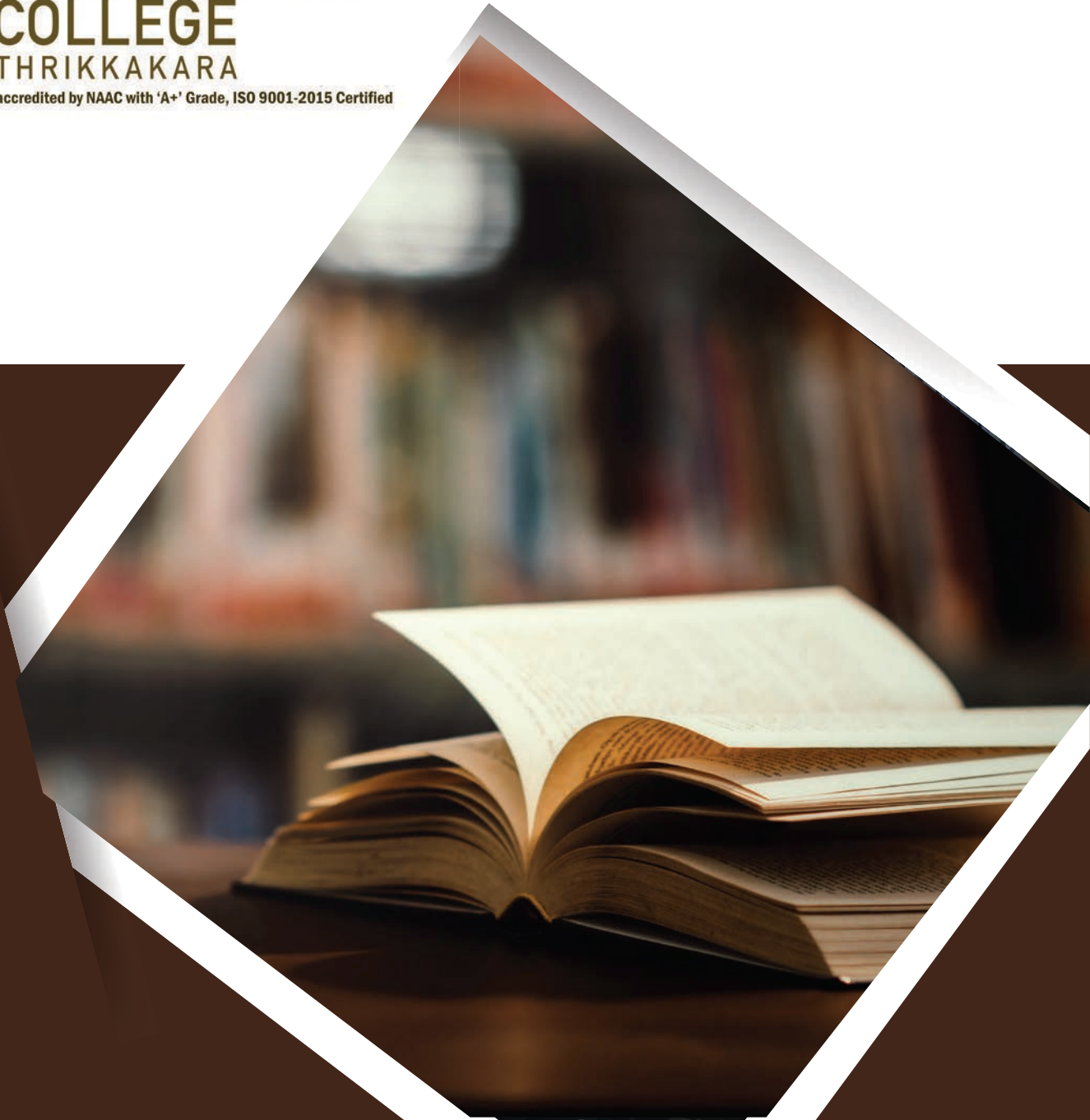# BHARATA MATA COLLEGE
## THRIKKAKARA

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified

# LIBRARY
## POLICY

# PREAMBLE

"Google will bring you back, you know, a hundred thousand answers. A librarian will bring you back the right one" : Neil Gaiman

The Bharata Mata Library Policy is aimed at establishing an institutional framework to aid an effective and dynamic library and information service that meets the information needs of all the stakeholders. It acts as a guiding manual for both the library staff and the library users in dealing with the facilities and services offered by the library. The policy highlights the library's attempts at integrating itself with research and other academic activities and encourages the active involvement of the stakeholders in the same. The policy manual provides guidelines as well as procedures for acquiring library documents, their technical processing and organizing them for their optimum utilization. Rules and regulations issued by the authorities for operation and management of the library and the procedures for providing library services to the users are also elaborated upon.

# CONTENTS

1. VISION

2. MISSION

3. SCOPE

4. DEFINITIONS

5. LIBRARY ADVISORY COMMITTEE

6. NON DISCRIMINATION

7. LIBRARY SERVICES

8. RULES AND REGULATIONS OF THE LIBRARY

9. ICT SERVICES

10. ANTI PLAGIARISM SOFTWARE

11. STRUCTURE OF LIBRARY POLICY

12. REFERENCES

Bharata Mata College Library plays a major role as a provider of information required for teaching, learning and research, as a developer and preserver of rare and special collections and as a contributor towards the achievement of the institution's strategic goals. The library is expected to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information. The importance of a library is also ingrained in its vision and mission which is aligned to that of the institution.

## 1 VISION

To provide a student centered learning environment by facilitating access to comprehensive resources and services in support of research, teaching, and learning needs of the academic community.

## 2 MISSION

To provide the best quality scholarly resources and services with the innovative use of technology fostering research culture.

## 3 SCOPE

The Library Policy applies to all students, teaching staff and non teaching staff of the college

## 4 DEFINITIONS

**INFLIBNET**
Information and Library Network (INFLIBNET) is an autonomous Inter-University Centre of the University Grants Commission (UGC). The centre provides access to e- resources to universities and colleges sunder the UGC-Infonet connectivity programme and the UGC-Infonet Digital Library Consortium.

**N-LIST**
The National Library and Information Services Infrastructure for Scholarly Content (N-LIST) provides access to selected e-books and e-journals to colleges. The project being jointly executed by the e-Shodh

Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi. The authorized users from colleges can access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIB-NET Centre.

## DELNET

It is a resource sharing library network in India connecting more than 7000 libraries across India. Delnet offers access to more than thirty crore records of books, journals, dissertations, video and audio recordings etc. Registered users can search these database through their allotted login and password.

## J-GATE

J-Gate, an electronic gateway to global e-journal literature and a comprehensive platform to access research information from over 55 million journal articles covering multiple subject domains from all disciplines. The registered users can access this database remotely.

## WORLD E-BOOK LIBRARY

The World Library Foundation is the world's largest collection of books and articles in the electronic format. It is also an e-Books collection of 40 Lakhs e-Books and millions of journal articles with unlimited access and downloading.

## 5    LIBRARY ADVISORY COMMITTEE (LAC)

The LAC facilitates the library's functioning, meets twice a year and major decisions regarding the improvement and development of the library, operational issues if any, are taken according to the opinion of the LAC. The committee also tries to identify the emerging and innovative trends that affect library services and puts into practice new strategies to engage the students more effectively.

### 5.1   LAC CONSTITUTION

Chairman (Principal)
Secretary (Librarian)
HoDs-5
Student representative-1

## 5.2 FREQUENCY OF MEETING

The committee shall meet at least two times in an academic year.


## 5.3 QUORUM

One-third of the total membership in the committee shall form the quorum.


## 5.4 DUTIES AND RESPONSIBILITIES

• Exercise general supervision over the College library

• Frame regulations for the management and use of the library, subject to the approval of the Academic Council

• Allocate funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the library and formulate budget to be submitted to the authorities concerned

• Suggest books and journals and other related materials (both in hard and soft copies) and for mulate guidelines for acquisition and periodic stock verification, allocation of tasks to library library discipline, user services, inter-library cooperation and networking

• To ensure proper library management and its use including the services rendered to the readers

•  Review the functioning of the library on an annual basis

• Consider any matter referred to it by the authorities of the Institution

• Recommend for appointing a sub-committee for book selection

• Frame and amend any rules prescribed for the use of the library services by the readers

• Ensure that the library identity cards are distributed to the newly admitted students within thirty days after their admission in the Institute

•  Monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc. and to advice the library for adoption of those developments.

•  Have powers to authorize individuals or institutions from outside to make use of library services on a temporary basis

• Prepare an annual report of the library system


## 5.5 MEETING NOTICE

The Member Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principal.

**5.6 MEETING MINUTES**

Minutes of various meetings shall be recorded by the Member Secretary and circulated to all the members for consideration and approval.

## 6  NON-DISCRIMINATION

No user will be denied library service based on race, religion, sex, politics or ability.

## 7  LIBRARY SERVICES

Libraries are dynamic instruments of education and Bharata Mata College library focuses on the excellence in services and flexible access to learning materials. These goals are attained by optimizing the skills, expertise and knowledge to support the college's mission with respect to curriculum and research. The following are some of the facilities provided by the library:-

**7.1 INTER LIBRARY LOAN**

Books and other publication which are not available in our library may be procured by the library on loan from other libraries through DELNET.

**7.2 QUESTION BANK**

Students are provided with the previous - year question papers of their course of study and students find it very useful.

**7.3 INFORMATION LITERACY PROGRAMS**

Library celebrates many literary events and conducts programmes and competitions for students throughout the year. Library orientation will be given to the first year students.

**7.4 CAREER CORNER**

A separate section of the library earmarked, Career Corner, is earmarked for the books on various national and international level competitive exams are kept. There are books for TOEFL, IELTS, GRE etc which help students go abroad for higher studies.

**7.5 COMPUTER FACILITY**

There is a well equipped computer room in the library, with 20 computers and there is a high speed internet facility available for students.

## 7.6 Wi-Fi FACILITY

The library is enabled with Wi-fi facility for all users.

## 7.7 WEB BASED OPAC

Its purpose is to enable a user of the collection to find out the physical location of the information in the collection. It is an access tool and resource guide to the collection of a library or libraries which provides bibliographic data in machine-readable form, facilitates search interactively on computer terminal by a user.

## 7.8 E-RESOURCES

These are some of the e-resources provided by the library:

N-List (College Id- 2647)

DELNET(College id-IM1343)

J-Gate, World Book Librar y (WEL)

Other than the paid resources, open access e-resources like Shodhganga, e- PG pathshala, iitkgp.ac.in etc. are linked to web opac.

## 7.9 REFERENCE BOOKS & BOUND JOURNALS

There is a big section of reference books and the old journal issues are bound and kept for reference.

## 7.10 DIGITAL TALKING BOOKS FOR THE BLIND

Library has installed the software DAISY (Digital Accessible Information System) jointly with the Kerala Federation of the Blind Youth Forum and Kerala State Youth Welfare Board. The Daisy Talking Book Project comprises of three other softwares i.e NVDA (Screen reader), AMIS (Daisy book player for windows) and Audacity(digital audio editor and recording application software). It has a collection of around 200 books including short stories, novels, competitive exams books etc in Malayalam language. Library also has a group of students who has volunteered towards the compilation of voice banks for the benefit of the visually impaired students.

# 8 RULES AND REGULATIONS OF THE LIBRARY

## 8.1 GENERAL INSTRUCTIONS TO THE LIBRARY USERS

Your personal belongings can kept at the property counter at the entrance. Leave all bags on the floor at the main entrance when you are using the library. Take your bags with you when you exit the library.

The librarian will reserve the right to remove any unattended bags.

Do not bring food, drinks (except water in a clear bottle) or umbrellas.

Do not raise your voice to a level that causes a disturbance to others.

Librarians, teachers or staff members have the final say as to what is considered a "disturbance".

Mobile phones and other electronic devices like laptops must be used for learning purpose, without causing disturbance to others.

Clean up after yourself: push chairs in, return books used, leave no mess.

Borrow books within the Borrowing Regulations.

## 8.2 NON-CIRCULATION MATERIAL

Periodicals, reference books and newspaper are available for use in the library. They may be borrowed at the librarian's discretion.

## 8.3 LIBRARY TIMINGS

The timing of the college library is 9 am to 5 pm from Monday to Saturday.

The library remains closed on public holidays.

## 8.4 CIRCULATION POLICY

As per Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE:

The loan period is 14 days for all categories of users though there is difference in the maximum number of books that can be borrowed at a stretch.

The maximum number of books that can be borrowed by the various categories are as follows:

UG students-2

PG students-4

Teachers-10

Non-teaching staff-3

Library membership card must be produced when borrowing books. It is not transferable.

A borrower shall, before leaving the Library, ensure that all books issued to him/her on loan are complete and undamaged.

## 8.5 RENEWALS

Books on loan, except those reserved by others, may be renewed for another 2 weeks by returning them to the library for stamping.

## 8.6  RESERVATION

Books on loan may be reserved by filling out a form and submitting the completed form to the counter.

## 8.7 OVERDUE

An overdue message will be sent to the borrower as soon as possible once the loan period expires. Borrowers should return the books to the Library.

## 8.8  RETURN PROCEDURES

Borrowers should return the books to the Library at the end of two weeks.

## 8.9 FINES

A fine of Rs. 01 /- will be imposed per day for each book overdue.

Borrowers are responsible for any damage inflicted on the books loaned and will be charged the cost of replacement.

Non-payment of a fine will automatically result in suspension of borrowing rights, and the withholding of the T.C. until the fine is paid in full.

## 8.10  LOSS OF LIBRARY MEMBERSHIP CARD

If you lose  your student library membership card, you must report to the library immediately.

One has to fill up the duplicate Library Card Requisition form.

Rs.50/- has to be paid to obtain a duplicate card.

## 8.11 THEFT

Taking books out of the library without using the proper procedures outlined above will be considered as theft. This is a serious offense and may result in immediate suspension from the college and a permanent record on your report card, and in more serious cases, legal action.

# 9    ICT SERVICES

The library offers an up-to-date Online Public Access Catalogue (OPAC) and remote access to databases. Facilities for online referencing and reading as well as for thesis writing are provided along with a well equipped computer lab. Library's institutional repository software D Space stores student projects, question papers and faculty publications. An "In - Out" management system with access control with QR code is also implemented at the entrance for recording the visit of the library stakeholders. Library has good collection of audio books for the print disabled students. Amenities are also given for sessions using LCD projectors.

## 10 ANTI-PLAGIARISM SOFTWARE

Library handles plagiarism verification for Ph.D. theses, P.G. and U.G student projects, papers presented for conference/ workshop, abstracts through Plagiarism Checker X software. The students, research scholars and staff members need to submit the application form endorsed by the respective supervisors/HODs

## 11 STRUCTURE OF LIBRARY POLICY

### 11.1 MEMBERSHIP POLICY

Bharata College library members are registered students and faculties. The library shall issue membership card to every registered user.

### 11.2 E-RESOURCES POLICY

BMC library offers the best possible e-resources for the access of students as well as faculty. It follows various practices in encouraging the maximum use of e-resources.

Each faculty is encouraged to give the students assignments/seminars which prompt the students to mandatorily make use of the e-resources.

Students are supposed to make a report on the content they have accessed and the same has to be sent to "librarybmc@bharatamatacollege.in"

### 11. 3 LIBRARY BUDGET & FINANCE POLICY

The main source of income of BMC Library is the PD Account.

College PTA and Research Committee also supports for purchasing periodicals and print journals.

There is a contingency fund maintained by the management/Principal to meet the urgent book requirement.

### 11. 4 COLLECTION DEVELOPMENT POLICY

The collection reflects the various disciplines at the institution and the information needs of the faculty, students and staff. In a changing world, the libraries are left with no other choice but to subscribe e -resources. BMC Library serves its users by providing remote access to the subscribed databases/e-resources like NList, Delnet, J-Gate and World E-Book Library. Moreover suggestions regarding new resources are taken from the users through Google form available in OPAC and the suggestion book is kept at the circulation counter.

UGC provides funds to faculties who wish to undertake Minor/Major projects. The books acquired by the investigator under his Minor/Major projects are also to be deposited in the library after the completion of their project.

## 11. 5 STOCK VERIFICATION POLICY

As per the General Financial Rules 2005(Rule No:194), physical stock verification of the library documents is conducted once in every three years by the library staff to update the accurate stock of the library.

## 11. 6 WEEDING OUT POLICY

As per the Govt. Circular No.27855/A3/2000/H.Edn, the maximum no of books that can be written off in a year is 0.5% of the books in circulation. Books can be withdrawn from the stock register if it is outdated, worn out beyond repair, found missing in stock verification and damaged to the extent that is unusable.

## 11. 7 PROCUREMENT OF LOST BOOK

The loss of book should be immediately reported to the librarian.

For loss of books, the following procedure will be followed:- as per G.O.1028/A3/93.H.Edn. dated 28/05/1993.

If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one. If the lost book is not available for replacement,  the value of the lost book will be realized at the following rates:-

Ten times the face value of the books which are published prior to 1946.

Six times face value of the books which are published, prior to 1970.

Three times the face value of the books in all other cases.

If the book value cannot be ascertained from the Library Stock Registers, compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

## 11. 8 LIABILITY FOR MISSING BOOKS

As per Govt. Circular No: 27855/A3/2000/H.Edn. dated 8/12/2000,

The responsibilities for the missing books from the library should be fixed on each individual strictly with reference to the duties and responsibilities of each individual working in the library.

The entire staff working in the library are responsible for the proper accounting of the books and other articles in the library.

The maximum number of books that can be written off in a year is 0.5% of the books in circulation.

The library staff will be responsible for the loss of books in excess of the admissible number and the cost

of such books will be recovered from the library staff in equal shares.

The person who are transferred out of the institution on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities, if any, fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order.

## 11. 9 NO DUES CERTIFICATE

'No Dues Certificate' concerning library membership will be issued by the library only after the library dues are fully cleared upon completion of programme. An employee can get "No Dues Certificate" at resignation / relieving only after fully clearing his/her library account.

## 11. 10 MAINTENANCE POLICY

The library's software and infrastructure maintenance is done by the management on a regular basis. The feedback form is also available in the Web OPAC.

## 12    REFERENCES

G.O.1028/A3/93.H.Edn. dated 28/05/1993

G.O: 27855/A3/2000/H.Edn. dated 8/12/2000

Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE

# Bharata Mata College

Thrikkakara, Kochi-21, Kerala, India

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