

LIBRARY POLICY



Madhusudan Library

Shailabala Women's Autonomous College

Mission Road, Buxi Bazar, Cuttack-1

e-mail: librarymadhusudan@gmail.com

Madhusudan Library is the Central Library of Shailabala Women's Autonomous College. To cater the growing academic needs of the stake holders -from different parts of the state- the library was established in 1913 at the time of foundation of the college. Grown with a huge collection of resources over a period of time the library includes books, journals, reference materials etc. The rich collection encompasses more than 64,000 records. Enrich with some rare classic books made the collection special. It caters to the growing academic needs of the stake holders. Spacious reading room comprising research journals, Magazines, newspapers and reference texts fulfil the intellectual pursuit of the students, research scholars and faculty members.

1. LIBRARY COMMITTEE

Library committee shall take the decision regarding the matters of the Madhusudan Library. The decision of library committee shall be discussed and approved in a meeting with quorum. Library committee shall be constituted with the following officials and nominated members as follows.

1. Chairperson- **The Principal**
2. Officer In charge (OIC)- One of the Senior faculty member
3. Members- Minimum **Two** Members of Library Science department.
4. One member from preferably from the department of Computer Science/IT etc or from any department who can assist in **technical management**
5. One Member preferably from department of **Economics/Commerce** etc. or frm any department who have knowledge to manage the **financial matters**.

Meeting of Library Committee

- i. There shall be a library meeting once in every one month on such date as may be fixed in the previous meeting of the committee or by the chairman of the committee for review.
- ii. Special or emergent meeting: the committee may, if in the circumstances so required, meet at a special or an emergent meeting with the prior permission of the chairman of the committee to transact any business of general or special nature.

- iii. Requisition Meeting: The member secretary of the committee (OIC) shall upon a requisition in writing by not less than one third of the members of the committee, convene a requisitioned meeting for considering such matters as may be referred to in the written requisition.
- iv. Unless otherwise, directed by the chairman of the committee no matter other than that included in the agenda or the supplementary agenda, if any, shall be considered at the meeting.
- v. Quorum: One third of the members of the committee shall form a quorum for any meeting of the committee.
- vi. Manner of taking decision: all matters placed before a meeting shall be decided by consensus or by a majority of vote of the members present.
- vii. Minutes of Meeting: the minutes of the meeting shall be recorded by the Officer-In-Charge of Library (OIC) who shall circulate the same to the members of the committee in the subsequent meeting of the committee for confirmation along with any relevant communication from the Principal.
- viii. President of the Meeting: The Chairman of the Committee (Principal) shall preside over the meeting of the committee. In her absence, the members present at any meeting shall elect one from amongst themselves to be the President of the meeting.
- ix. Convenor of the Meeting: the OIC shall be the convenor of all meetings of the committee.
- x. Proceeding of the Meeting: The Officer-In-Charge of the Library shall draw the Proceeding of the Meeting of the committee subject to the approval of the president of the meeting.
- xi. List of the membership of the committee: The Officer-In-Charge shall maintain an up-to-date list of members may be renewed in one year.

2. COLLECTION DEVELOPMENT

Acquisition of Library Resources:

Library resources consists of Books of various kind, Journals, Magazines, Ephemeral, Newspapers etc. of any form (physical/ electronic/ digital etc.) in which information of any nature is stored. Library resources may be acquired in ways of direct purchase (Source/ Publisher/Shops etc.), purchase through Vendor, supplied by Govt., received as gratis/gift/donation etc.

A. Resources to be purchased must conform to the following conditions.

- i. The resources to be purchased shall be of academic, general and research purpose.

- ii. The books if they are fiction, must be of renowned author and must not be of doubtful taste.
- iii. Resources abusing one community or religion shall not be purchased.
- iv. The resources to be purchased shall be based on career development of the student.
- v. Monthly subscription like payment of the newspapers, periodicals and magazines are submitted to the college office on monthly basis and all funds audited annually.

B. Resources supplied by the Govt.

- i. The resources supplied by the govt. must be received by following due procedure laid down by govt. from time to time.

C. Resources received as gratis/gift/donation etc.

- i. Resources can be received from the various sources as gratis/gifts/donations etc. must be reach the library free of cost.
- ii. In case transportation charges of petty amount shall be paid depending upon the nature of the collection, quality, quantity and relevance of the collection at that point of time.
- iii. Rare documents/books, document out of publication etc. shall be acquired after verification by the library committee. The committee in such case may take the decision in consultation with an expert.

3. BOOK BANK

- i. Books received for BOOK BANK may be issued to the under privileged students on priority basis at the beginning of the session/ semester. Beneficiaries shall be instructed to return the book in good condition soon after the completion of the session. Mutilation of pages from book, under lining or stain of any kind in issued book from book bank shall debarred a student from availing the facility in future.
- ii. The decision of library committee regarding the issue of such books to such students is final.
- iii. The Donor of such books shall neither any authority to claim book for any particular student nor reclaim the book from the collection.
- iv. The library committee in consultation with Librarian shall take decision regarding receipt of such collection/ portion of the collection offered by the donor.
- v. In no case the donor compels the library to receive the collection. Books with relevance to curriculum shall be received for the purpose.
- vi. There shall be a written agreement between the donor and the library under the terms of common clauses with mutual consent.

4. STOCK VERIFICATION & WEEDING OUT

- i. The Stock Verification is to be taken once in a year preferably before summer vacation on the supervision of OIC and Librarian.
- ii. The missing, mutilated, unserviceable books found during verification shall be listed and placed separately from the collection. Those books shall be placed before the committee for further course of action.
- iii. After due process the Final Report shall be placed before the committee. Disposal and weeding out process of the library documents shall be conducted under the supervision of respective departments.
- iv. The guidelines issued by Higher Education Department, Govt. of Odisha must be adhered while taking decision regarding weeding out of documents from the collection.

5. COLLECTION ORGANISATION

- i. The Collection of the Library shall be organised in a definite pattern. The Classification and cataloguing of each document must be done according to DDC and AACR2 respectively. RDA shall be followed for the electronic and web resources.
- ii. All the documents placed in the rack shall have a Call No. to facilitate its use amongst the students.
- iii. The subject catalogue/OPAC shall be available for users to help his/her self while choosing a document from the collection.
- iv. The web/online/electronic resources shall be placed in the website. All initiative shall be taken to make the collection organised.
- v. New modern technologies may be adopted for better organisation of the resources.

6. USE OF LIBRARY

A. Membership Policy:

- i. The Staff and students of the college are entitled to be the members of the Library.
- ii. Any other person, specially permitted by the Principal, may use the library (after seeking prior permission of the Principal).
- iii. The Library shall be kept open to the students and the staff for consultation, loaning of reading and kindred material within the premises and without any restriction on the basis of the caste, creed, religion and free of charge subject to the academical and research propose.
- iv. It shall be open at least 8 hours in a day i.e. from 9AM to 6 PM.
- v. Scheduled days and time are allocated for users to issue and return the library documents

- vi. Students can collect their Membership Card and Library-cum-identity card from the library.
- vii. Membership cards are not transferable as they are tokens of privilege allowed only to the members to whom they are issued. Sub-lending of books is a misuse of this privilege and is therefore, not permissible.
- viii. In case the membership card or the library-cum-identity card gets mutilated because of use or otherwise, it must be reported to the library. Under no condition should these be over-written.
- ix. In case of the loss or misuse of cards, special cards would be issued. All losses are to be reported immediately to the library. The member will continue to be responsible for any loss which the library may suffer due to the loss or misuse of these cards.
- x. Clearance certificate shall be issued to the students only after the return of membership card and Library-cum-Identity Card to the library.

B. Admission to the library:

- i. Before entering the library, the members would sign in the register placed at the entrance and show membership card along with the identity card.
- ii. Personal belongings including private books should be deposited at the property counter of the library.
- iii. Students are requested to visit library in uniform to avail the facilities of library.

C. General Rules for Library, Reading Room & e -Library

- i. All those who may happen to be inside or its neighbourhood are expected to observe strict silence.
- ii. Conversation among themselves or noise or demonstrative greetings of friends inside the library, reading room and e-library is not permissible.
- iii. The librarian has responsibility to see that the strict observance of the rule of silence is maintained and report any wilful breach to the principal and same rule applicable for the other staff members.
- iv. The library premises should not be used for any purpose other than for reading or consulting the books and periodicals of the library.
- v. Spitting, sleeping inside the library and putting one's feet on the library furniture are strictly forbidden.

- vi. For use in the Reading Room, ordinarily one book or journal may be issued at a time to every student on the submission of requisition slip, the librarian may issue more than one book if she thinks it is necessary. All such books and journals must be returned to the librarian 15 minutes before the college closes for the day.
- vii. A person who takes books from the books from the library is supposed to abide by the rules will be of no excuse for their breach.
- viii. The period after 3.30 PM on every working day is set apart for office work of the library and during that period no book is to be issued or return of books acknowledged. This doesn't apply to the [Reading Hall](#) use.

D. Circulation (Issue & Return)

- i. The Open Access System shall be adhered for use of the resources of the library.
- ii. No book shall be taken out of the library without the knowledge of the librarian until it has been properly entered in the assigned register and the entry attested by the borrower. The entry will be marked in the library card at the time of issue and return.
- iii. Users can use the books of the reserved section in the reading room only. These books will be issued on slips and the slips will be attached to the membership card of the user.
- iv. The issue books each book should be properly checked at exit gate.
- v. Each borrower must examine the condition of the books before they are issued, otherwise in case of mutilation discovered later, the presumption will be against the borrower.
- vi. Books shall be returned within the period allowed to a borrower.
- vii. When the date for the return of a book falls on an authorised holiday, it must be returned to the library on the day the library reopens.
- viii. All books belonging to the library and in possession of borrowers shall be returned to the library before the college closes for a long vacation, on or before the date notified for the purpose.
- ix. Anybody in possession of library books shall return it to the library whenever she receives a requisition notice for the return of the books, from the library.
- x. Books taken out of the library must be returned to the librarian or the Assistant in charge librarians and nobody else.

- xi. No margin or other notes or markings shall be made in the library books, nor shall any picture or page be removed or torn or otherwise disfigured. In such cases the borrower may be asked to replace the book damaged by him or her.
- xii. The Librarian will report to the Principal the names of persons responsible for improper use of the library books.
- xiii. Although ordinarily there will be no restriction on the use of books in the library, the principal has the right 'to stop the issue of certain books to all or some intending borrowers.
- xiv. A borrower against whom any overdue or other charges are outstanding shall not be allowed to borrow books from the library. No one is allowed to withdraw library caution money until the library dues are claimed.
- xv. Any staff member desirous of taking books of other department, require to take the prior permission of concerned H.O.D and must returned it within stipulated time.
- xvi. A book once issued to a borrower may be issued to her only when nobody else wants to take the book. Books before reissue should be presented before the librarian for necessary entries in the Register.
- xvii. Books of reference, maps, textbooks, university calendar, periodicals, courses of studies, questions and rare books shall not be issued, they are to be consulted within the specific of the library.
- xviii. Any book damaged or defected by the borrower must be replaced by her. If a book is one of a set or a series and the volume cannot be obtained singly, the whole set or series must be replaced at the reader's cost. If the book is rare or irreplaceable, the borrower must pay an amount 10 times of catalogue price of the books.
- xix. The borrowers are subject to all the rules above mentioned.
- xx. Disciplinary action would be taken in case of those students who do not return the library books within the time allowed. In no case, a book can be retained for more than one month and the librarian should inform the matter to the Principal for necessary action.
- xxi. In those cases, in which the price of the lost books cannot be ascertained, he or she should pay as compensation an amount of fixed by the principal.
- xxii. In case the library book issued is lost by the person concerned, the recovery shall be made at the rate of ten times of the cost of the book. (Vide Govt. letter No. 62415(91)/HE of 9.10.2001).

xxiii. The following tables shows the maximum number of the books that may be issued to various kinds of borrowers and the maximum time allowed to keep a book.

| Sl. No. | Types of the borrower | Maximum no. of borrowed | Time Period |
|--|--|-------------------------|-------------|
| 1 | Members of the teaching Staff | 10 | 1 month |
| 2 | Ministerial staff (Lab Assistant, Librarians, PET) | 3 | 15 days |
| 3 | Students (+3ARTS, COMMERCE AND SCIENCE) | 2 | 15 days |
| 4 | P.G students | 4 | 15 days |
| 6 | Others | 1 | 15 days |
| Fine as notified by Govt. from time to time | | | |