



GOVERNMENT DEGREE COLLEGE FOR MEN

Srikakulam - 532001, Andhra Pradesh, India

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LIBRARY POLICY

Library Provides high quality Scientific information resources and services to support the research and academic development of the Institution. A Library as the Power house of any Institution caters to the research and Teaching and Learning activities of Institutions. It Collects, manages and disseminates the information to its users according to their need.

Library policy of the institution is stipulated hereunder.

Aims & Objectives of the Policy :-

- To strengthen the efforts of the librarian in planning Library activities and Policies.
- To take the feedback from the departments and plan for improvement and enrichment of the library.
- To acts as a liaison between the library and the readers.

Library Committee:-

There shall be a Library committee which is under the supervision and control of the Principal. The function of Library Committee is to Support the functioning of the library in order to facilitate the library development plans by advocating the Library development activities within the institution. Library Committee consists of the following members:

1. Principal - Chairman
2. Librarian - Convener
3. Two Lecturers – members (Nominated by the Principal annually)

Functions of the Librarian:

- Allocation of funds for books and journals in Various Subject within the annual budget allocated by the institution
- Framing and Suggesting amendments to Library code of conduct
- Assessment of the library services provided by the library, if necessary, and suggesting improvements in library services
- To collect and compile the requirements of various departments (list of books, journals, magazines, etc.,) and submit the same for the approval of the principal.

Library Budget:

The financial Sources for the library are from UGC and State Government funds/budget. The allocated annual budget shall be used to procure books, journals, documents, periodicals, newspapers etc., and to provide access to the information resources as per the requirement of students/departments. The annual budget of the library has also to be utilized for the components such as Procurement-of furniture and equipment and other maintenance expenses.

Library Code of Conduct:

- Users shall Keep their belongings outside the library
- Users shall carry their latest identity card before entering the library and produce before the library Staff for Verification
- User entering the library Should Sign in the log Register.
- Personal books are not allowed into the library
- Users will have open access to the racks to search the required books
- The issue to any book is Valid for 15 days period only and the books issued to a student is not transferable to others.
- Reader is responsible for damages caused to the books such as underlining, tearing papers, even daggering etc.,
- Readers should observe strict silence inside the library
- Use of mobile phones is not permitted inside the library premises
- Users are not allowed to carry eatables/ drinks inside the library premises
- Any loss of issued book by the user should be replaced by the same book. Otherwise they have to pay three times the cost of book as fine.
- Before the students go on vacation after Semester exams, they have to return the library books
- Reference books are to be used in the reference section only as they cannot be issued for out-side


Other facilities at library:

- ❖ A Xerox machine is kept in the reference Section and Students are allowed to take be Photocopies of important reading material.
- ❖ The library has introduced Soul Software System with the help of Commissioner of Collegiate Education A.P.

- ❖ INFLIBNET: - The University Grants Commission has setup an autonomous Interuniversity Centre in 1991 called INFLIBNET. It is installed in all collage libraries, libraries in India and connects them through a nationwide high Speed data network. Almost all academic libraries, are members of INFLIBNET.

Library has Procured Soul Software developed by INFLIBNET. It has been participating with INFLIBNET by contributing data to their databases such as database for books, Journals, etc., Library Catalogue is accessible online which uses Soul software for library automation This facility enables users to simultaneously Search library catalogue, E- Journals, E books Databases.

- ❖ NLIST- All Colleges Covered under Sections 12 (B) and 2 (f) of the UGC Act are eligible to access selected E-Journals and E – books through NLIST. The college has subscribed for NLIST in order to facilitate the students to make use of the various E-Books and E-Journals.


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