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MES ASMABI COLLEGE LIBRARY POLICY



Jb. P. K. Abdulla Memorial Library
MES ASMABI COLLEGE, P VEMBALLUR
LIBRARY POLICY

The Library shall work under the guidance of the Advisory Committee constituted as per GO. Ms No 169/94/H. Edn. dated 22/11/1994. The Advisory Committee shall facilitate effective functioning of the Library. The Library Personnel shall ensure easy access to the students and faculty to the well-stocked and automated library facilities. Currently enrolled students, research scholars and faculty shall use the library facilities.

1. LIBRARY ADVISORY COMMITTEE

The library advisory committee joint responsibility of seeing to it that the library resources and services are supporting the curricular, instructional, informational and research needs of the academic community. The library advisory committee plays an important role in the developments of the library. The LAC meets biannually to review reports presented by the Librarian and discuss the issues. The Committee consists of Principal, Teachers, Librarian and students nominee. The Library Committee acts as a channel of communication and dialogue between the library and its users. Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

2. Book purchasing policy

Book purchase in the library is on the basis of recommendations from head of the departments and approval from the library according to the availability of

budget. Once approved by the purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc. The Library place orders with recognised Vendors. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The requisitions of students can be got approved by the principal. Students Library Conduct every year book exhibitions to enable book selection by Faculty and students

3. Stock Verification

The library conducts physical stock verification to maintain accurate record, which helps to prevent loss of books and status of the library books. MES Asmabi College Library conduct stock verified every academic year. The damaged books shifted to binding section. following guidelines of General Financial Rule (GFR 2017) for submitting the stock verification report.

4. Book Lending

Membership	No.of books	Duration	Overdue fine
UG	3	14	Rs.1/per day
PG	5	14	Rs.1/per day
Research Scholar	5	14	Rs.1/per day
Faculty	10	14	Rs.1/per day
Non Teaching	3	14	Rs.1/per day

One time renewal facility is given, if there is no reservation for that particular book. Members going on long leave, study leave will have to return all borrowed material before leaving the college. Reference book and journal may be issued for overnight to the members of library. This is only from Reference section after

4.00 pm - 5.00 pm. Next day before 9.00 AM the borrowed materials should be returned in that section only, if there is any delay there is a fine of Rs.5 for delay of returning a book per day. The number of documents, members can borrow at a time, is only one. To borrow, students must have a valid Student ID card.

5. Collection Development

The Collection Development Policy of library governs the acquisition, disposition, placement, and access to materials that support the academic needs of faculty and students. These policies guide the Library in the selection of resources and provide a systematic basis for evaluating collections. Periodically library collection is evaluated by Librarians and department heads. Publishers and Vendors provide electronic lists of titles available for sale, and printed catalogues to assist collection development. The general book collection support the students reading. Library gives importance to develop electronic resource collection to serve the users by providing access to excellent scholarly material. The subscribed E resources including online journals, databases are made available to registered users. The provision of resources through personal computers in the library's information navigation centre, as well as remote access from personal laptops through Wi-Fi, indicates the library's commitment to making these resources easily accessible to its users. Here are some key points from this part of the policy. The necessary infrastructure is provided by the management as and when required.

6. Loss or damage of Books

If one book is damaged or lost by a member, Report the loss to the Librarian immediately and he/she must replace it by a new copy of the same edition. If such a copy is not available, the following rules of Kerala state higher education department is applicable.

- (a). Ten times the face value of the books which are published prior to 1946
- (b). Six times face value of the books which are published, prior to 1970
- (c). Three times the face value of the books in all other cases.

The library will issue a non-liability certificate to the students after clearing all dues in the library before examination and to the staff members before relieving from the institution.

7. Library Maintenance

Library maintenance is done by management by providing the budget required. Library software KOHA and Dspace is maintained by AMC. Library cleaning is done on daily basis by cleaning staffs appointed for the purpose. Whole collection including infrastructure is periodically examined for the purpose of removal, repair, or replacement of materials

8. Noise

Library is committed to providing a silence environment that is suitable to learn as well as welcoming to all users. All library staff and users of the library should respect the privacy of others and refrain from making excessive noise while using the library

9. discipline

Members are required to handle books, periodicals and other resources in the Library carefully. In case there is any damage due to the negligence of a member, he/she shall be liable to pay the replacement cost.

10. 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.

Reference

1. Directorate of Collegiate Education- Hand Book 2014, Government of Kerala, 191p
2. General Financial Rules, 2017 , Govt of India