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ONDA THANA MAHAVIDYALAYA

Affiliated to Bankura University

Govt. Aided college recognised under section 2 (f) & 12 (B) of the UGC

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CENTRAL LIBRARY

ONDA THANA MAHAVIDYALAYA

MURAKATA, BANKURA, 722144

LIBRARY POLICY

Library is the nucleus of a college. It is one of the academic support facilities that forms an essential part of any Higher Educational Institution. It occupies a prominent position in the college as it serves two complementary purposes, to support the curriculum and to support the further learning of the faculty and student of the college. The College Library is the primary information resource centre and bank of books, journals, newspaper and e-resources corresponding to the need of staffs and students.

Objective of Central Library:

- To acquire, organize and update the library collection of learning resources to support teaching-learning process.
- To equip the students and teachers with effective use of learning resources.
- To work with faculty in integrating information sources and the use of technology in learning.
- To encourage students to reading beyond the requirements of the curriculum.

In order to cater with these objectives, the College constituted the Library Sub-Committee that shall review the status of the library in terms of the availability

of books and other resources from time to time. For the smooth functioning of the Library a Policy required which may contains some rules and some procedure for Library use. We divided our Library Policy in several parts, as follows:

1. Acquisition of Books and other learning materials.
2. Processing of Books and other learning materials.
3. Circulation of Books and other learning materials.
4. General Instructions.

Acquisition of Books and other learning materials:

Acquisition process is the main part for any collection development. In our Library we follow a Policy in which books and other material acquisitions are take placed. There are some rules in this regard:

- A. Any kind of acquisition take place in the guidance of Library Sub-Committee with meetings and recommendation.
- B. For books acquisition Library take the requisitions or recommendations from every Departments.
- C. After getting the recommendations Library staff check it with Library database for duplicates.
- D. After checking, Library can make changes in quantity of articles as per the need of library users.
- E. Library can also recommend books besides Departmental books.
- F. After making list it will be send to principal sir for further processing and for purchase.

Processing of Books and other learning materials:

- A. After getting the article purchased Library staff verify it with workorder or purchasing list.
- B. In case of any kind of damaged items and inappropriate items delivered, library has the power to reject or not received the said items.
- C. For books an accession Number will be given after checking. For other articles library staff take further steps.
- D. Books are written down in accession register with accession number and other bibliographic data.
- E. After this step books are catalogued in Koha Software and data entry will be done after that.

- F. At last step every book got its barcode and spin labels in appropriate place.
- G. Now books are ready to for reading or lending for its users.

Circulation of Books and other learning materials:

Circulation work as a platform for any Library, from here user can get the desire information or learning materials. Although our Central Library has an Open Access system, we only use our Circulation section as lending counter where anyone can issue or return their books. Although our Library has several instructions regarding Circulation which may important for its users.

- I. For any kind of lending and reading service user have to bring their Library cum I-Card. With out Library Card no service can be avail by user.
- II. Students (honours and major) can avail maximum 3 books and programme students can avail maximum 2 books at a time for 20 days (except holidays) only.
- III. Any wear and tear should be brought to the notice of the issuing authority.
- IV. Students have to renew their library card after taking admission in every odd semester (admission receipt must be submitted).
- V. For duplicate library card a fine of ₹20/- (twenty only) will be charged.
- VI. Library clearance certificate will be issued only after submission of books and fine.
- VII. Teachers are allowed to borrow maximum of 10 books for 30 days only.
- VIII. Non-teaching staff are also allowed maximum 5 books for 30 days only.
- IX. **FINE:** Late fine will be levied at the rate of ₹1/- per book per day for Students and for all college staff Late fine will be ₹2/- for per book per day.
- X. Books lost, defaced or torn in anyway will have to be replaced by the borrower. If the book not available or out of print borrower have to pay 4-time price of the book with late fine.

General Instructions:

besides above instructions there have some other general instructions which are very important towards library usage. Some of are:

- I. No bags, plastic bags, personal books, any kind of food are not allowed inside the library. However, notebooks, pen, mobiles, purse/wallet are allowed inside the library.
- II. All Students and Staff should compulsorily sign in the Library Attendance Register.
- III. No item can be taken out the library without permission.
- IV. Marking underlines should not be done in the book or its page.
- V. Students cannot borrow any book on other student's card.
- VI. Mobile phones are to be silent mode inside library.
- VII. Keep your Library clean.

Yours sincerely,



Principal
Onda Thana Mahavidyalaya
P.O.-Murakata, Dist.-Bankura

