নির্মল হালৈ মহাবিদ্যালয়

NIRMAL HALOI COLLEGE

ESTD. 1970

LIBRARY POLICY MANUAL

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."

~ Sidney Sheldon

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1. Introduction

The Central Library of N.H. College was founded in 1979. At the initial stage, it was managed by Dr. P.C. Goswami with N. Das as assistant. It had an intact of 2000 titles.

At present the Central Library is in a flourishing state with an intact about 19930 nos. of titles as on 1st September 2023. The Titles includes- Text books, References, Theses, Encyclopaedia, Magazines, Journals and Newspapers. Numbers of borrower of this college are 2321 nos. of students and 41 nos. of teaching and non-teaching staffs.

We have internet with Wi-Fi connectivity in the Library, E- Journals and E-Books (Under INFLIBNET-NLIST) and CD's, Book Bank and Xerox facilities in the Library. We also have E-Resource with 10 nos. of Computers for students. SOUL 3.0 versions are installed replacing the previous version SOUL 1.0 and data conversion is also done. Web OPAC is used in a single computer searching for Library borrowers. Additionally, we have special collection of Magazines and Journal in bound volume from 1996. Journal/Magazine of national level are 7 nos. & state levels are 2 nos. is subscribed for the Library. 1 no. of National newspaper & 5 nos. of Regional newspapers are obtainable in the Library.

Our library's primary goal is to meet the demands of the academic community at our Institute by seamlessly integrating the information support system with instructional activities. When it comes to a library's functionality, academic (such as resource selection, technical processing, material organization, reader services, updating new developments, etc.) and administrative (such as material acquisition, bill processing, budget management, etc.) aspects of the institute are typically integrated. As a result, a "Library Manual" is necessary for the institute library's daily operations to follow standardized protocols.

2. Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

3. Vision

'It is the vision of the Library to support the its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

4. Mission

The mission is to provide college students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning. To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library / educational community.

5. Objectives

- To develop the collection of the library by acquiring books and periodicals in print as well as in digital format.
- To serve the clientele of NHC irrespective of caste and class.
- To develop the habit of self learning and lifelong learning.
- To provide intellectual access to information
- To provide physical access to
- To provide learning experiences that encourage students and others
- To provide leadership, collaboration, and assistance to teachers and others
- To provide resources and activities that contribute to lifelong learning while accommodating a wide range of differences in teaching and learning styles, methods, interests, and capacities.
- To provide a program that functions as the information center
- To provide resources and activities for learning that represent a diversity of experiences, opinions, and social and cultural perspectives and to support the concept that intellectual freedom and access to information are prerequisite to the effective and responsible citizenship in a democracy.

- To foster enjoyment of reading through promoting reading and providing reading advisory.

6. Purpose of policy

This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

7. User feedback surveys

Library initiates annual feedback surveys, user satisfaction surveys. This feedback and evaluation certainly help the library to overcome any lacunae in the facilities and services being provided.

8. Clients

The Library provides collection access to the following client groups:

- Students
- Faculty
- Staff

9. Scope of the collection

The Library collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- ✓ Books and other hard-copy printed materials
- ✓ Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- ✓ Databases (electronic collections containing bibliographic citations and/or full-text items

10. Library Collection Development Policy

- The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.

- Library will also buy printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

11. Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

11.1 Composition

Library Advisory Committee consists of the following members-

Table no 1: Library Advisory Committee

Sl.No	**Name of the Members**	**Designation**	**Position in LAC**
1	Dr. Bhupesh sarma	Principal	Chairman
2	Mrs. N.M. Choudhury	Vice Principal	Vice Chairman
3	Mr. Kushal Das	Librarian	Convener/Secretary
4	Dr. Tapan Kakati	Associate Professor	Member
5	Dr. Tapan Kalita	Associate Professor	Member
6	Mr. Jiten Bhagawati	Associate Professor	Member
7	Mr. Rudra kalita	Associate Professor	Member
8	Dr. Nabanita Kalita	Asstt. Professor	Member
9	Nitul Medhi	Student	Student member
10	Rimi Medhi	Student	Student member

11.2 Frequency of Meeting

The committee shall meet at least three times in an academic year.

11.3 Meeting Notice

The Convener (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principal.

11.4 Minutes of the meeting

Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

12. Library Budget

Budget is an important document for planned and successful operation of a library. It is co-ordinates between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc. It does not have source of cash or direct income, like other commercial organizations have when we talk about library finance.

12.1 Budgeting Policy

- The budget for the library should help students to become life-long learners.
- The budget for the library should assist student in their abilities to become Independent learners.

12.2 Budgeting Procedures Preparation

12.2.1 Collection Maintenance

- Keeping the collection at its present size
- Necessary to replace 10% of the collection annually

12.2.2 Consumables

- Processing resources such as barcode labels, date due slips etc.
- Peripherals such as DVDs, CDs, batteries etc
- Promotional activities such as display materials etc.

12.2.3 Maintenance

- Barcode Printers
- Audio-visual hardware
- Computers, Printers
- Scanners

12.2.4 Subscriptions / Memberships

- Books
- Journals
- Magazines
- Associations

12.2.5 Capital Expenditure

- Collection development beyond foundation collection
- Shelving
- Equipment
- Furniture
- Computer hardware
- Binding books/ journals

13. Stock verification Policy

Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

14. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

15. Library Usage Policy

15.1 Rules and Regulation

- Every student must come to the library with college uniform.
- On entry, members are required to produce identity card issued by the college library.

- Books and other belongings other than notebooks should be kept in the Property counter of the library.
- All the library users should register their name and details with time to the Gate Register legibly.
- Students can borrow books against their library cards. Books are normally issued for a period of 15 days.
- Books borrowed by the Library Members may be recalled by the Librarian.
- If any book borrowed from the library is lost, tom or damaged in any form, the value of the book will have to be borne by the borrower as per library rules.
- Books are issued for the student on All Workings days as according to the Library Rules.
- Non-Major students will be allowed to borrow 2(Two) books at a time and Major students will be allowed to borrow 3 (Four) books at a time.
- In no case a student can keep a book for more than 15 (Fifteen) days from the date of issue. A fine of Re 1/- per day will be charged for every delayed day. In case a student does not return the book until I (One) month from the date of issue, the Library Committee will take disciplinary action.
- No reference and rare book will be issued.
- Silence should be strictly maintained in and around the Library.

15.2 Library rules for Staff

- Books will be issued for a period of one semester. If the book belongs to the reference section it will be issued for overnight.
- Books should be borrowed and returned from the library personally.
- Transactions should not be carried out through an intermediary.
- All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. A processing fee of Rupees One hundred should be paid. If the book has ceased publication amount equal to twice the price of the book should be paid.
- Reference books like handbooks, encyclopedia, dictionary, manuals and CDs will not be issued. They should be referred in the library only.

- Personal belongings like bags, files etc. should not be carried out in the stack area.
- Mobile phones should be on the silent mode and talking on the mobile should be avoided.

15.3 Rules for 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, roll no, Department 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.
- 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 misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.

15.4 Rules for Digital Library

- Internet / Digital facility is for all students.
- Students must register their name & timing, one day before.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.

- Printing/Xeroxing will be provided on payment

16. Technology Policies

- Systems Usage
- Free Wi-Fi access
- Online Public Access Catalogue
- Access to Online databases
- Library Website

17. Borrowing Privileges

Book can be issued as per the table-

Sl. No.	**Category of the Member**	**Borrowing**
1	Teaching Staff	7 Books
2	Non-Teaching Staff	5 Books
3	Student	
	a. B.A. (Major)	3 Books
	b. B.A. (Pass Course)	2 Books

*Special borrowing will be facilitated to the meritorious poor students.

18. Fine and Lost Book Policy

Students are responsible for the books they check-out from the Library. If a book is lost, damaged or stolen the student will be responsible for paying the full replacement cost of the book. The student will not be allowed to check-out any more books until the replacement cost has been paid in full.

The Library is not responsible for notifying borrowers that materials are overdue. Notices for overdue and recall will be sent through Whatsapp group.

19. Library Services and Activities

The Library access time is from 9.30 a.m. to 05.00 p.m.

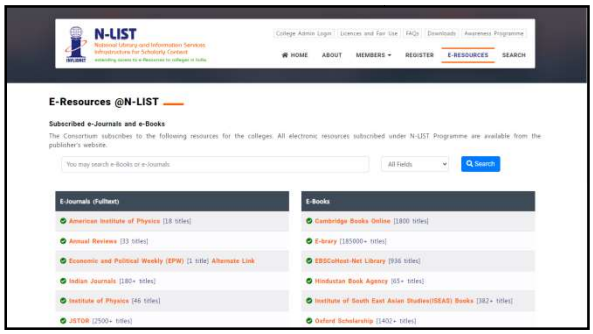
19.1 Working hours

On working days	:9:30 a.m. to 5:00 p.m.
During study holidays	:10:00 a.m. to 5:00 p.m.
During examination days	: 9:30 a.m. to 5:00 p.m.
During vacation	:9.30 a.m. to 4:30 p.m.

19.2 Library Internet / E-Journals and E-book Service

The library provides individual user ID and its password to users for making use of e-resources for INFLIBNET N-LIST, National digital Library(NDL) and Other databases are made available through IP Based.

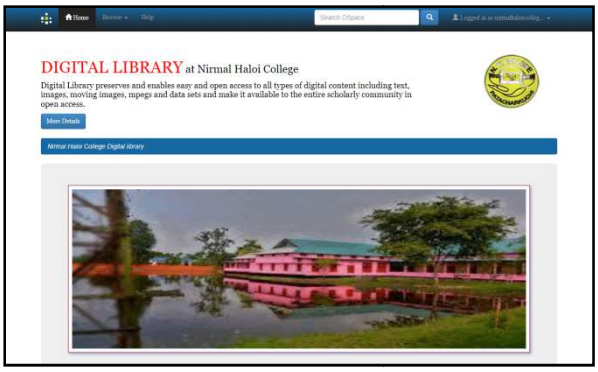
N List – https://nlist.inflibnet.ac.in/veresources.php **NDL-** https://ndl.iitkgp.ac.in/

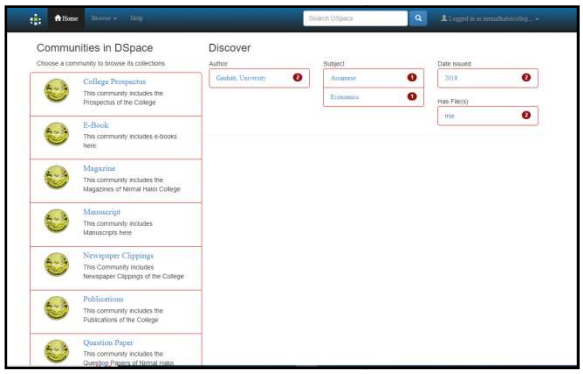


19.3 Digital Library of College

Nirmal Haloi College library has its own digital library. Students can access through Library website and after clicking on the digital library link they can remote access all the digital materials available on the digital library website.

N.H. College digital Library- http://nhc.digitallibrary.co.in/

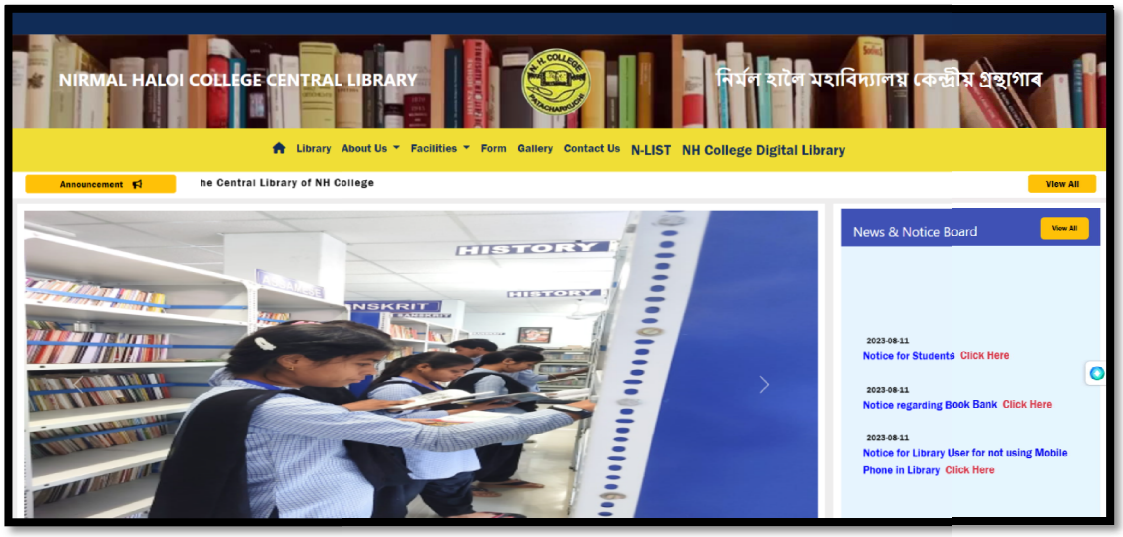




19.4 Library Website

The library website communicates library information and updates to the users.

The link of the website is- https://nhcollege.ac.in/library_new.php.



19.5 Open Access

It provides open access to all library users. They can browse, read the any references in the reference section. It helps users to make full use of the resources available in the library.

19.6 Library OPAC

The resources of the library have been computerized with integrated. Computers are installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc.

19.7 Library Reading Room

Library is having a precious reading room and a capacity to accommodate 70 students at a time in reading room of main library and 8 teachers at a time in teacher's reading room of main library.

19.8 Scanner / Reprography Facility

This is another area where the photo copying service is provided to student and staff members to facilitate the prompt information and service.

19.9 Reference Services

Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of encyclopedias, dictionaries, directories, handbooks, CD-ROMs, Audio and Video cassettes etc.

19.10 News Paper article Clippings.

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

19.11 Email Service

On demand soft copy of Syllabus, Question Papers, College Magazine, etc. provided to the students & faculty members by using email on internet.

19.12 Book Bank

Also under students welfare scheme set of textbooks are issued to general category students.

Additional books are issued to meritorious students top three students from each class are given the facility.

19.13 Online Students Attendance

Library also offers online library entry system for the students.

19.14 Barcode Technology

All books are bar coded.

19.15 Catalogue

List of Books, Periodicals & Journals, E-Resources, Audio Cassettes, Project reports, etc available as on title wise, Author wise & Subject wise.

19.16 Suggestion Box

In Addition to the library appraisal **'Suggestion Box**' is kept in the library once in a week it is opened and suggestions are taken care off.

19.17 User Orientation

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

19.18 Periodical Service

The magazines and journals are made available to library users. Students have to read in library only.

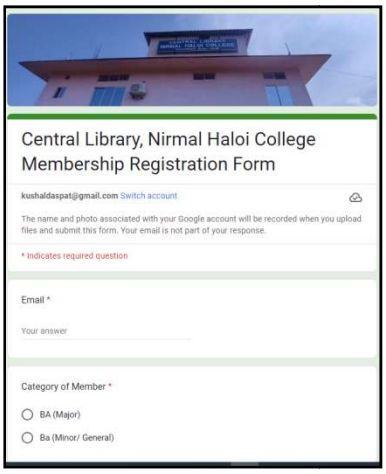
20. Library Policy Implementation, Evaluation and Review

This policy is a working document of Calcutta International School and the school acknowledges that it will be reviewed by taking update from all stakeholders (The faculty, DP Coordinator, Principals and Mid-Management members) before the next review date and if there is any change made in IB/CIE guidelines.

Members involved in drafting the policy:

1. Principal
2. Librarians
3. All teachers of Nirmal Haloi College, Patacharkuchi

21. Library Forms, Purchase orders, Books stationary, Library Stamps.

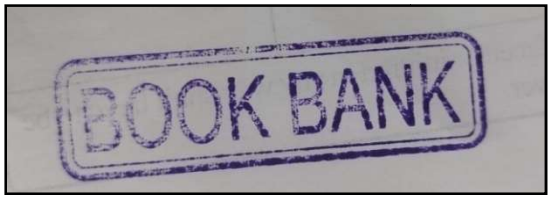


Library membership Form (Google Form)

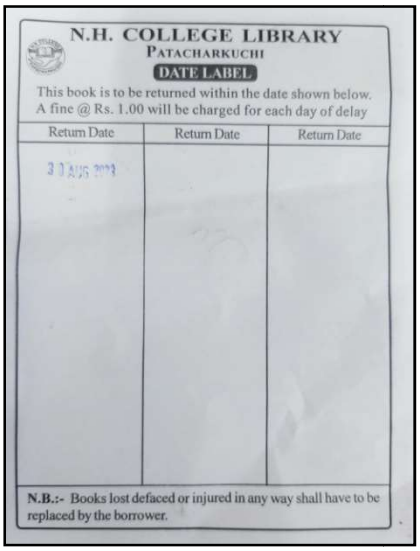
QR code for Reader form

Library Stamp

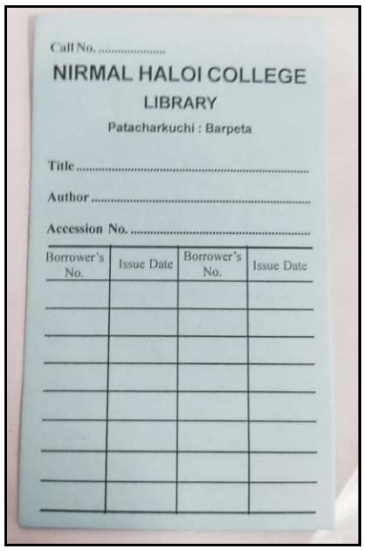
Spine Label



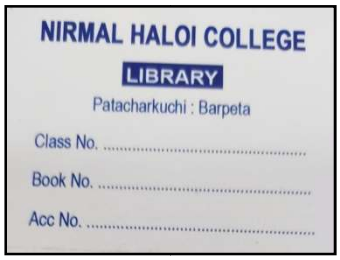
Book Bank Stamp



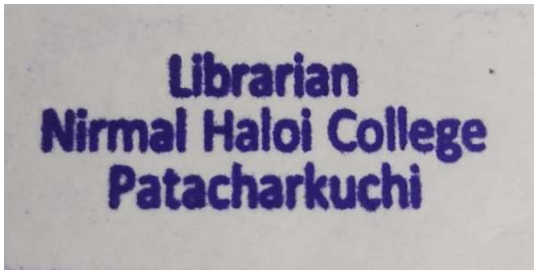
Book Due Slip & Date label

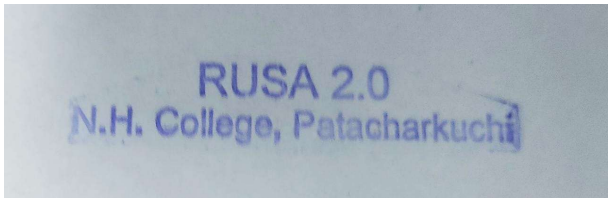


Book Card



Property Slip

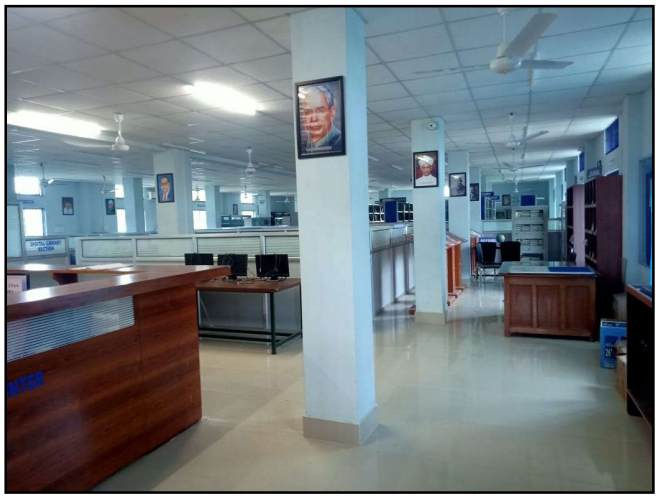




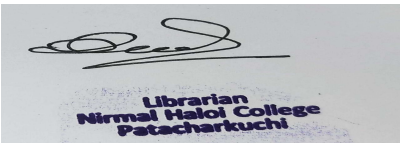
Librarian's Stamp **RUSA 2.0 Stamp**

22. Library Photos

Library Outside View



Library inside View



(Mr. Kushal Das) **(Dr. Bhupesh Sarma)**

Librarian **Principal**

Nirmal Haloi College, Patacharkuchi

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