



NAGAON G.N.D.G. COMMERCE COLLEGE

Panigaon, Nagaon, Assam, Pin-782003.

Estd. – 1984

Website: <https://ngndgcollege.edu.in>

Accredited by NAAC, Grade-B++, Recognized by UGC with Section 2(f) and 12(B)



LIBRARY POLICY

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1. Vision

- To promote reading habits among students, faculty, and staff.
- To serve society by offering free access to various literature for the enhancement of knowledge.
- To Incorporate and equip with the latest technology and adopt user friendly approach towards students and faculties.

2. Working Hours

- 9.00AM to 5.00PM on all working days (Monday to Saturday)
- Library remains close during the government holidays.

3. Classification and Cataloguing Scheme

- Dewey Decimal Classification (23rd edition)
- Cataloguing according to AACR II
- MARC 21 for bibliographic description

4. Library Management Software

- SOUL 2.0 (Software for University/College Libraries)

5. Facilities

- Open Access System: Allow students to go to the stack room.
- OPAC (Online Public Access Catalogue) module to find out the status of books.
- Borrowing Book facilities
- Reference section
- Periodical section
- Book Bank
- Reprographic and Printing facilities.
- Internet facilities
- Arrangement of shelves according to subject
- Barcode on user id for fastening the circulation system
- Notice board
- Newspaper Clipping
- Suggestion box
- Internship facility
- Question Bank Facilities: Previous year Question Papers
- Orientation Programme for new users
- CCTV Cameras
- Other Services includes separate rooms for teachers and students, drinking water facility, toilet facility, etc.

6. ICT Services

- College Library is automated
- SOUL 2.0 used for automation
- OPAC
- Main Server
- Two number of computers are connected to the main server
- Reprographic and Printing facilities is available in the library
- Soft copies of previous year question paper is available
- Library provides free internet access to its users.

7. Safety and Security

- Library has single door open for entry and exit.
- Issue and return of Library resources: Automated Circulation system is there for issue and return of resources. Following table shows the borrowing patters of users

SL. No.	Type of Membership	Book Entitlement	Renewal
1	Students	4	Renew on 15 days from the issue of book
2	Staffs	5	Renew on 15 days from the issue of book

8. Rules and regulations

- ❖ The library remains open throughout the year except Sunday and such days as may be notified as holidays.
- ❖ The library shall remain open from 9.00a.m. to 5.00p.m. on all working days as well as during the summer vacation.
- ❖ Library books are issued from 9.30a.m. to 3.30p.m.
- ❖ All students who have admitted in the college as regular students can get membership of the library on filling up of membership form.
- ❖ The casual students can be given the membership for using the books and journals in the library premises only. They cannot be granted the privilege of borrowing the books for home use.
- ❖ Outsiders and ex-students cannot have the privilege of using the library resources except with the special permission of the principal/librarian.
- ❖ Each student will get a library card for loan of books.
- ❖ A fine 1.00 rupee in case of a book per day will be charged if the book is keep overdue.
- ❖ The reference books and rare book shall not be issued except for consultation in the library premises.
- ❖ Current periodicals are issued to be read in the library premises only. Any person found guilty of tearing or spoiling pages of the magazines will lose his/her privilege of using the library.
- ❖ A book in multi volumes cannot be issued except under special circumstances. If one volume of multi volume book is issued and is lost, the price of the whole set shall be charged, in case that particular volume is not available.

- ❖ The loss of book should be reported to the librarian immediately. The lost book will be replaced by the borrower by a new one duly approved by the librarian, within a period of 14 days, failing which he/she will be required to pay the price of the book plus an additional charge as per library rules.
- ❖ The loss of the library card should be immediately reported to the librarian so that the library staff may keep an eye on the issue of books on the lost library card.
- ❖ The student whose library card has been lost will be held responsible for all the books which may be issued on such card to anyone.
- ❖ A prescribed penalty will be charged from the students for issuing him the duplicate library card.
- ❖ A student should be in possession of his identity card before entering the library.
- ❖ Perfect silence and order should be maintained in the library. The violation of this rule can lead to the loss of privilege to use the library for a specific period.
- ❖ Students are expected to read notices issued by the librarian from time to time. No excuses will be entertained for ignorance of any information notified earlier.
- ❖ The students should deposit their personal books, bags, overcoats and other prohibited articles keep in the clock-room and get a token in lieu thereof. They should also sign on the attendance register placed at the main gate.
- ❖ Students without uniform will not allow entering the library.
- ❖ Poor and needy students can avail books from the book bank of the library for an academic session.
- ❖ Every student is expected to return the library books and get a clearance chit from the librarian, failing which he/she will not be issued roll numbers, character and other certificates from the college.

9. Library ethics for the users

- ❖ The entire atmosphere in the library should remain calm and quiet. Your movements while looking up for a book on the rack or while pulling a chair for sitting, should not disturb the other readers.
- ❖ While leaving, you are requested to rise gently and replace your chair quietly.
- ❖ If you wish to consult some library official, please go quietly and whisper your demand.
- ❖ Be courteous to library staffs who are your guides.
- ❖ The suggestions or complaints may be passed on in writing to the librarian.
- ❖ Never spoil the books and journals which lend to pleasure to all.
- ❖ Make it a habit to see the library notice board everyday least you miss important information.
- ❖ Keep your identity card with you while coming to the library.
- ❖ The students are advised to leave the books drawn from the shelves on the tables least they re-shelve the books on a wrong place. Leave this work to the library staff.
- ❖ It is bad habit to take eatables in the library.
- ❖ Do not throw the pieces of papers here and there. Keep the library neat and clean by using the waste paper basket.

10. Activities of the library

- User Orientation Program: At the beginning of the new academic session new students are oriented about the facilities and services of the library.

11. Services of the library

- Ask a librarian service: Offer to the interested students
- Newspaper corner: Newspaper on both Assamese and English language.
- Book on Application: Allow students to keep books during the examination period.
- Training to the staff: Trained the library staff on different management aspects (Book shelving, arrangement, circulation etc) and it is a continuous process.
- Free internet facility: Students are allowed to use the internet facility in the library

12. Library maintenance:

- Working hours: The Library remains open from 9a.m to 5p.m.
- OPAC to find out the status of books.
- Barcode enables library card is used.
- Library Committee Meeting: The meeting of Library Committee is held in three times in a year.
- Reprographic and printing facility.

13. List of Journals and Periodicals Subscribe by the Library

- Indian Journal of Marketing
- Indian Journal of Management
- Indian Journal of Finance
- Kurukshetra
- Yojana
- Employment News
- Goriyoshi

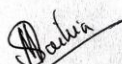
14. List of Newspapers Subscribe by the Library

- The Sentinel
- The Indian Express
- The Assam Tribune
- Amar Axom
- AxomiyaKhorbor
- DoinikAxom

15. Library log-in data Report

- Snapshots of 3 random pages of months of Teacher's log-in data from attendance register (Photographs Enclosed)
- Snapshots of 5 random pages of months of Student's log-in data from attendance register (Photographs Enclosed)


Coordinator
IQAC
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Nagaon Assam


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