

GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA

CENTRAL LIBRARY POLICY

Library is the nucleus of a College. It is one of the academic support facilities that form an essential part of any Higher Educational Institution. It occupies a prominent position in the college as it serves two complementary purposes, to support the curriculum and to support the further learning of the faculty and student of the College. The College Library is the primary information resource centre and store-house of books, journals, magazines and newspapers corresponding to the needs of staffs and students.

Objectives of Library:

- To acquire, organize and update the library collection of learning resources to support teaching-learning process.
- To encourage students to reading beyond the requirements of the curriculum.
- To work with faculty in integrating information sources and the use of technology in learning.
- To equip the students and teachers with effective use of learning resources.
- Gives students a wider and deeper understanding of the Universe of knowledge.

In order to cater with these objectives, the College constituted the Library Advisory Committee that shall review the status of the Library in terms of the availability of books and other resources from time to time and workout the modalities for the acquisition of books and any other improvement of the Library. For the smooth functioning of the Library Policy the committee further created the rules and regulation of the Library:

LIBRARY USES POLICY

RULES & REGULATIONS:

- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is prohibited in the Library premises only a student can use mobile for academic purpose strictly.
- Every member must sign the register available at the entrance.
- Students have to bear the Identity Card & Library card for entering the Library.
- All students should compulsorily sign the Library Attendance Register/Students' Library Log Book upon entry.
- Books will be issued to only individuals and not to groups or areas.
- Each student of UG can borrow only 2 books and PG can borrow 3 books at a time. The books borrowed from Library may be retained for a period not exceeding 14 days.
- A fine of Rs.1/- per day will be charged for each book kept beyond for the first 07 days and beyond 07 days; Rs. 5/- per day will be charged.

- Markings or underlines and tearing should not be done in the book or its pages.
- Books once issued, should not be brought inside, unless it is to be returned.
- Books lost, defaced or torn in anyway will have to be replaced by the borrower.
- Students cannot borrow any book on other student's card.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, user will be charged double the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- The Library Card is not transferable and its loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- In-Case a student lost his/her library card has to inform the Librarian. A duplicate card will be issued on payment of Rs. 100/- and submit one passport size photo.
- For misplaced, un-priced, gratis publications, rate as approved by Library Committee will be applicable.
- **Journals (unbound issues)/Reference Books/ Reports will not be issued from the library.**

FUNCTIONS:

- Make available to the students, books and allied reading material relevant to the courses offered in the college.
- Makes available the books and documents required by faculty members in preparation of their instructional courses.
- Provides supplementary books and reading material to help study and teaching at the college.
- Provides comprehensive selection of authoritative books and documents needed by the faculty members to pursue their research programmes.
- Promotes the proper use of the reading material available in the stock; and train the students in making use of the library properly and derive full advantage out of it, integrating the library with the educational courses.
- To assist the teaching staff in the pursuit of higher studies and research and support them with relevant literature and information on the subject.
- To assist the parent institution in fulfilling its educational objectives.
- To provide latest collection of text books, course related materials and journals on print and electronic media.
- To maintain good collection of reference books, magazines, newspapers and Internet facilities

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to provide wider access to information beyond the prescribed syllabi.

- To provide career guidance to students and make them useful citizens of the society.

READING HALL

- Keep Silence in the reading hall.
- Eatables are not allowed inside Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering in the reading hall.
- Reading Hall timings will be extended during examinations with prior notice.
- Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library & Reading Room.
- Suggestion Box is kept at the counter in main library.
- Your objective and positive/healthy suggestions are welcome.
- Students should return their book in given time period.
- Strict action will be taken for any misbehaviour in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall (**Mobile phone can be used strictly for academic purpose only**).
- Students are not allowed to sit in Reading Room during their lecture & practical hours.
- Any form of gossiping or disturbing others is strictly forbidden.

LIBRARY SERVICES AND ACTIVITIES:

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|---------------------------------|------------------------|
| On working days | 09:00 AM to 05:00 PM |
| During Examinations Days | 09:00 AM to 05:00 PM |
| During Vacation | 08:00 AM to 12:00 NOON |

NEWS PAPER CLIPPING:

Articles on education appeared in the various news paper are cut and field in the file called “News paper clippings file” to facilitate the current situations on the field of education.

BAR CODE TECHNOLOGY:

All books are bar coded.

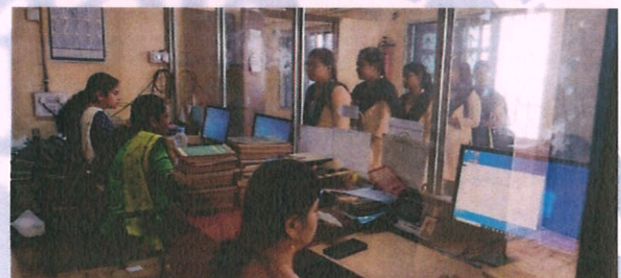
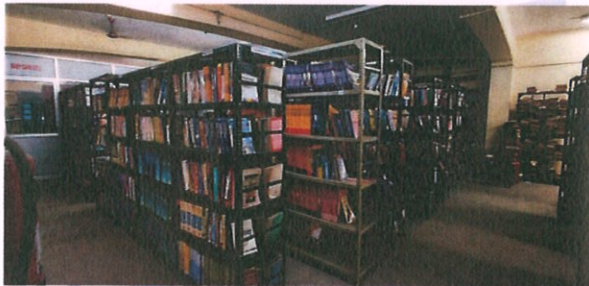
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CATALOGUE:

List of Books, Periodicals & Journals, Project reports etc. available as on title wise, Author wise & Subject wise. Students can get the details about a book from the college website.

USER ORIENTATION:

Library conducts orientation programmes for new users. It is to enable them to use library resources effectively.



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