



# Shri Shakti Degree College

Sankhahari, Ghatampur, Kanpur Nagar - 209206

## **COLLEGE LIBRARY**

### **VISION**

Collection and dissemination of knowledge and information.

### **MISSION**

1. Assessment of need in various aspects of the field from all stakeholder
2. Processing systematically for acquiring, recording and communicating about all new arrivals
3. Educating and encouraging for the best use knowledge store.
4. Providing easy and comfortable services to all who deserve and desire.
5. Introducing, educating and encouraging the availability and optimum use of latest technology by users.
6. Marching a head effectively for achieving vision of the Institution as end-result.

### **VALUE**

1. Availability of knowledge and information centre under one roof.
2. Opening road to meet the object of all-3-dimensions of Higher Education i.e. Teaching, Research and Extension.
3. Dissemination of rural related information through easy resources assisting for rural development.
4. Developing close relationship with all stakeholders.
5. Free services for marginalized stakeholders.
6. Participation of all stakeholders in the growth of our institution.

### **SERVICE HOURS**

The Library will generally be kept open from 10.00 a.m. to 5.00 p.m. on all working days. On Sunday, the Library will function from 10.00 a.m. to 2.00 p.m. The Library will remain closed on all public holidays.

The issue and return of books will be closed half an hour before closing the library and the members should leave the library 15 minutes before closing the library.

### **USERS' ORIENTATION**

Institution organizes two days' Orientation Programme for all new entrants at the beginning of every new session wherein awareness in detail is developed amongst new students about the purpose, advantage, structure of college library, facilities available, rules and regulations for the use of library, composition of Library Advisory Committee and free accessibility of Internet facility. Demo is given about On-Line Public Access Catalogue (OPAC) system through LCD.

Information about New Arrivals, journals and employment news etc. is not only placed on library notice board but is placed in all other notice boards within campus and a notice to this effect is circulated in all class rooms / staff room so that users may consult the list and may know about new arrivals.

## **LIBRARY SERVICES**

Library offers the following general services and other innovative value added services :-

### **\* Lending Service**

Lending service is the primary service of the library. All the books in the library are bar-coded. The check in and check out process is carried out at the circulation desk using the bar code identity card issued to the members. This service ends half an hour before the closing of the library.

### **\* Reference Service**

Library has possessed a balanced and rich collection of knowledge for reference.

### **\* Proficiency Corner**

It is one of the main attractions of the library which is a special collection built up for users who are preparing for competitive examinations like NET, SSC, Railways, Bank Clerk, UPTET, CTET, General Studies etc.

### **\* Internet Service**

The Library provides internet service using BSNL broad band internet connectivity. The users are provided free services.

### **\* Conference Alert Service**

Forthcoming conferences, workshops and seminars will be displayed in the library notice board.

### **\* New Addition Alert Service**

Newly added books are displayed in the library notice board for alerting the students and scholars. Besides, the list of newly added books and journals is circulated among the teaching departments.

**\* N-LIST Service**

The institution has a facility of N-LIST, which may be used by the teachers and students. Proper demo is given by library staff to develop awareness about the methodology for the use of N-LIST.

**MEMBERSHIP**

**\* Membership of the library is open to the following categories :**

- # Members of the Management Committee of the College
- # Students and Teachers of the College
- # Non-teaching staff of the College
- # Alumni of the College

**\* Admission to the library**

Admission is restricted to the members only. But others, who are desirous of visiting the library, may do so, with the permission of the Librarian or in his absence, of the senior most member of the staff of the library present.

Before entering the library, the gate register is to be signed by each member and the membership identity card is to be shown at the counter. Private books and such other personal belongings are not permitted to be taken inside the library.

**\* Procedure for Membership**

Application for membership is to be made in the prescribed form obtained from the library.

**\* Duration of Membership**

The duration of membership for different categories will be as follows :

- # Management Committee, Teachers and Non-teaching staff of the College :- 2 years renewable after submission of fresh application.
- # Students and Alumni of the College :- 1 year renewable after submission of fresh application.

**\* Cancellation of Membership**

Membership may be cancelled at any time. In order to cancel membership all dues should be cleared and the identity card issued will have to be surrendered.

**LOAN FACILITY**

**\* Loan Privileges**

Members are eligible to borrow books from the library as follows :-

# Management Committee, Teachers - 05 books

# Non-teaching staff, Alumni and Students - 02 books

**\* Period of Loan**

# A book shall be issued for Management Committee, Teachers and Non-teaching for 15 days and students and alumni for 10 days .

**\* Overdue Charges**

An overdue charge of Rs. 1/- per day shall be levied for a book not returned.

**\* Other Conditions of Loan**

1. Periodicals, Reference Books, Damaged Books are not normally issued on loan.

Before leaving the counter, the member shall satisfy himself as to whether the book lent to him is in sound condition and if not, shall immediately bring the matter to the notice of the staff on duty. Otherwise the member will be held responsible for any damage found afterwards.

Readers shall not write, or damage, or make marks on any book belonging to the library. In case a book is damaged or lost, the borrower is required to replace the book by a latest or same edition, or he will be required to pay four times the published price of the books plus 20% of the published price as procurement charges and also overdue charges if any as per rules.

Duplicate membership identity cards shall be issued one week after loss report against a payment of Rs. 25/-. But the members will be held responsible for any loss that the college library may have to incur due to the misuse of their lost membership identity cards.

2. The library is a place of individual study and the members should, therefore, behave in such a way as is conducive to the working of the library.
  - (i) Strict silence is to be maintained within the library.
  - (ii) Smoking shall not be permitted within the library.
  - (iii) Cell Phones shall not be permitted within the library.
  - (iv) In case any book is lost or torn, suitable action will be decided by Library Advisory Committee after obtaining suitable comments from possessor.
  - (v) Noise or any type of indiscipline in library is not to be ignored.

### **RETURN OF BOOKS**

It is the duty of every reader to return the books in time. If the books are not returned in time, reminders shall be sent, but non-receipt of reminder is not an excuse for the non-return of books. The retention of a book beyond a period of 6 months from the due date without any satisfactory explanation may lead to the cancellation of membership. If the books are not returned even after sending reminder, the college authorities shall take such action as it is found necessary, including legal steps to recover the book retained by the member, the panel cost and overdue charges of the books as per rule. In such cases all the expenses incurred in connection with legal steps shall be taken either from the member or from the guarantor.

### **CLEARANCE PROCESS**

Head of Departments and Principal of the College should insist on their students, staff, teachers etc. who are members of the library to produce a clearance certificate from the Librarian to the effect that they have returned all books and cleared all dues before they are admitted to final examinations or issued a transfer certificate.

Head of Departments and Principal of the College shall also insist on their staff/teachers who are members of the library to produce a clearance certificate from the Librarian in the event of their transfer/retirement. The staff working in the college or its departments shall also obtain clearance certificate at time of relief/retirement.

The books which are not returned by the college teachers and employee even after one year of due date and after sending reminders, the penal cost and overdue charges as per library rules shall be deducted from the salary of the concerned person by the management. Similarly, the overdue charges of the returned books shall also be deducted from salary if this is not remitted by the staff within six months of returning the books.

### **FEED BACK / COMPLAINT / SUGGESTION SYSTEM**

Institution has introduced its own format to seek feed back once in every six month from the users. Through this feed back, institution comes to know about needs of various kinds of books, journals, competition materials and employment news etc. Students' grievances received through feed back are redressed and their suggestions are noted for suitable implementation.

Library has provided a grievance register inside the library apart from one complaint / suggestion box placed outside the library.

## **VILLAGE LIBRARY**

Institution has established a library under Extension Scheme not only to encourage continuous education but to extend the information about latest technology to be used for increase in agriculture production and for the betterment of allied services, Books of the Villager's interest and study material relating to agriculture, awareness about social evils, rural health etc. are made available in this library. Its working hours are 8.00 AM to 9.00 AM and 5.00 PM to 7.00 PM every day.