Established June 1992   Sahajivan Shikshan Prasarak Mandal (Jalgaon) Sanchalit

Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

NAAC Accredited   Grade

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Policy No. 13
LIBRARY POLICY

1.	Title of the policy	Library functioning
2.	Administrative Policy Number	(APN)(Suggested By IQAC)
3.	Brief Description of the Policy	To ensure proper services, easy access and requisite procurement of textbooks, references materials, journals, periodicals, and other technology developed library materials (e-resources)along with their maintenance at all levels of higher education so as
4.	Drafting	**Librarian**
5.	Policy Applies to:	**The students and staff of the College**
6.	Effective from the Date:	20/06/2019
7.	Approved by:	IQAC cell of the college
8.	Responsible Authority	**Librarian**
9.	Superseding Authority	Principal
10.	Last reviewed/ updated:	NA
11.	Reasons/Objective of the Policy	• To achieve the vision and mission of the college by playing a vital role in acquisition organization and dissemination of knowledge. • To purchase books and other curated learning resources for use by the students for their academic pursuits and research. • To obtain maximum footfalls in library. • To have an Integrated Library Management System (ILMS) in

		place so as to ensure maximum use of its systems and tools. • Accessibility to the differently-abled stakeholders. • Safety measures with regard to copyrights, scans, photos as well as maintenance / prevention of damage of books and other learning resources in the repository.
12.	References for the Policy	University UGC Norms

Process flow

Input

- Purchase and update requirement of books, periodicals, journals, magazines, newspapers etc., from time to time.
- Functioning of ILMS system.
- Prompt services to stakeholders
- Update Syllabus of various courses approved by University
- Maintenance; accession register, furniture, equipment.
- Understanding University and IQAC norms

Resource Enablers

New technologies facilities offered budget, library space on the web, Innovative course assignments Research networks, Innovative course assignments Electronic books, dictionaries, recreational materials IQAC standards, Purchase.

Output

- Annual verification of books and maintenance
- Use of books by community, alumni and regular students
- Promotion of students towards self-learning
- Maximum footfalls/logins.

Risks and actions to mitigate the identified risks

Potential/probable risks

- Improper updating of the requirements of books
- Improper maintenance of equipment's

Actions to mitigate the identified risks

- Principal and management ensure that requirements on user departments are correct in all respects.
- Quotations are reviewed for suitability of items quoted for the college requirements
- Orders placed are reviewed before communication to suppliers for correctness in all respects.
- Maintenance is carried out by qualified people or agencies expert in the respective field.

Process procedure

Planning

- Librarian discusses with Principal with regard to annual budget.
- Recommendation of books, periodicals by HOD/ Subject in charge after consultation with teachers.
- Meeting with library committee.
- Arrangement of orientation for new admitted students.

Price List

- Librarian obtains price list from book suppliers/publishers/vendors.
- Librarian will check for discount with suppliers/publishers/vendors.
- Library committee reviews the genuine requirements in the meeting.
- Check for duplication in books requirement of additional copies.

Approval

- Librarian will seek the approval of Principal.
- Principal in consultation with management will give approval.
- Order is placed on the approved/selected supplier.

Receipt of books

- Library attendant inspects the pages of the books.
- Preparation of a satisfactory report

- Payment towards the purchase
- Accessioning, Classification, cataloguing with ILMS
- Home Lending facility.

Integrated Library Management System

- Speedy book circulation.
- Varied search engines.
- Searches by author tale/subject keyword
- Book tags, ID card and Barcode generation support.
- Flexibility in circulation
- Different policy for different member types and different material types.
- Library uses Library User's Tracking System to monitor user's check-in and check-out in the library

New arrivals

- New arrivals of books are regularly displayed.
- Weeding out unwanted books and materials.

Maintenance and preservation.

- It is ensured that all the furniture, equipment's and books are preserved.
- Pest treatment is done at regular intervals.
- Disposal of scrap from time to time.
- Stock verification is conducted and reported to principal about any loss.
- Appropriate steps are taken towards loss of books.
- Maintenance is carried out by qualified people or agencies experts in the respective field.

Rules and regulations of library are displayed.

- Working hours Issue and Return timings are displayed.
- Bona fide students of the college with identity card/library card are allowed inThe library.
- Alumni, Repeater students and external members are allowed from 12.00 noon to 4.00 pm on all working days against nominal fee pay

- Only books from general collection are issued to the staff and students.
- Dictionaries, Encyclopedias, Reference materials are issued for reference within the library.
- The users can reserve the already issued book by filling in the demand slip. The borrowing facility will be withdrawn or restricted in case of misconduct of any user in the library.
- The users should check the book thoroughly for any missing or torn pages while borrowing the book.
- Fine of Rs, 2/ per day shall have to be paid by the student against receipt in the library if the book is returned after the due date.

IQAC Coordinator
Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist.Jalgaon

IQAC
PAROLA

Principal
PRINCIPAL
Rani Laxmibai Mahavidyalaya
Parola, Dist.Jalgaon