



# SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

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Ref.:

Date : .....

## Maintenance Policy for Library & Information Centre and Reading Room

Library as a learning resource centre with its motto of "Read every day and Lead a better life" strives to cater to the information needs of a learner that is fundamental to functioning successfully in today's information and knowledge driven age. The college has a full-fledged and spacious Library with Reading Room. It is well stocked with the books, magazines, journals, periodicals. Besides this, it also provides in-house reprographic services to its students and staff.

### Procedure for Utilization:

The Library is supervised by the Librarian in coordination with the principal. The librarian takes care of up-gradation, enrichment and maintenance of the library. The library is partially automated, using INFLIBNET software, Easylib software. The library staff issues books, journals, periodicals and provides access to electronic resources to the students, faculty and staff members.

#### 1. Library and Reading Room Working Hours

The Library and Reading Room shall remain open on all working days as per the time stated below :

Monday to Friday	:	9:15 AM to 4:45 PM
On Saturday	:	9:15 AM to 1:00 PM
During Vacation	:	9:15 AM to 4:00 PM

#### 2. Time schedule for issue and return of books

Issue of books	:	9:00 AM to 4:00 PM (Borrowers Card)
Return of books	:	9:00AM to 4:00 AM

3. The use of Library and Reading Room and its facilities are governed by the rules and regulations of the Library.

4. Renewal of the books to be done on or before due date, else a fine of Rs. 1/-per book per day and Rs.2/- will be levied during the examination time.

5. If the Card is lost, the fact must be immediately reported to the Librarian and a duplicate Card will be issued after paying a penalty of Rs.5/-.

6. A Full-time teaching faculty can borrow any number of books at a time.

7. The Library Advisory Committee may suggest the limitation of books to faculty and students on the basis of their library collection.

8. Book Bank books can be issued as per Book Bank Scheme norms / the availability of books.

9. The Library is also provided with LAN facility for the computers and they are loaded with the library software having OPAC facility.

10. Faculty of the college may recommend the purchase of desired or relevant book

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to the librarian. Books from vendors on approval will be available in the library from time to time.

11. The book list requirement is received from the concerned department as per their curriculum changes and as per the variation of intake of students.
12. Reprographic facilities are available in the M.Com Library.

### **General Rules and Regulations of College Library:**

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible, failure to observe these rules which leads to cancellation of the membership. Handle the documents with great care as they are costly and precious in nature.

1. The Students must carry their College Identity Card / Library Membership Card with them at all time inside the Library.
2. All readers are required to maintain perfect silence and discipline in the library.
3. The Library staff members at the entrance and exit gate of the Library is authorized to search the person or a reader if he / she suspects that he / she is carrying any other property from the Library.
4. The borrowing facility can be withdrawn or restricted in case of misbehavior of users for their misuse of the library.
5. Library users should enter his / her name, course, class, time-in and time-out in register kept at the entrance.
6. All personal belongings, such as books, bag, coat, umbrella, personal files, photocopied material that do not belong to the library must be deposited in the library counter at the entrance of the library.
7. Books are issued for staff till semester end and for students' period of a week in the first instance and if required, the same book can be renewed further one more time for a period of another week and thus no book will be allowed to be kept with a member beyond fifteen days.
8. The books may be renewed if the same are not in demand or are not reserved by other readers.
9. A book may be reserved for a reader provided he makes an application to the Librarian for the same within the stipulated time. The book should be collected within 24 hours after the Librarian informs the availability of book.
10. Every borrower from the library is responsible for the safe custody and return of the book borrowed by him / her. In the event of damage or loss he / she shall replace the book or pay the cost of the book. The person has to pay the fine plus the cost of the book at the time of clearance from the library.
11. Readers should not deface, mark, cut, tear, mutilate or damage library resources in any way. If anyone is found doing so, he / she will be charged the full replacement cost of the resource. Also books borrowed should be protected from rain, fire, insect, etc..
12. Strict discipline should be maintained in the library. The position of the chairs and tables should not be changed or displaced.
13. Beverages and eatables are not allowed inside the library.
14. Mobile phones are strictly prohibited in the Library and Reading Room.
15. Students may be permitted to carry Laptops and its accessories in the Library / Reading room.
16. All persons may be allowed admission to the library provided that the Librarian may at his discretion refuse admission if he considers a person either of unsound mind, intoxicated or otherwise shabbily dressed. The decision of the

Librarian or the next senior officer of the library in the absence of the Librarian shall be final in this matter.

17. Students Entry to Library and Reading Room is permitted with college uniform only.
18. No reader is allowed to sleep in the Library or Reading Room premises.
19. The readers shall behave in a civilized manner. The Librarian may expel any person if he /she feel the presence of such a person is liable to create law and order situation.
20. The readers are liable for disciplinary actions and fine if they either misbehave or damage the books or any other property of the library. Hence, decency in behavior is expected.
21. Each prospective member shall give in writing an undertaking to abide by the rules of the library. He / she shall fill up a membership form.
22. Each member shall be provided with a membership Identity Card and / or Borrower's Card.
23. In case any book is lost or injured by the member, the member shall replace the book or shall pay the cost of replacement.
24. Reference books, rare books, unbound periodicals and books of fine arts may not be issued generally except with the written permission of the Librarian.
25. If a member does not pay off the library dues, the privilege of borrowing books may be suspended till he / she deposits the requisite amount.
26. No visitor or guest is permitted to use the Library without the prior permission of the Librarian / Principal. He/She is required to produce a proper introduction letter from the concerned Institution / Organization thereafter who wishes to use the Library facility.
27. No photograph of the Library shall be taken without the prior permission of the Librarian.
28. The librarian reserves the power to refuse the issue of book to any member or he may recall any book without assigning any reason therefore.
29. Student after returning of library books / documents should take No-dues certificate from the library before the examination or before the III and V Semester admission.
30. Staff should take library No-Dues Certificate (ENOC) while Transfer/Deputation/ resignation/Superannuation from the college. While leaving the college, both student and faculty should return books and library borrower's card without fail, thereafter NOC will be issued.

#### **Maintenance Policy :**

1. Programme-wise Semester Examination Question papers are maintained, compiled and kept as bound volumes for the reference of students and faculty.
2. The Library Advisory Committee ensures the maintenance of Library and Reading Room facilities, considering its requirements, resolving about buying new books as per allocation of funds and demand of the books provided by the departments through respective Heads of the Departments. Major decisions regarding the purchase of new books, service hours are taken in the Library Advisory Committee meeting and recommended to the Principal for the approval.
3. Physical verification of the library stock is carried out to identify the losses, misplacement and mutilated documents that need repairs or to write off from the library collection.
4. Documents in the library are arranged in a logical order to save the time of the users as well as staff.
5. Annual Maintenance Charges (AMC) of the software is timely renewed.

  
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6. Concerned service providers and technicians provide maintenance and services for any computer or software related issues.
7. Statistics of visitors (Students, Teachers, Staff and any others) are recorded on daily basis in the respective Registers.
8. Students are given awareness and training about digital database like N-LIST (INFLIBNET)
9. For any kind of repair and maintenance work for infrastructure or physical facilities is brought to the notice of Estate Manager through the Principal.



IQAC Co-ordinator

**IQAC Coordinator**

**Shree Gokarnanatheshwara College  
Gandhinagar, Mangaluru-3**



Principal

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