQAC
3.	Brief Description of Policy	To guarantee satisfactory services, simple access, timely delivery of textbooks, reference materials, magazines, and other technology-developed library resources, as well as their upkeep at all Higher Education levels so as to obtain maximum footfall.
4.	Drafting	Librarian
5.	Policy Applies to	The students and staff of the college
6.	Effective from	2023
7.	Approved by	IQAC cell of the college
8.	Responsible Authority	Librarian
9.	Superseding Authority	Principal
10.	Objectives of the Policy	<ul style="list-style-type: none"> • To accomplish the college's vision and mission by being a key player in acquisition, organization, and dissemination of knowledge. • To buy books and other well-chosen educational materials for Academic projects and research. • To achieve a steady stream of customers putting in place an integrated library management system. • Accessibility for stakeholders with disabilities • Precautions to be taken about copyright concerns. Preventing books and other materials from being damaged or misused.
11.	References for the policy	University / UGC Norms



[Signature]
PRINCIPAL
ARTS, SCIENCE AND
COMMERCE COLLEGE
INDAPUR-413106 DIST-PUNE

1. Introduction

The college Library has Computerization of the library in progress with the VRIDDHI Software. Library equipped with Text copies, Reference books, e-books, e-journals, CD, National International Journals, and Books for Competitive NET/SET Examinations. The Library has membership with INFLIBNET to avail e-journals and e-books facility. Library includes a Reading Hall and digital library facility. Library provides a book bank for stakeholders. Any other information regarding the library should be uploaded on the college website.

2. Role of Library

The heart of each institution is its library. It supports the institutions' teaching and research endeavors. It acquires, organizes, and distributes knowledge to its users to meet their requirements. Located in the center of campus, the library uses contemporary technology to give users the information they need when they need it.

2.1 Vision

- Increase reading habits of all stakeholders
- To create awareness among the stakeholders to get needed information

2.2 Mission

- Emphasis on service facilities that help in teaching, learning and research work in the college
- Emphasis on developing a balanced collection of information that meets the information needs of all stake holders
- To develop library service facilities according to the mission and policies of the institution

2.3 Objectives of the Library

- To expand the library's collection by obtaining print and digital versions of books and periodicals.
- To cultivate a lifelong learning and self-learning habit.



3. Purpose of Library Policy

This policy lays out the guiding principles for creating a high-quality library collection that satisfies the information demands of a vibrant community. Through a process of ongoing evaluation and uniformity in the selection and deletion procedures, the policy will guarantee that the collection's quality is preserved.

4. Library Committee

Libraries, unlike commercial businesses, lack direct income sources. A well-crafted budget is vital for their smooth operation. It aligns policies, resource allocation, and user needs. Budget preparation allows for timely review and adjustment to changing requirements. By securing grants, fundraising, and implementing cost-saving measures, libraries can ensure their financial sustainability and continued service to the community.

4.1 Composition Library

Advisory Committee consists of the following members

Sr. No.	Designation	Position
1	Principal	Chairperson
2	Librarian	Co-Ordinator/ Member Secretary
3	HODs of various Faculties	Member
4	Registrar	Member
5	Student Representative	Member

4.2 Frequency of Meeting

The committee shall meet at least two times in an academic year.

4.3 Meeting Notice

The Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principals.



4.4 Minutes of the meeting

Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

5. Library Budget

Libraries need well-planned budgets to operate efficiently. Budgeting aligns policies, programs, finances, and administration. It also allows for reviewing and adjusting to the changing needs of library users. Unlike businesses, libraries lack direct income and rely on external funding. Their primary expenses are acquiring materials, paying staff, and maintaining infrastructure. A sound budget ensures effective resource allocation, strategic planning, accountability, and adaptability.

5.1 Budgeting Policy

- The library's budget should support students' development as lifelong learners.
- The library's funding should support students' development as self-sufficient learners.

5.2 Budgeting Procedures

Preparation

5.2.1 Collection Maintenance

- Maintaining the current size of the collection
- Out of syllabus books must be weeded out to maintain collection.

5.2.2 Consumables

- Processing resources such as barcode labels, date due slips etc
- Peripherals such as CDs, batteries etc
- Promotional activities such as display materials etc

5.2.3 Maintenance

- ERP
- Barcode Printers
- Audiovisual Hardware
- Computers
- Printers
- Biometric machines



5.2.4 Subscriptions / Memberships

- Journals
- Associations

5.2.5 Capital Expenditure

- Collection development
- Shelving
- Furniture
- Equipment
- Computer Hardware
- Binding books / Journals

6. Stock verification

Every year, either at the end of the academic year or before to the start of the next one, stock verification is carried out. It reveals the status of document loss so that replacements can be made in the event that crucial documents are lost.

7. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

8. Library usage Policy

8.1 Rules and Regulation

- Show your Identity card whenever you visit the Library.
- Write your name in the register / scan your I-card at the counter while entering in the library
- If I Card is lost fresh I Card will be issued on payment of Rs. 100/-
- Library books issued only on his/her self-Library card.
- Library books will be issued only as per schedule.
- One book for one week only it can be renewed.
- Students should return their book in given time period.
- Two books will be issued for third year / post graduate students only.
- Book Bank only for (First five in the class and physical disabled students as per availability)



- In case loss of books double price of the book lost will be recovered as penalty.
- The loss of I card should be immediately reported to the librarian in writing.
- Take proper care of all library resources.
- Any personal belongings are not permitted into the library.
- Eatables are not allowed inside the library & reading hall.
- Silence to be maintained.
- Use of mobile phones is strictly prohibited in the library.
- Eatables are not allowed inside Reading Hall.
- No library material will be issued on someone else I Card.
- Take proper care of all library resources.

8.2 Reading Hall

- Keep Silence in the reading hall.
- Eatables are not allowed inside Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering in the reading hall.
- Reading Hall timings will be extended during examinations with prior notice.
Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
- Suggestion Box is kept at the counter in main library. Your objective and positive/healthy suggestions are welcome.
- Students should return their book in given time period.
- Strict action will be taken for any misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.

8.3 Digital Library

- Internet / Digital facility is for all students.
- Students must register their name & timing in the register.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.



9. Library Services and Activities

9.1 Working hours

The Library access time is from 8.00 a.m. to 04.00 p.m.

The Library Reading Room time is from 8.00 a.m. to 05.00 p.m.

9.2 Library Services

All library services and activities are arranged according to fulfill the vision and mission of the institutes and to fulfill the thirst of the information of the users.

10. Integrated Library Management System

- Data entry of new books done in ILMS
- Book search facilitated through OPAC
- Integrated book circulation
- Identity card of students, staff and Barcode of books generated
- Different policies according to types of members materials

11. New Arrivals

- New arrivals are regularly displayed.
- Weeding out unwanted resources / text books.

12. Maintenance and preservation

- Library cleaning is done regularly.
- Pasting and Fumigation is carried out one in a year by library staff.
- Maintenance is carried out by library staff.

13. Files Maintained

- Inward / Outward register
- Withdrawal register
- Dead stock register
- Pending bill files
- Requisition / Order file
- Bill file
- No due to staff file
- Thank you letters to Donor



- Publishers quotation
- Requisition file
- Bill files
- Subscription files
- Student book bank
- Notice file
- User's feedback file

14. Library Forms

- Application for book bank facility
- Application for book requirements
- In case of loss of Identity card / Library card / Books by the users. In case of loss of book, he should be reported to the library and the lost book should be replaced by the user by latest version copy or pay price of book.

15. Risks and Measures to Mitigate identified Risks

Probable risks

- Improper maintenance of equipment
- Inadequacy of trained human resources
- Limited footfall due to remote location
- Occurrence of Disaster

Remedies taken for minimizing risks

- Maintenance of computer is carried out by expert (Outsource)
- Correspondence with administration.
- Fire extinguisher placed.



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