GENERAL INFORMATION

SCHOOL LIBRARY

Library is a Temple of Knowledge. Library is housed with 10952 volumes of Books and Back volumes. Of these. The Library Procures 32 periodicals including 08 newspapers. To meet the needs of techno-buddies and to avail the fruits of technology all books and reference material are bar coded with library automation, service Easy-lib, providing OPAC (Open Public Access Catalogue) to search the library books, research material, periodicals and to learn more about the library. Library also provides photocopying facility (Question Papers).

LIBRARY HOURS:

Monday to Friday: 08:30 am to 04:00 pm

Saturday: 08:30 am to 12:00 pm

POLICIES:

Policies of the library will apply to all the library patrons: Teaching and non-teaching faculty, students and visitors. Library authorities can withdraw the library services to a particular user on violation of Library Policies or misconduct by the user.

\*Student Identity card is compulsory to avail the services of the library.

\*Users are requested to avoid conversation and discussion that will disturb other readers. Library hall is meant for individual study only.

\*Users should not disturb the arrangement of furniture.

\*Use of Cell Phone is strictly prohibited in the library.

\*Library users are requested to not to reshuffle the materials (Books, Magazines, etc.): the library staff will do it for you.

\*Books and Bound Volumes should be handled with care.

\*Defects found in the Books and Bound Volumes should be brought to the notice of the library personnel immediately.

\*Pages of the Books and Bound Volumes should not be folded to serve as book Marks.

\*Disfiguring and marking the pages of library books with ink or pencil is prohibited.

CIRCULATION PROCEDURES:

Users can borrow Story Books, Reference Books and Text Books for 8 working days. After due date user should renew the books in person. Reference Books, Journals, Magazines, Question Papers and Bound Volumes are only for reference in the library.

**Digital Library**

### DIGITAL LIBRARY

A [digital](https://www.techtarget.com/whatis/definition/digital) library is a collection of digital objects, Users can use the digital information such as E-book, e-magazines, audio recordings, video recordings and other [documents](https://www.techtarget.com/whatis/definition/document) that are accessible electronically.

**Web Opac**

**About Library**

**Library Catalogue**

**Physical Collections**

**LIBRARY PHYSICAL STRUCTURE**

Library has WiFi Facility in all floors.

* Reference Section
* Reading Section
* Study material Section
* Periodical Section
* Pre-Primary Section
* Circulation Counter (Book Issue/Return/Renew)
* Current Periodical Section (Include Newspaper, Magazines and Journals)

**LIBRARY COLLECTION:**

 1. BOOKS                                                            :  10785

2. PERIODICALS                                                 :  32

 3. COMPUTERS                                                  :  06

 4. E-RESOURCES                                               : 1000

**Facilities**

**OVERVIEW OF THE FACILITIES**

The St Joseph’s School Library is a gateway to primary, authentic and core legal information for its users. Our library, with a vision to provide a state-of-the-art information environment, supports academic activities by providing an ideal learning and research facility to library users.

**Opening Hours:**

The Library is available for the use for all St Joseph’s CBSE members;

|  |  |
| --- | --- |
| Monday to Friday | 08.30 am to 4.00 pm |
| Saturday | 08.30 am to 12.00 pm |

**Circulation Timing:**

The Library materials circulation times for all all St Joseph’s CBSE members;

|  |  |
| --- | --- |
| Monday to Friday | 08.30 am to 4.00 pm |
| Saturday | 08.30 am to 12.00 pm |

**Circulation of Materials:**

Users may borrow Reference books and Story Books during working hours at the library circulation counter.

Faculty members and staffs may borrow Five books for the period of one month.

The Library materials in certain advertised categories may not be issued without special permission of the Librarian as following;

* Reference Books
* Un Bound Parts/Current Issues of Journals
* Dictionaries

Fine will be charged on late return of books for students.

Issued items from the library may not be taken outstation unless special permission is given.

**Loss and Defacement of Books and Non Books:**

The Cost of replacement with double amount (price of the book X 2) along with the fine will be charged to the person for loss or damage the library materials. Any student if determined to have defaced or damaged any library item internally will have his/her library privileges revoked for a period of time determined by the Library Committee.

Students must take care of library materials and must not deface then by underlining, writing or drawing in them by removing any part of them, or in any other way.

**Code of Conduct:**

* Identity card is mandatory for getting access to the library.
* Library registration is compulsory prior using library resources.
* Please keep your Personal Belongings to outside the Library. The Library is not responsible for any item left in the Library.
* Borrowing materials without a valid identity card is prohibited.
* Not permitted to use another Identity Card.
* Do not reshelf books, periodicals etc., leave them on the tables properly after use.
* Talking is strictly prohibited in the library.
* Refreshments/eatables are strictly banned inside the library.
* Making Noise, Spitting are strictly prohibited.
* Laptop if used in the library must have their own power and cable connector.
* Mobile phones are to be set in the “OFF” or “VIBRATOR” mode prior to entering the Library.
* Authorities' reserve the right to suspend library membership or strict action towards defaulter.

What you can carry inside the library;

* Note Books
* Laptops
* Tabs
* Writing material

What you cannot carry inside the library;

* Own Books
* Bags
* Eatables
* Water Bottle, Juice can etc.

**OVERVIEW OF THE SERVICES**

* **Computerized Services:**

The library has automated all its services through ‘EasyLib 6.2’. Web OPAC service gives search facilities for library resources. Automated circulation system has facilitated speed and efficient service at the circulation section.

**Reference Service:**

Our Library provides personalized short range and long range reference services to its users with its vast collection of books.

**Wi-Fi:**

Wi-Fi Facility available in the Library.

**Pick and Drop Service:**

Under this service, the library provided the space to pick up and drop off the books. Students can drop off their personal used textbook(s) and distribute the same to the needy student community. Where they can drop off the used book(s) in the specified place or pick up any book(s) that they need for free.

**Library Staff**

|  |  |  |
| --- | --- | --- |
| **Name of the Staff** | **Qualification** | **Designation** |
| Ms. Hassina A | MLISc., BEd | Librarian |
| Ms. Pramila Joshi A | PUC | Asst.Librarian |