

**Pravara Rural Education Society's
College of Pharmacy (For Women), Chincholi
Tal: Sinnar, Dist: Nashik**



LIBRARY POLICY

One Purpose, One Mission, One Dream

1. Introduction:

The library is the center for learning materials and it serves as an important teaching agency by providing bibliographic advice. Formal and informal instructions are given in the use of the library to students through the orientation classes as well as bibliographic instruction as requested. The programs and services of the Library are geared towards implementing the mission of the institute with the specific objectives of meeting the educational needs of the college and to provide community service.

2. Objectives:

1. To develop collections of books, journals, periodicals and other materials that support, enrich and satisfy the curricula and research needs of the institute.
2. To encourage use of the library and its facilities by the students and faculty.
3. To aid and instruct students, faculty and staff in the use of the library and to provide bibliographic guides to the contents of the collection.
4. To investigate the changing educational needs of the community and to provide access to information, programs and services.
5. To provide reference and research services by a variety of means, including printed materials and electronic resources.

Staff members of the the library is committed to the following core values:

a) Excellence:

Library staff members are committed to the highest realistically achievable standards in their roles as educators, facilitators, collection builders, service-providers and information brokers. They are also committed to teaching, promoting and encouraging the goal of excellence in their users.

b) Integrity:

Library staff members are committed to the practice of ethical behavior and ethical attitudes in all of their dealings with students and staff members, with other departments in campus. They embrace the practice of high standards in their professional conduct and their personal interaction.

c) Service:

Based on their recognition of the intrinsic value of people, Library staff members are committed to service, rather than the pursuit of organizational self interest. In all of the functions of the library's technical services, staff members are intent on providing personal help and innovative programs that will provide answers for the information queries of

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users. Staff members also aspire to enhance and improve the abilities of all users in personal research skills.

d) Communication:

Clear communication is a vital part of successful service and a foundation of the library's operating principles. We need to be good communicators with library users, who may not be familiar with our policies, the way an academic library works or even some of the terms we use routinely to describe aspects of our job. A good communicator will keep informed about the events, and resources that affect the workplace. Because so much of our work is collaborative, library staff needs to communicate clearly with coworkers about the work they are doing.

3. Care of the Property:

Library is an asset which has to be used carefully and developed for use of its member in future. As such causing damage or loss to the books, periodical and other library property like furniture, fixtures and portraits shall be seen as a major misconduct inviting following actions against the default member.

- i. To recover the market price of the books / periodicals and such other library property along with suitable fine as decided by the Director.
- ii. Suspension of membership temporarily or permanently.

4. Rights of Librarian:

The Librarian reserves the right of preventing any member from entering in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

5. General rules and regulations of the library:

- i. Working timing of the library shall be from 9.00 am to 5.15 pm. In case of special requirement from students library shall be open after office hours.
- ii. Silence inside the library must be strictly maintained.
- iii. No personal belonging including books are allowed inside the library.
- iv. Books borrowed on a particular day will not be accepted for return on the same day.
- v. Mobile phone are strictly prohibited inside the library.
- vi. Books taken from the shelf need to be kept on the table and not back on the shelves.
- vii. Library catalogue kept at the entrance (public access catalogue) need to be used before making entry for selecting any books.
- viii. Library cards always be kept with the students and shall make use of the same in library.
- ix. A borrower shall withdraw his/her deposit amount within six months after the declaration of the results. Otherwise it will be forfeited.

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- x. Books can be borrowed for a period of one week only by the student. If the same is not refunded within this prescribed time he/she shall be liable to pay fine of Rs. 5/- per day. The staff members if leaving the institution he/she shall return all the borrowed material from library and shall obtain no due certificate.
- xi. A borrower is responsible for the safe custody and return of the borrowed book / publication. In the event of its being lost or damaged he/she will have to reimburse double the market cost of it.
- xii. Writing, markings, erasing of any marks on any book or manuscript will be considered as misconduct and he/she will have to pay fine stated by library committee.
- xiii. A book may be reissued only after the same is returned No automatic renewal is permitted.
- xiv. Periodicals and Journals has to be referred in the Library as they are not to be issued on individual's name.
- xv. Various software KOHA(OPAC), DELNET(E-journal access), free software such as Shodhsindhu and NDL access are available in library

6. Library committee:

The library committee at college level shall comprise of :

- i. **Chairman:** Academic Dean
- ii. **Members :** Head Of Departments/Section in-charge
- iii. **Member :** Assistant Professor/Associate professor one from each branch
- iv. **Member :** Registrar/ office superintendent
- v. **Member :** Student
- vi. **Member Secretary:** Librarian-convener

7. Role and responsibility of the committee:

- i. To issue circulars at least one month before the starting of each semester and compile requirement of books , periodicals and relevant library resources.
- ii. To prepare annual budget estimates for library and submit the same for approval of the principal
- iii. To organize annual stock verification and submit the report to a principal by the end of May every year
- iv. To ensure proper upkeep and maintenance of the library
- v. To compile books required for binding and arrange to give them to the binder in the month of May every year
- vi. To remove from the shelf outdated and unserviceable books if any and proposed for writing off such books at least once in two years
- vii. To propose action against misuse of library facilities, such as theft ,damage , loss of library facilities

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- viii. To take surprise visit to the library and make a report to the principal to ensure proper functioning of the library
- ix. To arrange to keep the library open beyond normal working hours on demand from the members promptly
- x. To inspect and remove from the self books and such other resources, if they have not been used at least once in a period of two years
- xi. To install safety gadgets in the library such as fire extinguisher, close circuit camera etc.
- xii. Make such recommendations as are necessary for efficient and safe use of library to satisfy its member
- xiii. To ensure issue/removal of membership cards to the members within one month from the date of reopening of the college/institute
- xiv. To ensure provision of safe drinking water, ventilation, lighting and seating arrangements and ambiances so that users are satisfied in the use of library

8. Frequency of the meeting:

At least once in two months.

9. Quorum:

2/3^{rds} of the members of which attendance of the chairman and convener is mandatory.

10. Tenure of the committee:

The tenure of the committee shall be for two years and will do the changes whenever necessary.



Prepared By



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