LIBRARY POLICY DOCUMENT

St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

Library Maintenance Policy

'The only thing that you absolutely have to know is the location of the library'

Albert Einstein

A vital part of our social and intellectual lives is the library. A library is a well-organized collection of informational materials that is available for reference or loan to a specific community. Libraries provide the general public, whether they are students, working adults, or just regular members of the community, with free education and amusement.

St. Xavier's College, Burdwan aims to provide state of the art reading facilities to the students and the faculty members for their intellectual development through the Library.

Physical Layout of the Library

The Library of the college is situated on the ground floor of the Administrative Building. The total areal coverage of the Library on the ground floor is ……….. sq. m.

It includes the following Sections

- Stack area with …. Almirahs and … stacks for books
- The Reading Room with a seating capacity of 50
- Career Guidance Section
- Reference Section
- Periodical Section
- Lending Room
- News paper Reading Zone
- The E-Resource Room with 5 computer systems and wifi-connectivity of ….MBPS
- Book Bank
- Chamber of the Librarian

Library Membership

Membership of the Library is available for the

- Students
- Administrators
- Academic Staff Members
- Administrative Staff Member

Students/ Administrators/Academic Staff Members and Administrative Staff Membersof the college become members of the Library after taking bona fide admission/recruitment in the college. For their membershiptheir names, Roll numbers (for the students only), Departments and contact details are fed into the KOHA –LMS to create an account. Their accounts details are sent via registered e-mail with User name and Password. Accounts can be activated andaccessed online from the college website. Thereafter Library Cards are issued (to the students) with which reading and lending facilities may be accessed.

The book borrowingprivileges are as follows:

PATRON CATEGORY	NO. OF ITEMS	LOAN PERIOD
ADMINISTRATORS (Rev. Fathers)	05	42 days
TEACHING STAFF	05	42 days
STUDENTS	02	7 days
ADMINISTRATIVE STAFF	03	14 days

N-LIST Membership

St. Xavier's College, Burdwan is providing N-LIST Membership, under the e-Sodh Sindhu, MHRD, GoI to the students and Faculty members. As a bonafide student as faculty member of the college, the library enrolls their detail in the N-LIST portal. After the creation of their online account faculty members and students receive account activation link through their registered email id. Once the accounts are activated, they can enjoy the facility of several e-resources.

NLIST accounts are withdrawn once the students complete their course and attains the degree. For the faculty members NLIST accounts are withdrawn after their resignment.

Library Functions

Hours- Library Hours span from Monday to Saturday from 11 am to 5 pm; while the lending hours extends from 11.30 am to 4.30 pm.

***Checking for Books*-**Students can access the bibliographic details of library from the campus and also off-campus using the Online Public Access Catalogue (OPAC) facility.

***Library Automation*-**The cataloguing of the Library is fully automated and maintained through KOHA-LMS from 2019 onwards. The software provides all information on the Books, References, Journals, Periodicals. It has the complete list of categorized members – Administrators, Students, Academic Staff Members, and Administrative Staff Members and the books they have borrowed, books which are overdue and renew. Email based alerts are provided to the borrowers while borrowing (Check Out), returning (Check In) and renewal of the books. Besides, the hard copy of the Accession Register is also maintained for day issue of the books distinctly for the students and faculties.

Daily attendance register is maintained for the members visiting the library for various purposes.

Library Services

The library offers the following Services:

***Stack Section*-**Books for lending are shelved here according to their departments assigned through call numbers. Each shelf is accompanied with shelf guide, which indicates shelf number, class number and subjects concerned.

***Reading Rooms*-** The library has well equipped and spacious Reading Room facility.The reference books, periodicals, newspapers function from reading room for reader's convenience. Some rare collections of the library are also displayed in the reading room.

***Career Guidance Section*-** A corner for competitive examinations and career guidance has also been facilitated for the students. Book, journals, magazines, newspapers relating to different competitive examinations such as UGC CSIR NET/SET, UPSC, Career / Service Oriented programs and other documents related to the subjects are available for consultation in the library.

***Reference Section*-**It provides Ready Reference Tools meant for consultation within the Reading Room only. The following categories ofReference Tools are available in this section: Dictionaries, Encyclopedias, Yearbooks, Guidebooks, etc.

Periodicals section: It procures and manages currently published journals, magazines bulletins, and newspapers . All these documents contain the latest information on current developments of a branch of knowledge.

Lending Section-It is a service point meant for borrowing books for home use. It keeps records of all registered students, their transactions, loan periods, borrowing privileges, renewal of books, payment of fines etc. This section provides automated issue/return using KOHA software.

News Reading Section-The Library provides Newspaper reading zone which procures two national, two financial and one career related weekly print newspapers.

Book Bank Facility-The Library provides Book Bank facility to the needy students. Students with financial constraints may apply for book bank facility. Their records are collected. Besides regular library facilities, they can issue at most two books from book-bank for a full semester. The textbooks are mainly emphasized for this section.

Current-Awareness Service- The library provides current-awareness service to the readers through new arrivals display and announcement posters.

Question Bank- The Library provides The University of Burdwan Semester questions to the students. After each Semester Examination, question papers are collected from the Departments to maintain the annual question bank.

N-List Membership- The Students and the Faculties are facilitated with the National Library and Information Services (N-LIST) membership through which they can access several categories of e-books.

E-Resource- The E-Resource Access Section is equipped with desktop computers having high speed internet connectivity. The users get the opportunity to access e-resources for acaemic purposes only. The users can download desired e-resource from-

- Inflibnet-N-LIST
- IndiaStat
- Indian Academy Of Sciences
- Down To Earth
- J-Stor
- The Economist
- Time

- Harvard Business Review
- The Wall Street Journal

Library Rules

General Rules and Regulations

- Maintain strict silence in the library. Any type of group discussions or class meeting is not allowed in the library.
- Do not enter the library with your baggage, deposit the same at the students common room.
- Reading room is no-mobile zone, keep your mobile in switched off mode before entering the library.
- Students must wear the college id cards before entering the library. Library card is also compulsory.
- Students are allowed to take one book at a time for study in the reading room.
- Do not misplace the books while selecting from the shelves.
- After taking a book from reading room shelf, make it issued at the reading room counter.
- Check the condition of the book at the time of taking. If any multilation found, report instantly to the librarian. Otherwise the borrower will be responsible for the damage.
- Do not make chaotic crowd in front of any counter, stand systematically in queue.
- The books marked as reference and periodicals, journals and magazines are meant for consultation within the reading room only and strictly not to be lent out.
- Do not scatter the pages of the book, newspaper or magazine when reading.
- Do not take photos of the text while reading.
- Do not move chairs and tables to a new position.
- Personal books are strictly not allowed, only exercise books are allowed in the library/reading room/e-resource library.
- the laptops are allowed in the reading room, but charging of the same is not allowed, bring your devices in full charge mode.

Rules for Reading Section

- Maintain strict silence in the reading room. Any type of group discussions or class meeting is not allowed in the reading room.

- Do not enter the reading room with your baggage, deposit the same at the students common room.
- Reading room is no-mobile zone, keep your mobile in switched off mode before entering the reading room.
- Students must wear the college ID cards before entering the Reading Room. Library card is also compulsory.
- Students are allowed to take one book at a time for study in the reading room.

Students' Guidelines for Book Borrowing

- Students are eligible for book renewal up to two consecutive times.
- Issued books should be returned on or before the stipulated date mentioned on date-slip inside the book. For delay in returning a book students have to pay a fine of INR 5 (Indian National Rupees Five only) per day for each book.
- The books marked as Reference and Periodicals, Journals and Magazines are meant for consultation within the Reading Room only and strictly not to be lent out.
- Students should clear all the library dues on time before the Semester Exam.

Rules and Guidelines for E-Resource Section

- Computers installed in the E-Resource Access Section should be used for academic purposes only.
- Online chatting browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games in the computers is strictly prohibited.
- Changing the display setting of the computers and downloading any app is strictly prohibited.
- Use of laptops in the E-Resource Access section where computers are already installed is not permitted.
- Students should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the E-Resource Access section.
- Students are not allowed to share their E-Resource Access ID and Password with other students.

- Students must carry the college ID card and Library card while using the E-Resource Access Section.
- Students should not make chaotic crowd inside the E-Resource room.
- Students should not move chairs and tables to a new position inside the E-Resource room.

LibraryBudget

A budget is a financial document that shows an organization's projected income and expenses for a given time frame. Generally speaking, the library budget is an estimate of potential revenue and expenses for the specified period of time used to describe the financial status of the library for that particular period.

- Every academic session, a budget is set aside for the purchase of books, electronic books, and necessary equipment to run the college library on a daily basis.
- Each Department has a separate budget set aside for book purchases.
- Prior to the event, the library committee allocates separate funds for each of the various events it plans after consulting with Principal.

Outcome and Feedback Collection Mechanism

At the end of each Academic Session, all the students have been asked to fill up the online feedback form.

As per the recommendation made by the students, actions are taken by the respective authority.

Dr. Fr. G. Paul Arockiam S.J.
Principal
St. Xavier's College
St. Xavier's Road
Burdwan-713103

Library Policy at a glance:

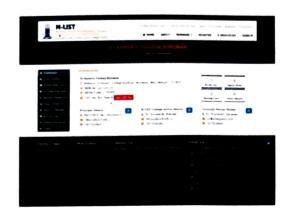**Plate 1: Koha Interface**

Plate 2: N-List Portal

Plate 3: Stacking and Reading Section

Plate 4: Lending Section