S. P. MANDALI's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

LIBRARY POLICY

Name of the organization: S P Mandali's Ramnarain Ruia Autonomous College

Policy Number: RRAC-Acad P-4

Title of the Policy: Library Policy

Effective Date: 2017-18

Last Revision Date: 20th May 2021

Responsible Party: Librarian**,** Principal, Management, IQAC

Scope and Audience: Students, Teaching Faculty, and Non-Teaching Staff

<center>**LIBRARY POLICY**</center>

1. Policy Purpose and Objectives:

Purpose:

The library is the centre for the availability and provision of knowledge; and hence, it is the heart of any academic institution. A smoothly functioning library can ensure the delivery of required information to the right person at the right time. A clear and well-defined library policy serves as the foundation for an effective performance by the library.

Objectives:

- To achieve the vision and mission of the College by playing a vital role in the acquisition, organization and dissemination of knowledge.
- To purchase books and other curated learning resources for use by the students for their academic pursuits, research and overall growth.
- To maintain/prevent any damage to books and other learning resources in the library.
- To have an Integrated Library Management System (ILMS) in place to ensure maximum use of its systems and tools.
- To encourage utmost use of the library resources and obtain maximum footfalls in the library.

2. Mission of the Library –

To preserve the past knowledge, support the present learning through the accessibility of information resources, and assist in shaping the future of all the patrons of Ruia College.

3. Library Process Flow

❖ **Library Advisory Committee:**

A committee should be formed under the Chairpersonship of the Principal, with Librarian as the Member Secretary. The members will include Dean Research, at least two faculty representatives, one representative from Library staff and one student representative

The committee will review the budgetary allocations, suggestions received from students, faculty, alumni and support staff regarding Library functioning, book availability, acquisition, and automation; review developments and technologies available for computerisation and give recommendations to the administration.

❖ **Book Acquisition and Journal Subscription**

- The annual budget for books and periodicals is finalised by the finance committee of the College in consultation with the Librarian.
- Recommendations of books, periodicals are invited from the HoD/ subject expert.
- Books are taken on approval basis from the suppliers after browsing of publishers' catalogues by the HoD and selected for purchase after their approval.
- Recommendations given by students are conveyed to the HoD and acquired after their approval.

- Direct purchases of books for recreational reading are made by the Librarian by browsing of book reviews and visiting book exhibitions
- The books and periodicals selected/ approved by the HoD are checked by the Library for double copies before placing the final order.
- Lists are approved by the Purchase Committee of the College
- Ordered books and periodicals are received with invoices from the supplier.
- Unique accession numbers for each copy of book are noted on the book and invoice. The invoices are then sent to accounts for payment.

❖ **Maintenance and Preservation of Collection**
- Accessioning – The acquired books are accessioned in the Library's software 'SLIM' and Manual entry in 'Accession Register'
- Classification – Collection is classified and arranged subject-wise using 'Colon Classification scheme'
- Cataloguing – Computer-entry done and displayed in Online Public Access Catalogue (OPAC)
- The steps in Technical Processing of the newly Accessioned books are –
  Stamping -- Pasting of book pocket and date slip -- Book Labelling -- Bar-code Labelling
- Binding of the books which are torn is regularly done.
- Training to Library staff to maintain collection is provided whenever required.
- Pest control of the Library is done at regular intervals (quarterly).
- Furniture, cupboards, computers and the library server are maintained properly.
- Disposal of library scrap items is done as per College protocol.

❖ **Arrangement of Collection/ Stack Arrangement**
- Main shelving arrangement is Subject-wise/ Classified
- Secondary arrangement is Alphabetical – Author-wise within Subject-wise
- The arrangement is refreshed at each stock-checking done in the months of April and May every year.
- Cupboard-wise location is added in the SLIM software for each book in the checked collection to ensure the ease of access.

❖ **Stock-Checking and Weeding Out**
- Stock-checking is carried out in phases every year.
- The stock-checking report is prepared including a list of missing books and submitted to the Principal.
- Books that are not issued for a minimum of ten years are added to the Passive Collection.

- Books from the Passive Collection are checked and those that are torn, mutilated books are selected to be removed from the collection.
- List of such books is approved by Head. Once approved by them, a final list of books to be weeded out from the Library is sent to the management for their approval.
- A committee from management visits the Library to check the books to be weeded out.
- After receiving the committee's sanction and the resolution to that effect from SPM, the books are weeded out from the Library and sent to a paper pulping factory.
- For each of these books, a remark of Weeded Out along with the year is added in the Library software.

❖ **Other services and facilities**
- Any other facility like Plagiarism check, Research Metrics Verification will be made available as per due consideration and evaluation
- E-books/ E-journals/ Databases access will be provided to TY, PG, PhD students and all teaching staff through the college's institutional membership of INFLIBNET N-LIST consortia.
- External membership – Library facility will be provided to the College's retired teaching and non-teaching staff.

❖ **Library Rules**
- All Library Rules regarding circulation, property counter, reading hall, reference section, teachers' room etc. will be formed and revised as per the need by the Library Committee in consultation with the Library staff and approved by the Principal. Rules will be displayed for reference for all the stakeholders.

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