



## SADHANA EDUCATION SOCIETY'S

(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority

# L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980


Relief Road, Santacruz (W), Mumbai - 400 054.

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### 4.2.1 Library is automated using Integrated Library Management System (ILMS).

Sr. No	Particulars	Page No.
4.2.1	Integrated Library Management System (SLIM 21)	2
	4.2.1.a. Slim Software 21 Modules	3
	4.2.1.b Acquisition	4
	4.2.1.c. Cataloguing	5
	4.2.1.d. Circulation	11
	4.2.1.e. Serials	14
	4.2.1.f. Library Membership	15
	4.2.1.g. Library Usage (VizLog)	16
	4.2.1.h. WEB OPAC	17-18
4.2.2	Library Website	19-20
	4.2.2.a E-Library	21
	4.2.2.b Calibre-E-Book and E-Journal Management	22
	4.2.2.c. Institutional Repository (Past Year Question Papers, Syllabus, Teachers Publication & Circulars)	23
	4.2.2.d. Open E-resources	24
	4.2.2.e. Online User Service (Ask@Librarian)	25
	4.2.2.f. E-Alert Services	26
	4.2.2.g. Library Activities	27
4.2.3	Library Policy	28



  
Dr. Debajit N. Sarkar  
(Principal)

## 4.2.1 Integrated Library Management System (SLIM 21)

The college firmly believes that a well-equipped library is the power house of the institution for wholesome education and lifelong learning. The Library is a treasurer of knowledge having a rich and diverse collection of 60602 books, 54 journals, periodicals, 16 newspapers, 20 e-books, 49 thesis, 6 maps and 1228 CSs. The library has subscribed a database of INFLIBNET N-LIST & EBSCO E-Journals.

### **Library House Keeping Activities:**

The Library House Keeping activities are fully automated since 2005-06, using LIBSUITE Library Management Software. From 2015-16, the library has implemented Library SLIM21 Integrated Library Management Software. Barcoding technology is used for Visitor's Log in, Issue, Return and Stock Verification.

Following Modules of SLIM21 (3.7 version) Integrated Library Management Software are Used

- Cataloguing: Online Cataloguing with Spine Labels, Book Cards, Barcode
- Circulation: Issue/Return with E-Mail Integration
- Serial Control
- Acquisition
- WEB OPAC
- Reports
- Stock Verification

Add on Module: **LibvizLog (Visitor's Login)**

## 4.2.1.a. Slim Software 21

# Modules

The screenshot displays the SLIM21 software interface. At the top, the window title is "(ADMIN) SLIM21 Taskbar". The menu bar includes "File", "Acquisition", "Cataloguing", "Circulation", "Serials", "Tools", "Library Visitors", "मराठी", "Help", and "Explore". Below the menu bar is a toolbar with icons for "Serials", "Tools", "Library Visitors", and "मराठी".

The main interface is divided into two sections. On the left is a vertical menu of modules, each with an icon and a label:

- BC (BC.Cate...)
- Loc (LO Codes)
- LP (LP Codes)
- Scripts
- Language (Langua...)
- Calendar
- Borrowers
- Currency
- Item types
- GMD ty...
- Supplier
- Country
- Collectio...
- pwd
- login
- Dept
- Integrity
- WIX
- LtrFrm
- BorrIDS...
- UserOpm
- BC
- Groups
- Proxy Cr...

The main area on the right features a large graphic with the text "SLIM21" in a bold, red, stylized font. Below it, the text "System for Library Information and Management" is written in a blue, serif font. The background of this section includes a map of India in red and yellow, a globe, and several books.

At the bottom left of the interface, there are two status boxes:

- Explore**: Last Word Indexing On : 24-Sep-2021 07:10:00
- Backup**: Last Backup On : 23-Nov-2021



  
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## 4.2.1.b Acquisition

The screenshot displays the SLIM21 software interface within a Microsoft Word window. The main window title is "(ADMIN) SLIM21 Taskbar". The menu bar includes File, Acquisition, Cataloguing, Circulation, Serials, Tools, Library Visitors, and Help. The Acquisition module is active, showing a grid of icons for various functions: Proposals, Summar..., Request, Receive, PO, Bill, Budget..., Budgets, Cr.Note, Reports, BudgetChrt, View Chrt, DocNums, Status, Ack Email, Aprv Em..., AprvSta..., Remind..., Prop Em..., Letters, and Sanctio... The main content area features the SLIM21 logo, a map of India, and the text "System for Library Information and Management". At the bottom of the interface, there are status indicators: "Explore Last Word Indexing On : 24-Sep-2021 07:10:00" and "Backup Last Backup On : 16-Nov-2021". The Windows taskbar at the bottom shows the system clock as 15:09 on 17-Nov-2021.





*S. Pawar*  
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### 4.2.1.c. Cataloguing

(ADMIN) SLIM21 New Card X

File Edit Help

Item Under Acquisition

Item Type  
BAF

Accession #	Accession Date	Copies	Parts
<input type="text"/>	24-Nov-2021	1	1

Standard Number

Title

Author

Script  
Roman

Language  
English

Class Number

AuthorMark

Title Main Entry     Edit Bibliography  
 Reset Form Fields After Save



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## 4.2.1c1 Catalogue Browser for Library Staff

The screenshot displays the (ADMIN) SLIM21 Catalogue Browser interface. The window title is "(ADMIN) SLIM21 Catalogue Browser". The menu bar includes File, Edit, View, Options, and Help. The interface is divided into several sections:

- Left Panel:** A list of titles under the heading "Title". The selected title is "Although the cliché says".
- Center Panel:** Shows "Card Details : Rec#(1/1)" with a table listing the selected record. Below it, "Circulation Details: Available 0 out of 0" is shown with another table.
- Right Panel:** Displays detailed information for the selected record, including ID, Call Number, Title Proper, General Material Designation, Statement of responsibility (Author), Extent of the item (Collation), and an analytical note.

Item Type	Acc Num	Author
Journal Article		Caro Robert A

Acc Num	Circ Status	Cur

**Card Details:**

ID 055666

Call Number  
/ CAR

Title Proper  
" Although the cliché says that power always corrupt what is seldom said, But what is equality true is that power always reveals

General Material Designation  
text

Statement of responsibility (Author)  
Caro Robert A

Extent of the item (Collation)  
123

'In' analytical Note  
In Harvard Business Review.  
V00085 : Year : 2012



*S. Paul*

Principal

## C2. Cataloguing Reports

(ADMIN) SLIM21 Cataloguing Reports

File Options Help

Report

- Access Point Values
- Accession Register
- Data Entry Details
- Accession Register Budget Code Wise
- Accession Register 132
- Accession Register With Cardex Information
- Item types and Counts
- Item types and Counts (Filtered)
- GMD types and Counts
- Languages and Counts
- Titles without class number
- Titles without keyword(s)
- Accession Register 132 Format2
- Accession Register 132 Format3
- Items Accessioned YearWise
- Accession Register 132 Format4
- Data Entry Details-OperatorWise
- Cataloguers Work

Authority File Contents

Accession Number	Budget Code	Accession Date	
DateOfEditing	Subject Class Number	Paper size	
Budget Chart	Item Status	Serial Number	
Publication Year	Collections	InvStatus	
Item Types	Key Values	Entry Date	Operators

Catalogue Author

Include All

Define a range of key values for the chosen catalogue. Catalogue entires with access point (Key) value falling within the range get selected for inclusion in the report.

Lower Limit

Upper Limit



*S. Law*  
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### C3. Book-Accession Barcode

**S21** (ADMIN) SLIM21 Book Label Barcode Printing

File Options Help

List of criteria

Remove All Remove

Order by  
 Accession Number  Class Number

Options

Include  
 Title  Author  Call Number

Library Name on Label

Copies   Save copy setting

Print from label Number:

Show Report  Use Barcode printer

Number of barcodes per page  
 3 x 7  3 x 8  4 x 8  5 x 13  4 x 12  
 Show Border

Use Text File

Barcode

Accession Number Range  
Lower Limit Upper Limit

Accession Date Range  
Lower Limit Upper Limit  
 24-Nov-2021  24-Nov-2021

Subject Class Number Range  
Lower Limit Upper Limit

Add to List



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## C4. Spine Label

**S21** (ADMIN) SLIM21 Book Spine Labels Printing

File Options Help

List of criteria

Show Report  Use Barcode printer

Number of Labels per page

3 x 8  5 x 8  5 x 13  4 x 12

Show Border

Use Text File

Remove All Remove

Order by

Accession Number  Class Number

Options

Include Copy details

Copies   Save copy setting

Print from label Number:

Barcode

Accession Number Range

Lower Limit Upper Limit

Accession Date Range

Lower Limit Upper Limit

24-Nov-2021  24-Nov-2021

Subject Class Number Range

Lower Limit Upper Limit

Add to List





*S. P. ...*

Principal

## C5. Book Card Lable

**S21** (ADMIN) SLIM21 Book Label Printing

File Options Help

List of criteria

Order by

Accession Number  Class Number

Options

Formats

Format 1  Format 2

<Subject Class No>	<ClsNo/Mark><Accn>
<Author Mark>	<Author>
<Accn Num>	<Title>
<Title>	
<Author>	

Copies   Save copy setting

Print from label Number:

Number of Labels per page

2 x 8  3 x 8

Show Border

Barcode

Accession Number Range

Lower Limit Upper Limit

Accession Date Range

Lower Limit Upper Limit

24-Nov-2021  24-Nov-2021

Subject Class Number Range

Lower Limit Upper Limit

  
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## 4.2.1.d. Circulation

The screenshot displays the SLIM21 software interface. The window title is "(ADMIN) SLIM21 Taskbar". The menu bar includes "File", "Acquisition", "Cataloguing", "Circulation", "Serials", "Tools", "Library Visitors", "मराठी", "Help", and "Explore". The "Circulation" menu is open, showing options: "I/R", "Mgmt", "BorrList", "Rules", "Stock", "Letters", "Reports", "Copy D...", "One Item", "Purge", "Accnbar", "Spine L...", "Book La...", "Borrbar", "ID Cards", "Collect", "Ovdu", "No Dues", "TXCount", and "Book B...". The main area features a large graphic with the text "SLIM21 System for Library Information and Management" and a map of India. Below the graphic are icons for a floppy disk, CD, globe, laptop, and books. At the bottom left, there are status boxes for "Explore" (Last Word Indexing On : 24-Sep-2021 07:10:00) and "Backup" (Last Backup On : 23-Nov-2021).



  
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# D1. Circulation Interface

(ADMIN) SLIM21 Issue/Return Operations
- [ ] X

File Operations View Settings Help

Font Change
Options
ID Card
End Session
Issue
Return
Reserve
Reissue
View Card

Transaction Date  
24-Nov-2021

Enter Borrower (Patron) ID  
ID:

Name:

Category:  Location:

Dept:

Remark:

Email:

Accession Number:

Title:

Author:

Class#:  Call No.:

CpSpec:

Remark:

Due Date:  24-Nov-2021

Loans ReadyReservations Session Fines Lost Items Book Bank Loans

0 of 0

AccNum	Carrel	Lent On	Due On	Title	Author	Recalled	Barcode

Lending Policy:

Delay:  Fine:  Claims:  Reissues:

Status:

Status Issued To:

Locations:

Current:  Original:



*S. Pawar*  
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## D2. Circulation Reports

S21 (ADMIN) SLIM21 Circulation reports

File Options Help

1 Choose Report

- Loans Accession Number Wise
- Loans Borrower Wise
- Items Inventory Status Wise
- Daily Log: Ordered by Borrowers IDs
- Daily Log: Chronological Order
- Daily Log: Ordered by Types Of Transaction
- OverDue Loans
- Borrowers Needing Membership Renewal
- Reservations Borrower Wise
- Reservations Subject Class Wise
- ShelfList
- Transactions For A Given Item
- Borrowers Mailing List
- Loans Due Date Wise
- Titles Having Reservation Queue(claim)
- Titles Not Read
- Titles Not Read Department Wise
- Circulation Status Summary Report
- Borrowers Having Fine
- Daily Log: Transaction by Operators
- Transaction Summary Report
- Inventory Status Summary Report
- Lost and Paid Items Report
- Lost and Waived Items Report

2 Fill in the data selection criteria

Borrowers	Categories	Accession#	Lending Policy	Department
-----------	------------	------------	----------------	------------

Include All

Specify a range of borrower identification numbers. Circulation or Borrower records with identification numbers within this range will get selected for the report.

Lower Limit: 000000 Upper Limit: Z99999



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## 4.2.1.e. Serials

(ADMIN) SLIM21 Journals

File Edit Data Goto Issues View Filter Help

Current Subscriptions only

Journals List (1 of 119)

Item Code	Title
NJ058	ANNALS OF LIBRARY
KKP01	Anveshika : Indian Jour
NJ013	ASIA SPA INDIA
KKP02	Asian Journal of Psych
KKP03	Bharateeya Adhunik Sh
KKP04	Bharateeya Shikshan
NJ025	BUSINESS TODAY
NJ027	CHARTERED ACCOU
NJ049	CHHATRARTH
NJ011	COMPETITION AFFAI
KKP05	Competition Success R
NJ044	CORPORATE GOVER
NJ028	CORPORATE INDIA
KKP06	Down to Earth
NJ004	DOWN TO EARTH
NJ054	DREAM 2047
NJ007	ECONOMIC AND POLI
NJ023	ECONOMIC CHALLEN
NJ032	EDUCATION OF YOG
KKP07	Education of YOGA
KKP08	Education World
KKP09	Edutrack
NJ029	ELECTRONICS FOR Y
KKP10	Experiments in Educati
NJ008	FEMINA
NJ001	HARVARD BUSINESS
NJ024	HARVARD BUSINESS
KKP11	Herald of Health
KKP12	In Quest of Bharatiya S
KKP13	India Today
NJ026	INDIAN BANKER
KKP14	Indian Educational Revi
NJ021	INDIAN JOURNAL OF

Journal Cataloguing Users Routing Subscription Binding Preferences

Journal ID NJ058 Status Approved  International

Title ANNALS OF LIBRARY AND INFORMATION STUDIES

Abbreviated Title ID Type ID Number/ISSN

ANNALS OF LIBRARY AN Magazine

Subject Dept Location

Publisher

Country India Delivery Local

Frequency Monthly Frequency Information Wait days 0

Subscription Subscription Budget

Agent

Note

All Issues

Volume	Issue	Publ Date	Status	Received Dat	Seq	IssuedTo	PatronName	Note on loose	AccNum	BarCodeNum	URL
		01-Oct-2016	Not Received	01-Oct-2016	Y						
		01-Nov-2016	Not Received	01-Nov-2016	Y						
		01-Dec-2016	Not Received	01-Dec-2016	Y						
		01-Jan-2017	Not Received	01-Jan-2017	Y						
		01-Feb-2017	Not Received	01-Feb-2017	Y						
		01-Mar-2017	Not Received	01-Mar-2017	Y						
		01-Apr-2017	Not Received	01-Apr-2017	Y						
		01-May-2017	Not Received	01-May-2017	Y						
		01-Jun-2017	Not Received	01-Jun-2017	Y						
		01-Jul-2017	Not Received	01-Jul-2017	Y						



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## 4.2.1.f. Library Membership

(ADMIN) SLIM21 Borrowers

File Edit Data Goto Help

Current Users Only
  Exclude NDC Given

Search for   By Name

200 or fewer Borrowers greater than :

	Borrower ID	Last Name	First N
▶	3127437	. AKHITA	
	3165707	. ASHWITA	
	BED201871	. Nathani	Fatima
	BED201868	.vasanthi	Merugu
	11705	AAMIR	KHAN
	3131295	AANUTE SANI	
	12452	AARTI	CHAUC
	BED201701	AASMA MEHM	AASMA
	BED201934	Aayushi bhaves	
	3024748	ABBASI BIBI A	
	12669	ABBASI BIBI A	
	BED201851	Abhani	Jhanvi
	6179	ABHANI AVAD	
	BED201922	Abhinaya Gane	
	SHETH	ABHISHEK	
	12033	ABHISHEK	GUPTA
	11315	ABHISHEK	SINGH
	12057	ABHISHEK	UPADH
	3045956	ACHAREKAR	
	3266216	ACHARYA AIS	
	2981508	ACHARYA ME	
	2482750	ACHARYA NA	
	3046125	ADAK MONIKA	
	2347284	ADARSH P CH	
	3092860	ADHIKARI RO	
	2346847	ADHIYA YASH	
	3272062	ANSHU NIKSH	

Details | Loans | Reservations | Transactions | Lost

BorrowerID: 3127437 | Last Name /Name: . AKHITA | First Name:

104 | 124 | Password: \*\*\*\*\* | Category: LSRaheja Student | Priority: SU 9

Membership Start: 22-Jul-2021 | Membership End: 31-May-2023

Salutation: MS. | Blood Group: Unknown

Organization/ Class:  | Department: FYJC COMMERCE - 1

BirthDate: 24-Nov-2005 | Gender: Female

Address1 | Address2 | Other Info

Address: 1008, Bldg no.2, DB Ozone, Off Western Express Highway, Dahisar Checknaka, Thakur Mall, Mira Road (East), Thane, Maharashtra | Phone:

City:  | State:  | Country: INDIAN | Fax:

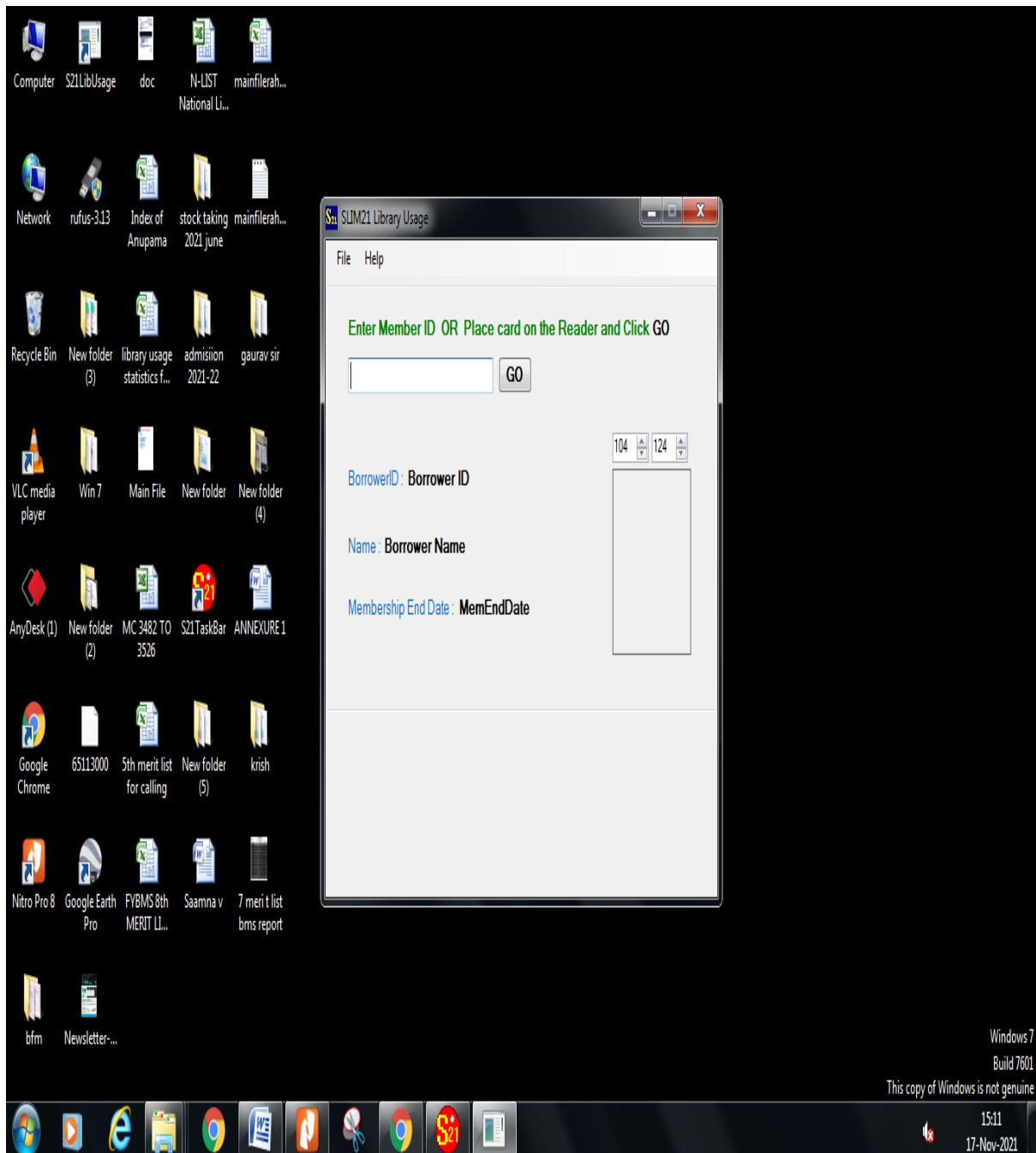
PIN:  | Email: akhita.chandran@gmail.com | Mobile Number: 9594280633

Note/Remark: 200000



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## 4.2.1.g. Library Usage (VizLog)



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## 4.2.1.h. WEB OPAC

SLIM Welcome

SLIM21 Home Advanced Search My Info Browse Arrivals Expected Reference Items Journal List Media List Rules

ActiveUsers:10 Hits:495410 Show My Basket Introduction Information Ask Us Help

Enter your search here Search Advanced search

Advanced Search To begin, type in the search box or use any of the other menu options.

My Info

Browse

Arrivals

Expected

Reference Items

Journal List

Media List

Rules

Show My Basket

Library About Library Item Types

THACKERA Y KESHAV SITARAM: Satarache Daiv ka Daivacha Satara notach

THACKERA Y KESHAV SITARAM: Swadhyay Sandesh,Kum arikache Shaan Raigad

THACKERA Y KESHAV SITARAM: Shani Mahatmya Arthat Grah Deshacha

THACKERA Y KESHAV SITARAM: Ghav Ghali

SARWAR, MUHAMMA D: STUDY ATTITUDE AND ACADEMIC PERFORMA

NAGARJUN A, T.I. & OTHERS: STUDY

Library OPAC Address

E-Mail Us

4.2.4.1 Number of...pdf

4.2.3.1-Other reso...pdf

4.2.3.1-audited sta...pdf

4.2.2-e-resources.pdf

4.2.1 Liabrary Soft...pdf

Show all

15:13 17-Nov-2021



*S. P. ...*  
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**SLIM** Query Result Set

SLIM21 Home | [Advanced Search](#) | [My Info](#) | [Browse](#) | [Arrivals](#) | [Expected](#) | [Reference Items](#) | [Journal List](#) | [Media List](#) | [Rules](#)

ActiveUsers:4 | Hits:499105 | [Show My Basket](#) | [Introduction](#) | [Information](#) | [Ask Us](#) | [Help](#)

Enter your search here  [Advanced search](#)

[Hide Options](#)

Sort Order:  Items / Page:   Modern View

Search string: - **MARKETING** Field: Any (Contains) (1282) answer(s).

Srl	Item												
1	<p>ID: 015615</p> <p><b>100 Minute Marketing Manager</b> / Nag, A. <span style="float: right;">2001 </span></p> <p>Nag, A. <span style="float: right;">Book</span></p> <p>0 Rating(s) &amp; 0 Review(s)</p> <p>Edition 1st ed</p> <p>Publication New Delhi, Macmillan, 2001.</p> <p>Description 130p</p> <p> <input type="checkbox"/> In Basket</p> <p><b>Circulation</b></p> <table border="1"> <thead> <tr> <th>Accession#</th> <th>Call#</th> <th>Current Location</th> <th>Status</th> <th>Policy</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>010304</td> <td>658.8/NAG</td> <td>Main</td> <td>On Shelf</td> <td>General</td> <td></td> </tr> </tbody> </table>	Accession#	Call#	Current Location	Status	Policy	Location	010304	658.8/NAG	Main	On Shelf	General	
Accession#	Call#	Current Location	Status	Policy	Location								
010304	658.8/NAG	Main	On Shelf	General									
2	<p>ID: 009032</p> <p><b>201 Simple Ideas To Make Sss In Neytworking Marketing</b> / Tan, Richard; See K C <span style="float: right;">2006 </span></p> <p>Tan, Richard <span style="float: right;">Extra</span></p> <p>0 Rating(s) &amp; 0 Review(s)</p> <p>Edition 1st ed</p>												

← → ↻ 🏠 Not secure | 49.248.167.182:8080/W27/w27Cart.aspx 🔖 🌟 🗂 👤 ...

**SLIM** My Basket

SLIM21 Home | [Advanced Search](#) | [My Info](#) | [Browse](#) | [Arrivals](#) | [Expected](#) | [Reference Items](#) | [Journal List](#) | [Media List](#) | [Rules](#)

ActiveUsers:3 | Hits:499105 | [Show My Basket](#) | [Introduction](#) | [Information](#) | [Ask Us](#) | [Help](#)

Enter your search here  [Advanced search](#)

Title	Author
Remove Advanced Marketing And Sales.	Learning Media
Remove Basics Of Marketing	Patil, Suvarna
Remove Business Marketing	Dwyer, F.Robert
Remove Business Marketing Management - B2b	Hutt, Michael D.
Remove Case Studies In Marketing	Srinivasan, R.
Remove Consumer Behavior	Lindquist, Jay D.
Remove Consumer Behavior	Solomon, Michael R.
Remove Consumer Behavior And Marketing Action	Assael, Henry
Remove Contemporary Strategic Marketing	Brennan, Ross
Remove Conversations With Marketing Masters	Mazur, Laura
Remove Essentials Of Marketing	Baines, Paul
Remove Fundamentals Of Marketing	Raju, M.S.
Remove Global Marketing	Johansson, Johny K.
Remove Human Resource Management.	Learning Media
Remove International Marketing ( C.D.No.730 )	Joshi, Rakesh Mohan
Remove International Marketing	Gillespie, Kate
Remove International Marketing	Bennett, Roger
Remove International Marketing	Ornkvisit, Sak
Remove International Retail Marketing Strategies	Ramkishan, Y.
Remove Introducing Marketing : Theory And Practice	Palmer, Adrian
Remove Introduction To Marketing	Palmer, Adrian
Remove Marketing Management.	Czinkota, M.R.
Remove Market-based Management	Best, Roger J.
Remove Marketing : Planning, Implementation And Control	Pride, William M
Remove Marketing : Strategies And Management	Upadhyaya, Makarand
Remove Marketing And Promotion	Riley, Pippa



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### **3. Library Website: <https://Israhejacollegelibrary.org/>**

Library has a dedicated website linked with the college website.

#### **E-Library [https://Israhejacollegelibrary.org/e\\_library](https://Israhejacollegelibrary.org/e_library)**

User can access e-resources of N-LIST, EBSCO e-journals and company database, subscribed e-newspapers, DOAJ, Sodhganga, Sodh Gangotri, e-sodhsindhu and e-PG pathshala

#### **Calibre E-Book Management**

**[http://49.248.167.182:8093/#library\\_id=Calibre\\_Library&panel=book\\_list](http://49.248.167.182:8093/#library_id=Calibre_Library&panel=book_list)**

Library uses Calibre E-Book Management open-source software to manage its E-Books. With help of Calibre, Library users have 24 x 7 access to the e-books, rare books and books from open source.

#### **Digital Institutional Repository**

**<https://Israhejacollegelibrary.org/institutional-repository>**

Library has Institutional repository which consists of past years question papers, syllabus, teachers' publications & government circulars). Institutional repository is linked to the E-Library.

**Digital Archives:** Library has digital archival collection under following categories, which are linked with library website.

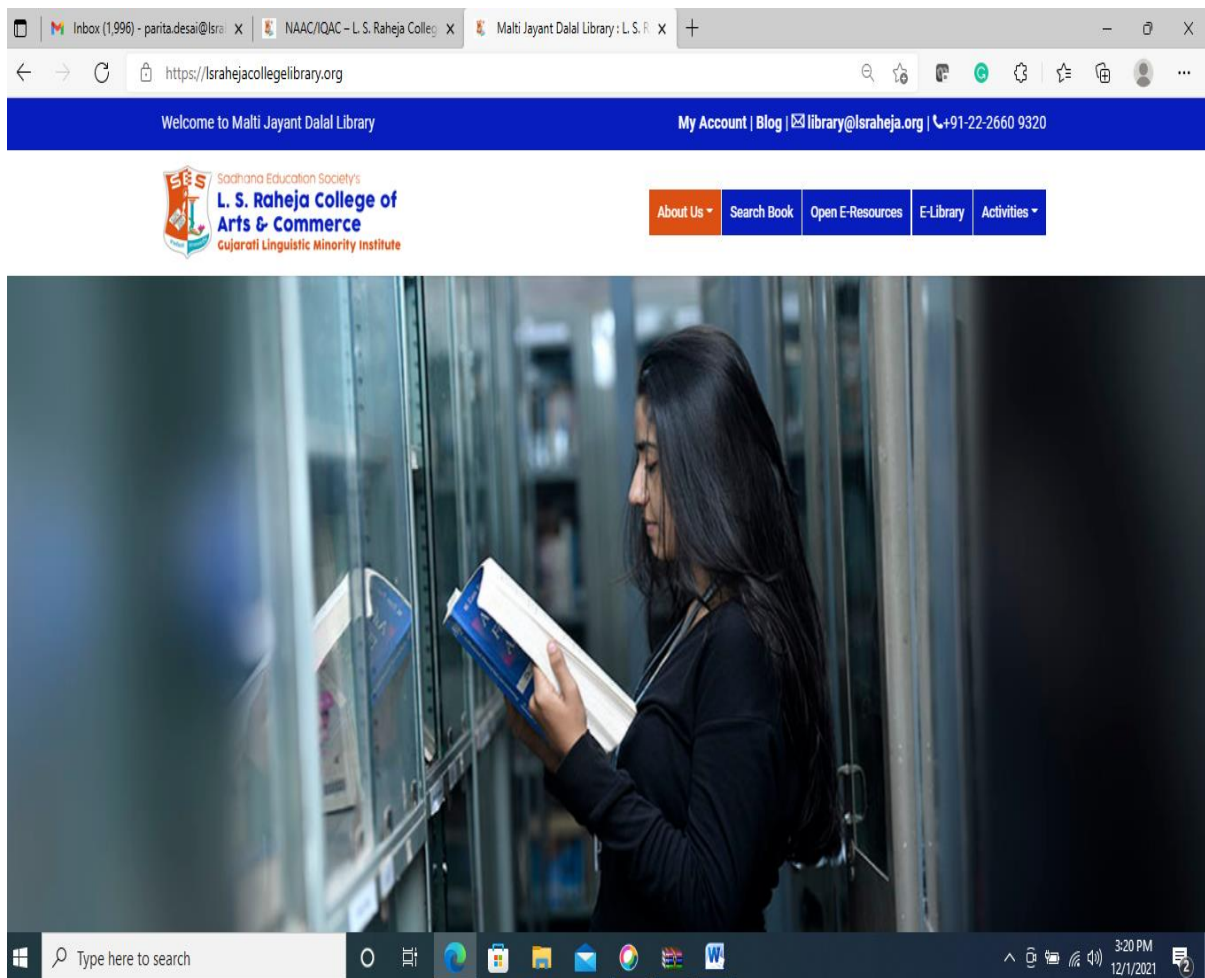
- University of Mumbai Syllabus from 2003-2004
- Circulars of University of Mumbai from 2003-2004
- Government of Maharashtra G.R. for Higher Education from 1992-93

## Open E-Resources <https://Israhejacollegelibrary.org/eresources>

Users can access open resources of E-Books, E-Journals, E-Thesis, E-Newspapers, Open Access Database, Open Educational Resources, E-Statistical data, E-Resources for competitive exams, MOOCs and other reference database).

## Library Activities:

## Home Page of Library Website: <https://Israhejacollegelibrary.org/>



  
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4.2.2aE-Library: [https://Israhejacollegelibrary.org/e\\_library](https://Israhejacollegelibrary.org/e_library)



Disclaimer: Open Resources are strictly for educational purpose and not for commercial Purpose  
 Fair Use: Section 107 of the Copyright Act

	<p><b>EBSCO E-Journals Plus 1200+Company Profile</b></p>
	<p><b>UGC INFONET N-LIST (E-Books and E-Journals)</b></p>
	<p><b>L. S. Raheja College Institutional Repository (Past Year Question Papers, Syllabus, Teachers Publication and Circulars)</b></p>
	<p><b>E-Newspaper</b></p>



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## 4.2.2.b. E-Book/E-Journal Management:

### E-Journals Management:

Library has subscribed EBSCO e-Journals and INLIBNET N-LIST E-Resources which is linked with library website. This can be remotely accessed by the students and the staff through their personal login id and password.

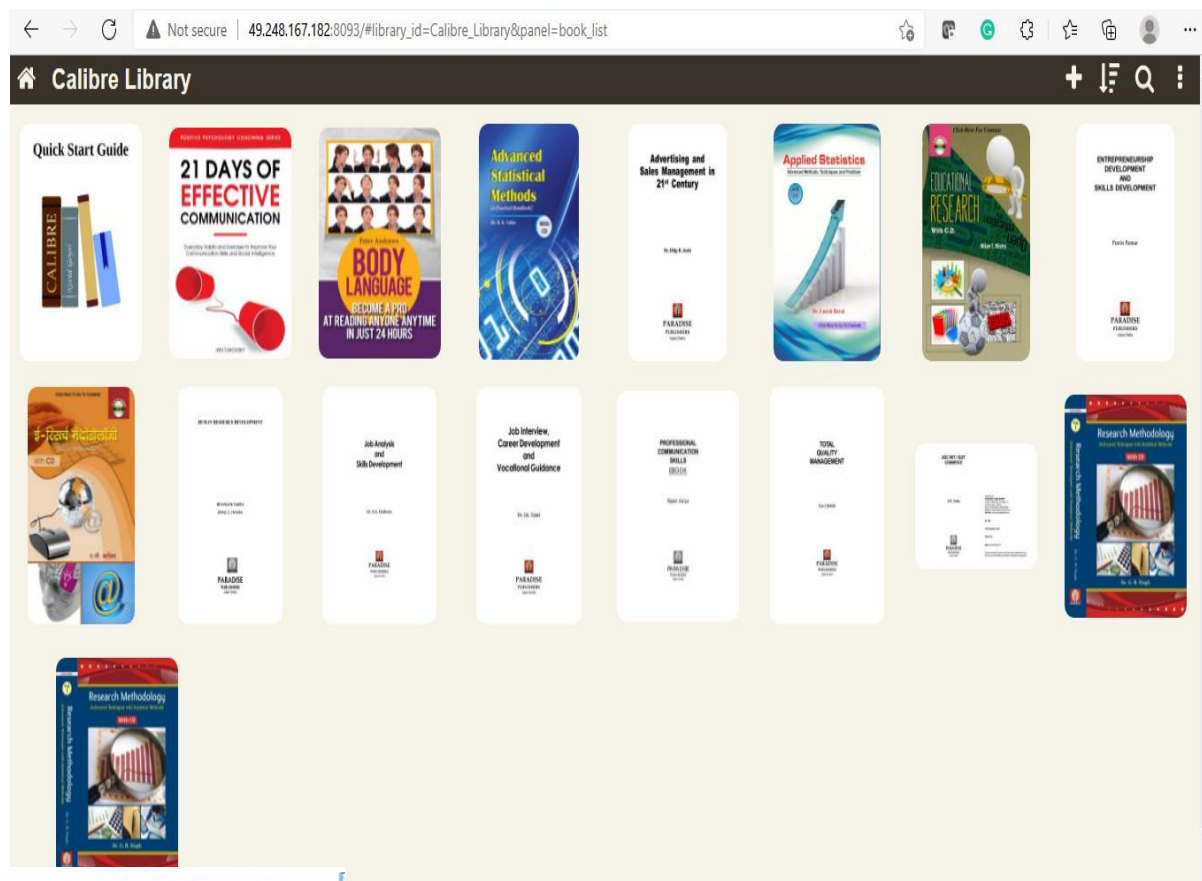
### E-Book Management

Open Source Software	Calibre E-Book Management
----------------------	---------------------------

Library uses Calibre E-Book Management open-source software to manage its E-Books. With help of Calibre, Library users have 24 x 7 access to the e-books, rare books and books from open source.

### Calibre E-Book Management

[http://49.248.167.182:8093/#library\\_id=Calibre\\_Library&panel=book\\_list](http://49.248.167.182:8093/#library_id=Calibre_Library&panel=book_list)







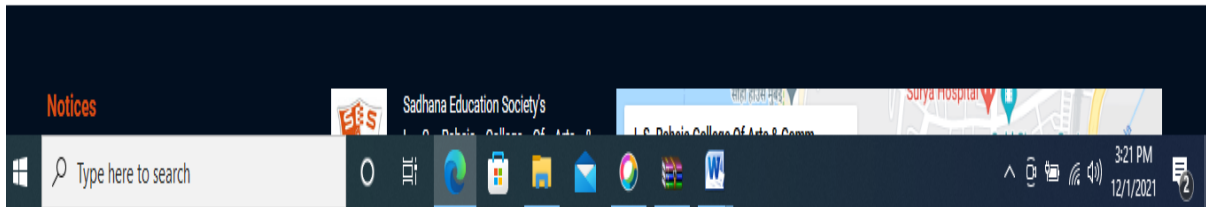
  
Principal

4.2.2.c. Institutional Repository (Past Year Question Paper, Syllabus, Teachers Publication, circulars and Archieves)  
<https://Israhejacollegelibrary.org/institutional-repository.php>



DASHBOARD    PASSWORD RESET    LOGOUT

 <b>Question Papers</b>	 <b>Syllabus</b>	 <b>Teachers Publication</b>	 <b>Circulars</b>
---	--	--	---



  
**Principal**



## 4.2.2.d. Open E-Resources

<https://lsrahejacollegelibrary.org/eresources>

https://lsrahejacollegelibrary.org/eresources

 **L. S. Raheja College of Arts & Commerce**  
Gadchana Education Society's  
Gujarati Linguistic Minority Institute

[About Us](#) [WEB OPAC](#) [Open E-Resources](#) [E-Library](#) [Research Support](#) [Activities](#)

**E-Books**

Disclaimer: Open Resources are strictly for educational purpose and not for commercial Purpose  
Fair Use: Section 107 of the Copyright Act

- Text Books**
- Audio Books**
- E-Journal**
- E-Thesis**
- Open Access Database**
- Open Educational Resources**
- E-Reference Sources**
- E-Statistical Data**
- Indian Government E-Resource**
- E-Newspaper**
- Competitive Exams**
- Chartered Accountancy Resource**
- Online Courses**

**BookFi**  
Bookfi has more than 2230000 books. Bookfi is a non-profit project.

**Bookyard**  
Bookyard: Library to World has more than 24000 E-Books

**doab**  
The directory of Open Access Book is open to all, it contains publish academic, peer reviewed books.

**ebalbharati**  
E-Balbharti is an e-initiative by Maharashtra State Bureau of Textbook Production & Curriculum Research, Pune. It has textbook from 1<sup>st</sup> to 12<sup>th</sup> standard

**Google Books**  
Google Book Search program has Digitized books from many different libraries.

**INTERNET ARCHIVE**  
Internet Archive Books collection has many books can be freely read and downloaded

**Project Gutenberg**  
Project Gutenberg is a library of over 60,000 free eBooks.

**Folger Shakespeare Library**  
Folger Shakespeare Library contains unlimited the full texts of Shakespeare's Plays, sonnets and poems for free. Learn more about Shakespeare's language, life, and the world he knew



  
Principal

## 4.2.2.e. Online User service (Ask@Librarian)

<https://Israhejacollegelibrary.org/>

The screenshot shows the library website with a navigation menu and a main content area. A modal form titled "Ask @ Librarian" is open, containing fields for Name, Library Card No., E-mail, and Message, along with a Submit button. The background text describes the library's services and facilities.

**Navigation Menu:** About Us, WEB OPAC, Open E-Resources, E-Library, Research Support, Activities

**Library Logo:** Southern Education Society's L. S. Raheja College of Arts & Commerce, Gujarati Linguistic Minority Institute

**Text on Page:**

- The only thing you absolutely have to know is...
- The iconic and impressive "Malti Jayant Dalal" and Commerce. The library has, since then, played a significant role in research among students, faculty and scholars.
- The main emphasis of the library is on:
  - Complementing classroom teaching through...
  - Keeping users abreast of latest developments...
  - Supporting information literacy through search and repackaging.
  - Assisting users on the "career path" with relevant...
  - Inculcating a spirit of "Life-long Learning" and...
- The library is spacious, airy and well-lit and is situated in a quiet yet prominent part of the building. Adequate furniture, computers with the latest hardware and software applications, Wi-Fi facilities and relevant sign-posting enables users to make use of existing information resources to the maximum capacity.
- The library has a spacious project room, where students can prepare projects and conduct collaborative studies. The library collection includes over 60,000 printed documents- books, monographs, project reports and over 1200 CD-ROMs, 15 e-books and it subscribes to over 50 journals and magazines and 15 newspapers.
- The library has SLIM21 software as its Library Management System. This software is developed by Algorithms Consultants Pvt Ltd and is based on internationally accepted standards. It provides a wide range of features for library management and assists in keeping the virtual library open 24/7.
- As a part of its Corporate Social Responsibility, the library has embarked upon an ambitious programme to promote...

**Ask @ Librarian Form:**

Name \_\_\_\_\_ Library Card No. \_\_\_\_\_

E-mail \_\_\_\_\_

Message \_\_\_\_\_

Submit >

**Smt. Malti Jayant Dalal**

Ask @ Librarian

Enrol for E-Alert




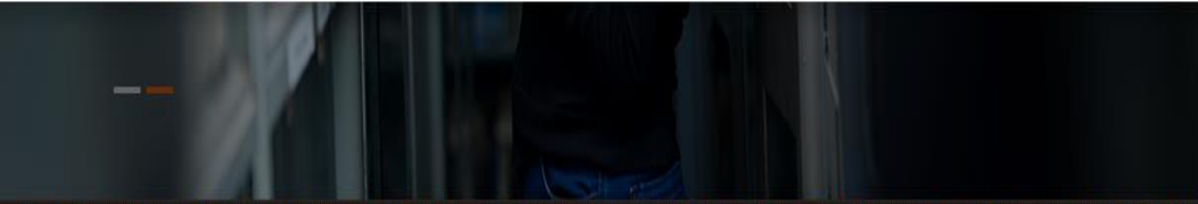
*S. P. ...*  
Principal

## 4.2.2.f. E-Alert Services <https://Israhejacollegelibrary.org/>

https://Israhejacollegelibrary.org

Sachana Education Society's  
**L. S. Raheja College of Arts & Commerce**  
Gujarati Linguistic Minority Institute

About Us WEB OPAC Open E-Resources E-Library Research Support Activities



The only thing you absolutely have to know is...

The iconic and impressive "Malti Jayant Dalal" and Commerce. The library has, since then, played a significant role in research among students, faculty and scholars.

The main emphasis of the library is on:

- Complementing classroom teaching through...
- Keeping users abreast of latest developments...
- Supporting information literacy through search and repackaging.
- Assisting users on the "career path" with relevant...
- Inculcating a spirit of "Life-long learning" as an essential building block to a knowledge society

The library is spacious, airy and well-lit and is situated in a quiet yet prominent part of the building. Adequate furniture, computers with the latest hardware and software applications, Wi-Fi facilities and relevant sign-posting enables users to make use of existing information resources to the maximum capacity.


The library has a spacious project room, where students can prepare projects and conduct collaborative studies. The library collection includes over 60, 000 printed documents- books, monographs, project reports and over 1200 CD-ROMs, 15 e-books and it subscribes to over 50 journals and magazines and 15 newspapers.

The library has SLIM21 software as its Library Management System. This software is developed by Algorithms Consultants Pvt Ltd and is based on internationally accepted standards. It provides a wide range of features for library management and assists in keeping the virtual library open 24/7.

As a part of its Corporate Social Responsibility, the library has embarked upon an ambitious programme to promote

### Enrol for E-Alert Services


Name	Library Card No.
E-mail	
Submit	



**Smt. Malti Jayant Dalal**

Ask @ Librarian

Enrol for E-Alert



*S. Pawar*  
**Principal**

## 4.2.2.g. Library Activities

<https://Israhejacollegelibrary.org/exhibition>

The screenshot shows the top portion of a web browser displaying the library's website. The address bar shows the URL <https://Israhejacollegelibrary.org/exhibition>. The website header is dark blue with the text "Welcome to Maiti Jayant Dalal Library" on the left and "My Account | Blog | [library@Israheja.org](mailto:library@Israheja.org) | +91-22-2660 9320" on the right. Below the header is a white navigation bar with the college logo and name: "Sadhana Education Society's L. S. Raheja College of Arts & Commerce Gujarati Linguistic Minority Institute". To the right of the logo are menu items: "About Us", "WEB OPAC", "Open E-Resources", "E-Library", "Research Support", and "Activities". The main banner area features a large blue text "Online Book Exhibition" over a background image of a library interior. At the bottom of the banner is a decorative border of colorful books.

This screenshot displays the main content area of the library website. On the left is a vertical sidebar menu with the following items: "Online Book Exhibition", "Virtual Book Shelf", "Quiz", and "Information Literacy Presentations". To the right of the sidebar is a navigation bar with three buttons: "DASHBOARD", "PASSWORD RESET", and "LOGOUT". The main area contains a grid of six exhibition posters. The top row includes: 1) A poster for "Online Book Exhibition on 'Where There is a Will, There is a Way'" dated 2nd April 2022. 2) A poster for "Marathi Disha Online Book Exhibition on 'अप्राप्त शिवराज'" dated 15th April 2022. 3) A poster for "Online Book Exhibition on 'Gandhi Jayanti'" dated 15th Feb 2022. The bottom row includes: 4) A poster for "Online Book Exhibition on the occasion of 150th birth anniversary of Dr. B.R. Ambedkar" dated 24th April 2022. 5) A poster for "World Book Day & Copy Right Day" dated 23rd April 2022. Each poster features the college logo and name.



  
Principal



# **SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE**

## **LIBRARY POLICY**



## Contents

INTRODUCTION .....	<b>Error! Bookmark not defined.</b>
1. Library Advisory Committee (LAC) .....	2
2. Library Budget/Finance .....	3
3. Procurement And Processing Of Library Resources .....	4
4. Circulation Section.....	6
5. Stock Verification And Procedure To Write-Off: .....	8
6. User Facilities.....	8
7. Library Website: .....	9
8. Organisation Chart of Malti Jayant Dalal Library and Job Description of Library Personal:.....	9
9. General Rules and Regulations for Staff and Students: .....	11
10. General/Professional conduct .....	12
11. Common Standards and Specifications for Library Records Maintenance .....	13
12. Requisition forms to be used in Library .....	13

**This policy is the guideline for appropriate procurement, use & maintenance of all library resources, ICT facilities, furniture and fittings, whether immovable or otherwise.**

### **Authority:**

Approved by the competent authority of LSRC.

### **Applicability:**

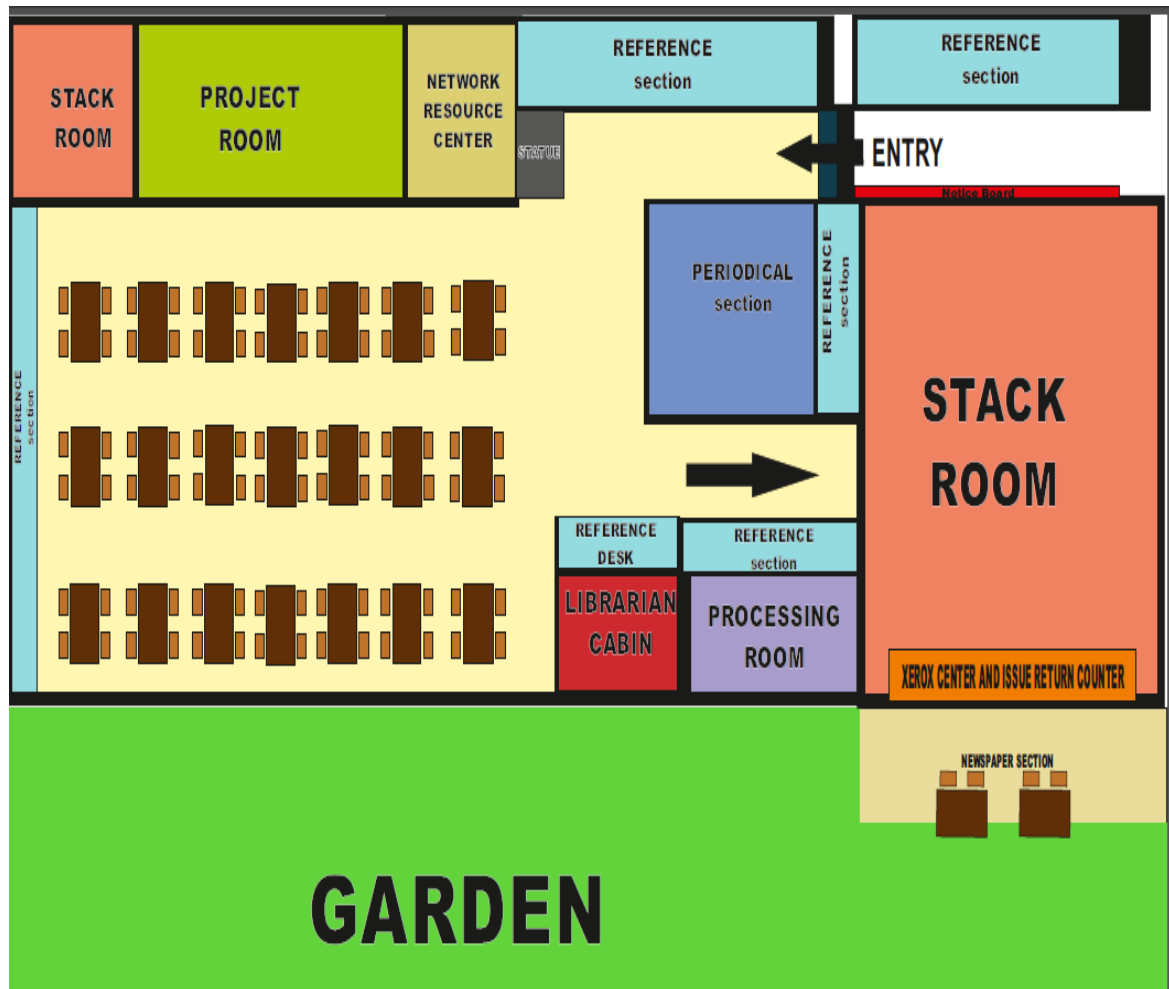
The IT policy is applicable to all the students, teaching and non-teaching staff of LSRC and all others who use LSRC's infrastructure.

### **Policy Statement**

Library plays an important role in supporting the academic activities in the college. Rather library is the soul of any institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching and research.

The library is key partner in better teaching and learning agenda of the Sadhana Education Society's L.S.Raheja College of Arts and Commerce. The library works in collaboration with the teaching faculty for the benefit of students through holistic creation, review and actual delivery of information and knowledge rather than actual delivery of documents for meeting their academic and specific needs.

## LAYOUT OF THE LIBRARY



### 1. Library Advisory Committee (LAC)

#### 1.1 Tenure: 3 Years

The Committee should meet at least twice in an academic year.

#### 1.2 Function of the Committee (Mainly Advisory)

- a. To consider policy matters for general functioning of the Library.
- b. To finalize policy for procurement of books and journals.
- c. To prepare and approve budget and utilization of funds for different Departments for purchase of books and journals for the Library.
- d. To maintain liaison between Library and the various Academic Departments.
- e. To consider and put forward the views of faculty members regarding books/journals selection etc.
- f. To ensure full implementation of policies decided.

#### 1.3 Composition of Library Advisory Committee

The Principal has the discretionary powers in nominating the members for the

committee. Library Advisory Committee comprises of H.O.D., Coordinators of the various courses/programs. Composition of Library Advisory Committee should be as Under:

Sr. No.	Designation	Position in LAC
1	Principal	Chairperson
2	Librarian	Convener
3	H.O.D., and Coordinators of various courses/programs (Commerce, Accountancy, Economics, Mathematics, Psychology, Sociology, History, B.A.F., B.M.M., B.F.M., B.M.S., B.B.I., B.Sc(I.T.))	Member

## 2. Library Budget/Finance

Library budget refers to financial allocation to procure documents and provide access to the information resources. Budget is an important document for planned and successful operation of a library. The Librarian and Library Advisory Committee plays a vital role in planning and allocation of funds/grant provided to library.

The librarian should prepare budget with the help of H.O.D of all the departments depending on availability of funds for the library and get it confirmed in Library Committee meeting.

### Components of the annual library budget:

- a. Books
- b. Journals/periodicals (Renewal and new subscriptions)
- c. Online Archival and Bibliographical Series including
- d. Binding and other maintenance expenses (Budget heads and titles go on changing from time to time)

### 2.1 Revenue and Grants to College Library

- a. **Library Fees:** Which is generated by the college through the students' library fees
- b. **UGC Grants:** The grant which is received from the UGC under College Development Fund, for college library.
- c. **College Fund:** This fund that is allocated by college authorities from college development and utility fund for the purchase of furniture, fixtures and IT Infrastructures for the users.
- d. **Library fines and Deposits:** The fines and penalties collected by the library users. e.

#### Other Miscellaneous Income:

- Sale of old newspapers, magazines, discarded books and so on as scrap library materials.
- Charges on services provided to users such as reprographic and print services.
- Charges received from vendors for their participation in Gyanyatra – Book fair

## 3. Procurement And Processing Of Library Resources

### 3.1 Procurement of Books (Print and Non-Print)

#### 3.1.1 Library Collection Development Policy

With the consent of Library Advisory Committee, Library has to prepare Collection Development Policy

##### 3.1.1.a. Sources of Selection

- Recommendations from users (Students/Teaching & Non-teaching faculties)
- Book Reviews
- Publisher's catalogue

##### 3.1.1.b Suppliers/Vendors: Selection Criteria

###### Procedure for preparing a panel of vendors:

Criteria for selection of vendors are:

- I. Registration number obtained under shop Act, experience of the organization.
- II. Performance: Response to the query, promptness in supply, availability of library materials adherence to the terms and conditions.
- III. Experience by the peers.

**Quotations:** selected vendors should be asked to submit quotations and comparative chart to be prepared for the same.

**Selection of vendors:** Select the Vendor on the basis of quality of material and services and discounts offered with consultation of Library Advisory Committee.

**Other Suppliers/ Low Discount:** There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases to be processed after taking due approval of the Principal.

### 3.12. ACQUISITION PROCESS AND INVOICE PROCESSING

#### 3.12.a Acquisition Process

- a. Receiving Recommendations through Indent Form from library users, Librarian, library staff, Faculty members and H.O.D of departments

##### Recommendation for Indian Edition

- Each Library materials (print and non-print) costing  $\leq$  Rs. 2000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase.
- Each Library material (print and non-print) costing  $>2000$  and  $\leq$  Rs. 10000/- requires permission from the respective H.O.D./Coordinators with the justification for the purchase of such Library Material (print and non-print).
- For each Library Material (print and non-print) costing more than 10000/- needs approval of the LAC.

##### Recommendation for Foreign Edition

- Each Library materials (print and non-print) costing  $\leq$  Rs. 4000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase

- Each Library material (print and non-print) costing >4000 and <= Rs. 10000/- seek permission from the respective H.O.D. with the justification for the purchase of such Library Material (print and non-print).
  - For each Library Material costing more than 10000/- needs approval from the Library committee.
- b. Find out the exact details of the Title/recommended c. Duplicate Checking
- d. Indent approval from H.O.D. and Principal e.
- Prepare and Issue Purchase Orders
- f. Maintaining Purchase Order record

### **3.12.b. Accessioning:**

- a. Receive Books from Suppliers/Vendors
- b. Cross checking with Purchase Orders/ on approval register.
- c. Accessioning: Enter the detail soft he Book/ and Invoice/in Accession Register d. Assign Accession Numbers to Titles in Library Management Software
- e. Make necessary entries in Invoice/Bill and forward Invoice/bill for further processing

### **3.12.c. Invoice Processing:**

- Checking the list of books with the Indent and Purchase Order
- Price verification
  - **Foreign Currency:** For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed
  - **Price Proof:** Accepted Price Proof are :( Signed & Stamped by supplier)
    - Distributor's invoice to supplier,
    - Print out from the publishers catalogue
    - Photocopy from Publisher Catalogue
    - For some Indian publications, price mentioned on the title
    - Alternatively, Library can also cross verifies the prices from publisher's website
- The payment advice be forwarded by the Librarian/Library In-charge to the Finance & Accounts for payment
- Making necessary entries in Invoice/Bill Register.

### **3.13. Physical and Technical Processing**

#### **3.13.a. Classification:**

- Dewey Decimal Classification (DDC) schedule to be used for Classification
- Assign Class No/Book Marc No. on the on the back of title page.

#### **3.13.b. Cataloguing:**

- (Anglo-American Cataloguing Rules, 2nd edition) AACR 2Standards to be used for cataloguing.

#### **3.13.c. Physical Processing:**

- **Stamping:**
- **Pasting:**
- **Preparing Book Cards**

- **Shelving:**

### 3.2. Subscription of Journals

#### 3.2.1. Ordering journals:

- Compile priority list with the approval of LAC and the H.O.D./Coordinators
- Adhere to the Terms and Conditions as laid down by the College Library
- Payment against the invoice/bill/renewal notice etc.

#### 3.2.2 Receipt and Processing of material access to the materials:

- Ensure that the items received are as per the order/ access is enabled to the desired resource
- Manual (Kardex) or computerized record of receipts of the journal issues
- Stamping: Stamp on the back of the Title page, and on the Last page.
- Pasting: Due Date Slip, and Book Pockets.

## 4. Circulation Section

### 4.1. Membership

- All domicile students are members of the library: Creation of library users' database through Procampus software.
- Library fees for students: As per prescribed by University of Mumbai

Sr. No.	Course	Library Fee
1	B.M.S	300
2	B.F.M	600
3	B.M.M	300
4	B.B.I	600
5	B.A.F	600
6	B.SC.IT	1200
7	M.COM	1000

- External Membership:  
Fees: Rs. 200/- per semester  
Deposit: Rs. 400/- per book
- Senior Citizen Book Club:  
Fees: No charges  
Deposit: Rs. 400/- per book

### 4.2. Issue / Return Process (Primarily Books/Journals)

#### Borrowing Entitlements



Borrowers	No. of Books	Loan Period	No. of Journals/Other Material	Loan Period
Academic Staff	25	One Year	01	7 Days
Non-Academic staff	25	One Year	01	7 Days
Junior College Students	01	7 Days	01	7 Days
<b>Students (Degree commerce and SFC )</b>				
F.Y. and S.Y.	01	7 Days	01	7 Days
Final Year	02	7 Days	01	7 Days
Arts Students	02	7 Days	01	7 Days
M.COM Students	02	7 Days	01	7 Days
Ph.D. Scholars	Ph.D. scholars not yet enrolled			
Visiting faculty	02	One Sem.	01	7 Days

### 4.3. Documents That Can and Cannot Be Borrowed

#### 4.3.1 Documents that can be borrowed:

- Books
- CDROMS and DVDs
- Journals

#### 4.3.2. Documents that cannot be borrowed:

- Bound Volumes,
- Latest issues of journals and magazines
- Reserve Shelf Books
- Research Project / Thesis dissertations
- Reference sources

On the special circumstances, these materials can be issued with discretion of the Librarian.

### 4.4. Renewals/Reservations and Overdue Charges:

Renewals and Reservation: For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book consecutively three times only. The Library has the right to recall a book if the same is required by another user.

For reservation of books which is high demand, user can reserve the book. Over Dues: After due date, the users are charged fine as mentioned below:

Type of Material	Fine
Books/Journals/CD-ROMs	2 /- per day
Book Bank Books	5/- per day

#### 4.5. Loss/Mutilation of Documents by User

For each lost or damaged item, the borrower is billed for the replacement cost of the item.

#### 4.6. Theft/Misuse of Documents By User:

- The theft or misuse of Library resources like books, journal issues, CD-ROMs, other equipment are viewed very seriously by counter attendants.
- If found any such cases it is examined to ascertain its genuineness and the matter is reported to the Principal for further action.
- Library is under surveillance of CCTV camera

### 5. Stock Verification And Procedure To Write-Off:

#### 5.1. Stock Verification

Physical verification of the library stocks is to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 years intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 years intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be

The sample can be of random generation of numbers.

#### 5.2. Weeding Process

Unserviceable/damaged/mutilated (physically damaged due to low quality of papers, bindings, eaten by the mites, torned, and out dated syllabus) books are to weeded out by the recommendation of Library Advisory committee.

### 6. User Facilities

#### 6.1. Library Timings:

- Reading Hall and Project Room Timings:  
Monday-Saturday : 7 a.m. to 7 p.m.

Sundays/Holidays : 9 a.m. to 4.00 p.m.

(During Exam. Period)

- Issue/Return Timings:

Monday to Saturday: 9 a.m. to 4p.m. (U.G. students)

9 a.m. to 7 p.m. (P.G. Students)

Holidays : 9 a.m. to 4 p.m.

- The timings and days of operation are subject to change.

## 6.2. Reprography and Printing Service

User can make photocopies and print documents for their study/assignment/project purpose.

Charges:

Sr. No.	Service	Charges
1	Photocopy	Rs. 1/- per page
2	Printing	Rs. 2/- per page

## 6.3. Book Bank Scheme:

The library has book bank scheme for the poor, needy and reserved category students.

- Book Bank Fees: Rs. 50/-
- Book Bank Form Fees: Rs. 10/-

## 6.4. External Membership:

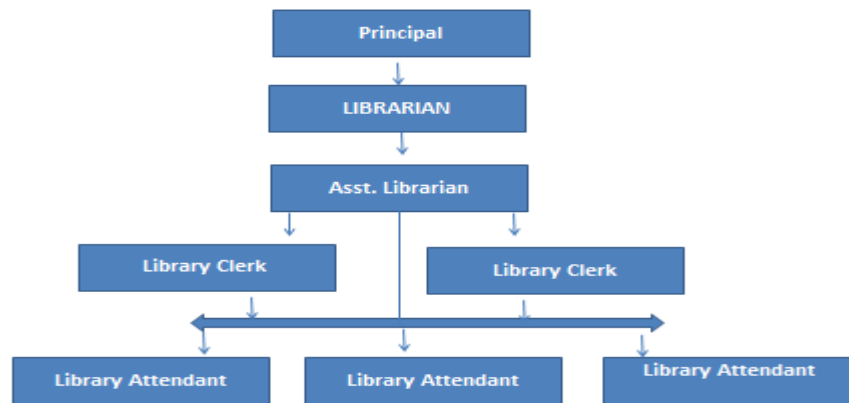
The Library has External Membership facility for Alumina students and poor students of nearby areas pursuing further studies.

## 7. Library Website:

Library has its own website <http://Israhejacollegelibrary.org/> which is linked to college website. Update the information about library products, services, rules and regulations and institutional Repository from time to time.

## 8. Organisation Chart of Malti Jayant Dalal Library and Job Description of Library Personal:

### 8.1. Organogram Chart of Malti Jayant Dalal Library



## 8.2. Job Description of Library Personal:

- **Librarian**

- i. Assume responsibility for the daily operation of the Library and the supervision of the staff.
- ii. Assist in the preparation of the Library budget
- iii. Implement the collection development process and planning and developing of the library.
- iv. Supervising the process of cataloguing and indexing of books and periodicals.
- v. Orienting the users towards effective utilization of Library services, teaching students on scholarly information resources and Scholarly communication.
- vi. Assume primary responsibility of managing the maintenance of print and non-print materials and equipment's in the library.
- vii. Supervising circulation (charging and discharging) of books and learning materials.
- viii. Strengthen library automation, digital services.
- ix. Maintain records and statistics and submit reports as required.
- x. Provide bibliographic instruction upon request.
- xi. Promote a Library atmosphere conducive to study, reading and research and Conduct library promotional activities to attract more readers.
- xiii. Organize library tours, workshops, competitions, exhibition and displays.
- xiv. Assign and supervise the duties of library staff.
- xv. Any other work assigned by the Principal

- **Assistant Librarian**

- i. To check-in, check-out and circulation of library materials.
- iii. Process new books, maintain circulation records.
- iv. Manage library data and reports utilizing library software systems.
- vii. Assist staff in classification, cataloguing, preparing, and organizing library

Materials according to established policies.

viii. Assist readers in finding books and help students and faculties in research Problems and reference questions.

ix. Maintain the library in the absence of the Librarian or in-charge of library. x.

Address administrative issues like collecting fines and reprographic charges. xi.

Arrange to maintain library clean, safe and organized.

xv. Perform the library work as assigned by the librarian at time to time.

- **Library Clerk**

i. To work under the overall supervision of the Librarian and/or the Assistant Librarian.

ii. Assist the Librarian and Assistant Librarian in acquisition, cataloguing and indexing.

iii. Issuing and receiving of books.

iv. Shelving of books and periodicals.

v. Completing special assignments/tasks as entrusted by the Librarian/Assistant Librarian.

vi. Manages and maintain the Library Database, Data entry and library software.

vii. Maintain library materials including registers and other library files.

viii. Any other library works assigned by the Librarian

- **Library Attendant**

i. To work under the overall supervision of the Librarian/Assistant Librarian / Library clerk.

ii. To check the step in at the entrance. iii. To supervise the property counter.

iv. To maintain and cleaning of library equipment / furniture and shelves.

v. Stamping, labelling and pasting.

vii. Shelving the books and periodicals properly.

viii. Any other work assigned by his superiors.

## **9. General Rules and Regulations for Staff and Students:**

### **9.1 Use of Library:**

- I-Card and log in while entering Library
- Maintain absolute silence and strict discipline in the reading hall
- No eatables in the library.
- No change of the seating arrangements.
- Follow Instructions given by the librarian or the staff at the counter from time to time.

### **9.2 Computer Access Policies and Procedures**

- Bonafied students can access the project room.

- I-Card and log in while entering Library
- Hours of Operation:
  - U.G. students 9 a.m. to 4 a.m.
  - P.G. Students: 9 a.m. to 7 a.m.
- Time Limits on Usage: Computers are on a first-come first-served use, normally no time limit but at peak times, users can access for one hour.
  - Library is not responsible for any theft of personal laptop, other belongings and also for loss or corruption of user personal data.
  - The College authorities reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent using its resources. The college may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed with or without notice or the permission of the user.

### **9.3 Acceptable**

- ✓ Accessing online or web-based databases that the library has either purchased or for which the library has obtained site licenses or open access resources.
- ✓ Using CD-ROM resources purchased by the library.
- ✓ Accessing the online catalogs of other libraries.
- ✓ Accessing internet resources for research and the preparation of bibliographies, class papers, and presentations.
- ✓ Checking web based email and writing such email.
- ✓ For saving all created and/or downloaded files to a personal floppy or zip disk, not leaving any on the hard drive.

### **9.4 Unacceptable**

- Attempts to fix or repair hardware and software problems.
- Using unclean or unsafe CD-ROMs and Pen drives
- Deliberately altering any files or modifying the configuration of any library PC or peripheral.
- Violations of the Project Room Security or network integrity, including attempts to bypass network security, obtain passwords, share passwords with others, or the unauthorized use of passwords.
- Destruction or damage of equipment.
- Removal of any part of the Computer.
- Food and beverages

## **10. General/Professional conduct**

Library has sincere and dedicated staff, the main motto of the Library is:

- To provide dedicated service;
- To build up the knowledge base of the students and staff.



- To maintain neutrality to caste, creed, and religions.
- To uphold the six freedoms – study, thought, speech, press, dissemination of knowledge and instruction

## 11. Common Standards and Specifications for Library Records Maintenance

- Accession Register
- Stock Register
- Loss of Books/Untraceable Book registers
- Visitors Register
- External Membership Register
- Senior Citizen Book Club Register
- Feedback register for library events
- Project Room Register
- Book Bank Register
- Reprography Register
- Fine Register

## 12. Requisition forms to be used in Library

- External Membership form
- Senior Citizen Book Club form
- Book Bank form
- Loss of book form
- Book Recommendation form

The policy ends here

The competent authority may change/modify/alter the policy from time to time



Principal

