



Library Policy

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1.Importance

Library is the soul of any academic institution. It plays a vital role in building the nation through spread of knowledge and enhances the teaching learning process. Mulund College of Commerce (MCC) library is a vibrant information centre. Library provides many unique services to fulfil the needs of students, teachers and researchers. The college has a well-equipped and technology-enabled library. MCC library has a spacious reading hall in which 300 students can be accommodated at a time.

2.Purpose and objectives

- To develop and maintain reading habits among the students.
- To aid the students in their personal growth and sharpen their intellectual curiosity
- To provide information sources necessary for teaching learning process in the subject field of interest to the college
- To aid the teachers with the latest developments in their area of specialization

3.Scope of the policy

The scope of library policy is pertinent to all students, staff, researchers and all the occasional library visitors to provide them with necessary information related to their interest and subject area of specialization. Scope also extends to providing access to the relevant information and available resources in the library through remote access.

4.Rules, guidelines and regulations relevant to this policy

Maharashtra Public Universities Act 2016 has laid down rules for the constitution and working of Knowledge Resource Centre (Library) at university level. However for implementation at the institutional level, no specific rule, circular or guideline has been issued.

5. Key aspects of policy

5.1 Library orientation programme

Library shall conduct a library orientation programme every year at the beginning of the academic year. In the orientation programme, detailed information shall be provided to students about library services, facilities, library software and remote access service.

5.2 Accessing the books physically and online

MCC library provides OPAC tools for accessing books and reading material in the library. Students can also remotely access the reading material through WEB-OPAC. The link of WEB-OPAC is already provided on Library Web Page, which is a part of MCC website.

5.3 Library services & facilities

Library currently offers the following services and facilities. It will endeavour to add new services as per the demands of time and evolution of technology:

- Book bank facility
- Book claim facility (reserving a book)
- Career corner
- CD ROM lending service
- Current awareness service
- Daily Home lending
- Digital Information Display
- Dynamic Library Webpage
- E-book facility
- E Book Reader Facility
- Free Internet Service
- Inter library loan facility
- Language lab
- Library Extension services
- Literature search
- Multipurpose open access reading hall
- Non-text book Service
- Online journals facility
- Online lectures
- Open Access Library
- Periodical section
- Reference book Service

- Referral service
- Remote Access facility
- Reprographic Service
- Selective dissemination of information service
- Specious Reading hall
- Study section Service

5.4 Book purchase and collection development in library

- Collection development by book on recommendation basis.
- Collection development by book on approval basis.
- Collection development by participating in book exhibitions
- Subscription to online and print journals through faculty recommendation.

5.5 Purging of older books

- Considering that there is a space constraint and constant demand for adding new resources in the library, books also need to be identified for purging to make way for new books
- The criteria for identifying books for purging will be reviewed annually
- Purging would be done after appropriate record-keeping and due approval of the Principal

5.6 Rules governing library

For ensuring discipline and smooth conduct of activities in the library, following rules shall be followed:

1. Library provides home lending service and books need to be returned within 7 days.
2. The library timing shall be Monday to Friday during 8:30 a.m. to 7:00 p.m.
3. Book should be returned on or before the due date.
4. For books returned after the due date, a fine of Rs. 2/- per day will be charged. If the due date falls on a holiday then the book should be returned on the next working day.
5. The book will be re-issued only if it is not in demand.
6. Fine will be charged for loss of books in addition to replacement of the same.
7. Reference books and journals not to be home issued.
8. Every student should wear Identity card and it should be produced as and when demanded by library staff.

9. Identity cards and Readers ticket are not transferable.
10. Student must handle reading material carefully. Defacing or tearing the pages will be treated as misconduct.

6. Committees for policy implementation

The library committee consists of the Principal, teaching staff 3 or 4 members and the Librarian. Principal would nominate one among the teaching staff as the Chairperson of the library committee. Librarian shall be the secretary of the committee.

In the library committee following activities are discussed and considered

- Selection of books.
- Allocation of budget for each department.
- Appropriate spending of allotted library budget.
- Suggestions for improving the quality of library services.
- Other discussions regarding the library with permission of chair.

7. Impact of the policy on processes

Library aims to provide necessary books regarding syllabus-based curricula to students and teachers. It ensures availability of books, periodicals, journals, newsletters, reading materials and reference books related to contemporary topics to students and teachers. It ensures availability of research literature for students and teachers.

It has its impact on Procurement and Maintenance (D1) and Library related processes (D2).