

Our Lady of Grace Trust's

# **ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI**



## **LIBRARY POLICY**





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**St. Gonsalo Garcia College,**  
**Behind Vasai Cricket Ground,**  
**Vasai – 401201**

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## **LIBRARY POLICY**

### **About Us:**

St. Gonsalo Garcia College library is central and common to all academic activities. The library provides a place to study and get materials and services. Its facilities and services exist solely for the benefit of the students and the staff. The regulations governing the use of the library have been implemented. The rules are devised to ensure that the best service is provided to all the stakeholders of the institution.

### **Library Timing:**

The college library is open to students and members of the teaching and non-teaching staff from 7.00 a.m. to 3.20 p.m. from Monday to Saturday. During the college holidays (Vacation), the library is fully functional. During exam time, the timing of the library is flexible as per the exam timetable.

### **Collection Development:**

- The library is always trying to cultivate a good collection for library users. The collection development is a more important part of the overall development of the library.
- The library emphasized the importance of reading habits. Hence, recommendations of students' for books are also considered for the healthy collection development policy.

### **New Arrivals:**

- The newly purchased books are displayed under the New Arrivals Section for 15 days.
- The new arrivals books are available for borrowing purposes to all readers.
- The library exhibits the new arrivals books through various methods such as Book Exhibition, Books Corner and New Arrivals Section.
- The library displays a book collection on the birth and death anniversary of great leaders and stalwarts.





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- During the Diwali Festival, the library displays a special Diwali issue for one month. It will also be available for home-issue purposes.

### **Acquisition Policy of Print & Electronic Resources:**

#### **Books:**

- Subject Teachers' preferences should be the first recommendation priority preferred.
- Teachers/Students/Users can submit book recommendation forms in the library.
- Library users can directly recommend books from book exhibitions that the library will organize.
- Book purchases from Publisher's Catalog, Book Exhibition organized by library etc.
- Regarding Foreign books, books purchased as per GOC rates are published by FPBAI.
- The maximum discounts claimed from the publishers/distributors are based on the type of book category.
- Pirated and poor-quality books are avoided. The first priority is towards good and reputed publications.

#### **Periodicals Purchase Policy:**

- The Journals and Magazines are subscribed as per the recommendation of teachers and the Library Advisory Committee (LAC).
- The maximum numbers of Journals are subscribed from the vendors for security purposes.
- The missing issues are tracked by all respective measures with the vendor.







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### **Newspapers:**

- The library subscribes to print newspapers as per recommendations from the students, teachers and LAC.
- The library subscribes to newspapers from local vendors for continuous and immediate service.
- The library subscribes to print newspapers in Marathi, Hindi and English languages.

### **Collection Accessibility:**

- The library provides open-shelf facilities through which students can go to the bookshelves and select the books that they wish to read.
- Students are requested not to upset the order of the arrangement of books in the cupboards.
- The collection develops as per first priority towards quality publications.
- Library provides the Old Question Papers for better exam preparation of students. Similarly, students can get old research projects for a better understanding of research topics and their related aspects.

### **Circulation Policy:**

- The books in the library are divided into the following categories:
  - I) **Reference Books:** These include Encyclopedias, Dictionaries, Atlases, Multi-volumes, Art Books, etc. which cannot be borrowed at home.
  - II) **Temporary/ Overnight Reference Books:** Usually, one copy of every title is kept in demand for use in the library each day, at least until noon, then the borrower may take the book overnight, returning it the next morning.
  - III) **Non-fiction Books:** Books not in current demand may be taken for two days, three days and one week to two weeks.





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- Books are issued strictly in order of application. It is left to the discretion of the librarian not to issue certain books when circumstances warrant it.
- No books or periodicals are to be taken out from the library unless they are issued to your account.
- Students can borrow one textbook at one time for 7 days. They can renew one book at two times as per the demand. A penalty of Rs.1/- per day will be levied on the delay in returning/renewing the issued books with the inclusion of holidays. Students must on receiving a book, examine it and report to the clerk any damage found therein, if they fail to do so, they are held responsible for any damage that is detected later.
- Books lost, damaged or defaced must be paid for by the reader in whose name they were issued. If the user of a library loses a book then he/she has to replace the same book/books.
- Regarding all matters concerning the librarian's word is final. The Librarian reserves the right to recall any book or periodical at any time.

**LIBRARY BOOKS HOME LENDING LIMITS**

Sr. No	Category	Number of Books			Total Books	Issuing Period
	-	Textbooks	Reference Books	Extra	-	-
1.	Students	1	-		01	7 Days
2.	Teaching Faculty	05	05	-	10	30 Days
	Language Departments	05	05	05	15	30 Days
3.	CHB Faculty	02		-	02	30 Days
4.	Non-Teaching Faculty	03		-	03	30 Days





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#### **LIBRARY BOOKS LOAN PERIODS:**

<b>Sr. No</b>	<b>Category</b>	<b>Books</b>	<b>Reference/ Comparative Books</b>	<b>Periodicals</b>	<b>E-resources</b>
1.	Students	Home Lending	Library Premises	Library Premises	Home Lending
2.	Teaching Faculty	Home Lending	Some Books for Home Lending	Home Lending	Home Lending
3.	External Members	Library Premises	Library Premises	Library Premises	Library Premises/Home Lending

#### **Overdue Policy:**

- To ensure the return of books from students, 'no dues' from the library is made mandatory for students while getting original documents from the college.
- To ensure the return of books from staff, 'no dues' from the library is mandatory for staff before retirement from the college.

#### **Library Membership:**

- All bonafide students can become library members. Every year students need to update their library membership card. The students' library card is valid till 29th April of every year (FY/SY/TY).
- Book Bank students are selected by the Book Bank Committee as per book availability.







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- Ex-students of the college can become members of the library. No books are allowed to be issued at home. However, ex-students can read books in the library. Photocopy of certain sections of a book is permitted.
- College staff can become members of the library. Every staff member should clear No dues before retirement from the service.
- External Members can get an external membership with proper application to the higher competent authority.
- If a reader's Ticket is lost then readers will get new tickets with Rs.50/- charges from the library.

#### **Library Automation:**

- A library should be automated with help of recognized fully-featured Library Management Software.
- The library should function on basic Modules such as Acquisition, Circulation, Serial, Reports and more. The library should print daily circulation reports from the Library Management software. All library collection records are available in the Library Management Software and also available through the Web-OPAC service. The library website is integrated with Web-OPAC service for library readers.

#### **E-resource Consortia & Network:**

- N-LIST subscription is renewed in the month of March of every year. Similarly, a DELNET subscription is renewed in the month of December every month.
- Every year of beginning, students are informed about E-resources Consortia and Networks such as INFLIBNET N-LIST, DELNET and Open Educational Resources.
- During Orientation, the librarian is informed about online e-resources service with a demonstration. The login credentials are provided within the class and library.
- These services are informed to all students and staff through the college library website.
- N-LIST Top 10 User usage report is displayed on the library website. There will be increased use of the N-LIST Consortium.





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- The best N-LIST Usage Award is delivered to users based on the overall yearly usage report.

#### **Library Visitors' Statistics:**

- The library maintains usage footfall records through User Tracking System Software. While entering the Library, the user has to scan her/his valid Identity Card at the Library Entrance Gate through the Barcode Reader. Every month footfall usage should be recorded on Google Drive.
- In case of any technical issue, the library preserves the print footfall report for documentation. The library also records the library website's online library user usage. The computer usage by students is recorded in the prescribed register.

#### **Reading Hall:**

- The reading hall is available to all library users.
- A spacious reading hall is available to a maximum number of readers with a seating capacity.
- Readers can borrow the library reference books on the ID Card and sit in the reading hall.
- External members can take advantage of the reading hall.
- Silence is to be maintained in and around the reading room areas of the library.
- Litter must not be dropped on the floor.
- Furniture must not be rearranged and may only be used for its proper purpose, e.g. no sitting on or resting feet on tables.
- Smoking, eating and chewing gum, listening to Music / Use of mobile phones are not permitted in the library.







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### **Stock Verification:**

- The physical stock verifications of books occur every five years.
- The document is not found during verifications. It is listed and library staff should try to locate all possible locations in the library.
- These missing book records should be maintained on the computer also.
- These missing documents entities should verify with borrowing user records.
- Library staff should verify the book's exact status and list it in the proper records.
- Library staff should compile all missing entries and compare them with old stock verification records or library records. If any book entry is found in the old records then library staff should remove the duplicate entries from the missing entries.
- The Principal/Library Advisory Committee/ Book Bank Committee should approve the final stock verification report.
- The required changes are made in the accession register under the remark column.
- The missing book's status should change to "Withdrawn" in the Library Management Software.
- In this context, try all possible precautions and take care.

### **Library Service Marketing & Promotion**

The library continuously engages the readers with various activities. Hence, the library is following the marketing strategy for events and programs.

- The library performs various activities such as Book Exhibition, Readers' Club Activities, Special Days Celebration, Library Week, Books related competitions and more. It attracts users to the library.





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- Library Dynamic Website gives the latest academic information. It is the best example of library service marketing. Open Educational E-resources links should be available on the library website.
- Notice and Display Board is another best example for updating students about the latest events and information in the various sectors.
- New Arrival Books & Magazine Corner initiated for updating library users on the latest trends in various fields.
- The library starts the Best Library User Award for motivating students towards the use of library services.
- The college events newspapers and important academic newspapers clipping preserve in print format. It is scanned and uploaded on the library website.

#### **Safety Security:**

- The readers may keep their bags and belongings (except valuable items such as money, passport, credit/debit cards/mobile phones, laptops, etc.) at the Property Counter in the Library.
- The staff attempt is made to keep the library materials clean and tidy from dust on a regular basis. One treatment of termites has been done every five years.
- It is not allowed for the readers to carry their private books and personal belongings inside the library. In the absence of library staff, the library shouldn't open under any circumstance.



#### **Sources:**

- <https://liba.edu/wp-content/uploads/2020/01/Library-Policies-and-Procedures-2018.pdf>
- <http://lib.jnu.ac.in/Rules and Regulation>
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