



RAMAIAH

College of Arts, Science
& Commerce

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LIBRARY POLICY & QUALITY MANUAL

Ramaiah College of Arts, Science and Commerce

(Re-accredited 'A' Grade by NAAC, Permanently affiliated to Bangalore University, Approved by AICTE)

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Library Policy Manual

CONTENTS

1. Library Goal and Objectives	3
2. Overview of Facilities	3
2.1 Opening Hours	
2.2 Circulation of Materials	
2.3 Loss and Defacement of Books and Non Books	
2.4 Weed Out Policy	
2.5 Code of Conduct	
3. Overview of Services	6
3.1 Computerized Services	
3.2 E-Resources Facility	
3.3 Library Electronic Services (LES)	
3.4 SC/ST Book Bank Facility	
3.5 Inter Library loan (ILL)	
3.6 Reference Service	
3.7 Referral Service	
3.8 Reprographic Service	
4. Digital Library	7
5. Book Exhibition	7
6. Process Flow	7
7. Library Procedure	8
7.1 Books	
7.2 Periodicals and E-Resources	
7.2 Circulation	
7.3 External Users / Visitors	
7.5 Role of Library Staff in helping users	
8. Best Practice of the Library	9
9. Library Staff	9
10. Photo Gallery	10

1. Library Goal and Objectives

Library Goal:

To deliver quality and in-time service to library clientele.

Library Objective:

- To understand the research, teaching and learning needs of its users.
- To build collections and create tools to support research, teaching and learning.
- To provide access to and promote the discovery and use of local and external information resources.
- To ensure the preservation a long-lasting availability of library collections and resources.

2. Overview of the Facilities

The College Library is a gateway to a world of Information. The Staff and students have unlimited access to a wealth of Information found in resources like books, magazines, Journals, Hand Books, Annual reports and the Internet.

The Ramaiah-CASC Central Library aims to providing access to its printed resources such as books, periodicals as well as e-resources for the use of faculty and students at the college campus.

2.1 Opening Hours;

The Library is available for the use for all Ramaiah-CASC members.

Regular working hours;

9.00 am to 4.40 pm – Monday to Friday

9.00 am to 1.40 pm – Saturday

During examination days;

8.30 am to 5.30 pm – Monday to Saturday

2.2 Circulation of Materials;

Users may borrow books and non-books (non-books include journals, magazines, newspaper, bound volumes, compact disks and project report) during working hours at the library circulation counter. PG Students may borrow two books and UG Students may borrow one book and Book Bank Student (SC/ST Student) may borrow three books in their name. The books are issued for students maximum ten days and two times renewals and teaching staff may borrow ten books and non-teaching staff may borrow five books. The books are issued for staff one month.

The Library materials in certain advertised categories may not be issued without special permission of the Librarian as following;

- Un Bound Parts/Current Issues of Journals
- Hand Books
- Dictionaries
- Reference Books
- Project Reports

Fine will be charged on late return of books.

Issued items from the library may not be taken outstation unless special permission is given. Students should deposit their borrowed card in the library before they go on leave.

2.3 Loss and Defacement of Books and Non-Books;

The Cost of replacement with double amount along with the fine will be charged to the person for loss or damage the library materials. Any student if determined to have defaced or damaged any library item intentionally will have his/her library privileges revoked for a period of time determined by the Library Committee.

Students must take care of Library Materials and must not deface them by underlining, writing or drawing in them by removing any part of them, or in any other way.

2.4 Weed out Policy;

Weeding is the ongoing evaluation of the library collection with a view to removing those items which are no longer useful to library users.

Why must weed out the library collection?

Weeding is necessary because a library has limited physical space. It is simply not possible for a library with limited space to collect and to house all print and audiovisual materials. The following are major established reasons for weeding:

1. To Improve the Quality of Collection. Careful and regular weeding will enhance the quality and up-to-datedness of the collection
2. To Save Space and Money. Weeded materials no longer cost money for cleaning, binding, mending, extra stacks, extra files, and all the other hidden costs of maintenance and space, none of which are cut by lack of use. Crowded shelves can be avoided. There can be more space for tables and chairs for in-house research, and study.
3. To Save Time. Collection weeding will save time for staff and it helps to search looking for a particular book or trying to shelve books.

Systematic weeding increases staff knowledge of the collection. This can be extremely helpful in collection building practices.

Librarian will prepare the weed out of library collections according to usage of the books with the help of respective teaching staff, after list will send to principal for approval.

2.5 Code of Conduct;

- Borrowing materials without a valid identity card number is prohibited.
- Not permitted to use another Identity Card.
- Do not resshelf Books, Periodicals etc., leave them on the tables properly after use.
- Talking is strictly prohibited in the Library.
- Please keep your Personal Belongings to outside the Library. The Library is not responsible for any item left in the Library.
- Food or Drink is not allowed in the Library.
- Making Noise, Spitting are strictly prohibited.
- Reference Books are meant for Reading in Library only.
- Student shall take care of their Personal belongings if anything loss, Library is not Responsible.
- Laptop if used in the library must have their own power and cable connector.
- Mobile phones are to be set in the “OFF” or “VIBRATOR” mode prior to entering the Library.

3. Overview of the Services

The library provides the following services to staff and students;

3.1 Computerized Services;

The library has automated all its services through 'Libsoft 9.8.0'. EPAC service gives search facilities for library resources. Automated circulation system has facilitated speed and efficient service at the circulation section.

3.2 E-Resources Facility;

Ramaiah-CASC Library subscribes e-ShoudhSindhu, e-journals, e-books and databases. It regularly adds new resources to the collection for the benefits and easy access to all the users.

3.3 Library Electronic Services (LES);

Ramaiah-CASC Library provides electronic services to users by e-mail, i.e. e-books link, article, syllabus copy, question paper etc.,

3.4 SC/ST Book Bank Facility;

Book Bank facility is available for SC/ST Students and they may borrow three books in their name, by submitting to photocopy of caste certificate.

3.5 Inter Library Loan (ILL);

Ramaiah-CASC Library provide the Inter Library Loan facility with DELNET, British Council Library, Bangalore University Library and our Ramaiah sister concern institutions.

3.6 Reference Service;

Ramaiah-CASC provides personalized short range and long range reference services to its users with its vast collection of books.

3.7 Referral Service;

The library provides personalized referral services with DELNET and our Ramaiah sister concern institutions.

3.8 Reprographic Service;

Photocopy (xerox) facility is available for the library users.

3.9 Wi-Fi;

Wi-Fi Facility available in the Library.

4. Digital Library

Access the Digital Information @ our college website as follows;

www.msrtcasc.edu.in



Department



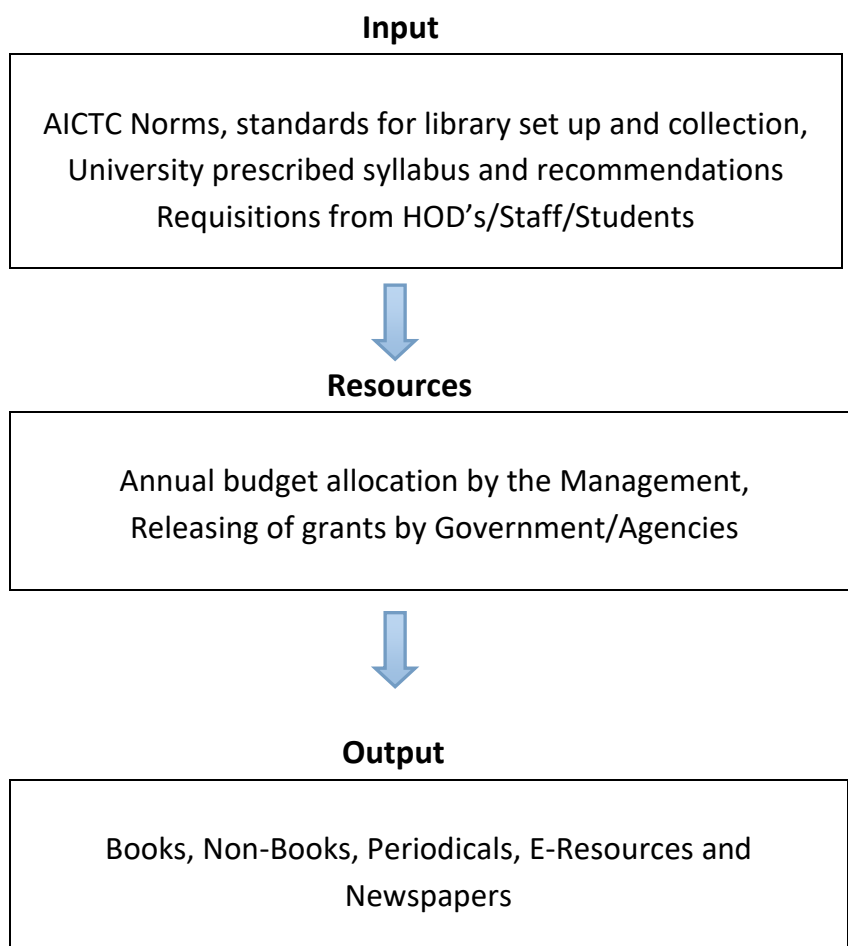
Library

1. E-Resource Link
2. Question Paper Bank
3. Related Library Information

5. Book Exhibition

Book Exhibitions are conducted by well known publishers in the college campus on different occasions, i.e. First year student inauguration day, Kannada Rajyotsava etc.,

6. Process Flow



7. Library Procedure

7.1 Books;

Requirement of books based on the syllabus prescribed by the university; semester wise lists are received from the concerned HOD's of the department. This list is cross-checked with the books that are available and final requirement list will sent to principal for approval and principal forward to manager, manger will recommend to the quotation.

Librarian will request for quotation to vendor according to the requirements. After receiving the quotations from different vendors, comparative statements prepared by the Librarian according to the library budget and submit to principal approval and principal forward to manager, manger will get the approval by the Chief of Finance (COF) and Chief Executive Officer (CEO) and return to Librarians.

Librarian will prepare for purchase order of the requirements. The purchase order sent to respective vendors for books supply with principal signature.

Books received and verified for completeness in terms of price and condition etc., then accepted books are taken into stock and processed by following regular procedures like classification and cataloguing etc.,

Librarian will acknowledge the bills with principal and HOD signature, and finally bills submit to manager for clear the payments.

7.2 Periodicals and E-Resources;

Periodicals and E-Resources are renewal based on the recommendation made by the concerned Heads of Departments annually. Subscription and Renewal of the Periodicals and E-Resources done by as per the norms apply for the books procurement.

7.3 Circulation

All the students are issued with library borrower cards in the beginning of the academic year. As per the policy with respect to each category of the user, namely students and staff.

The Library user carry the borrower card to circulation counter and it will be issued by observing the regular procedure like verifying the identity of the user, obtaining signature and putting the due date etc., two renewals are permitted for the books which are not demand by other users. If there is a demand renewals are not permitted.

When the borrower returns the books on or before the due date, the documents are checked in the counter with respect to the completeness and condition of the document. Borrower's card will be returned against the receipt of the book.

Reference books are issued for reference purpose within the library. However on emergency reference books are issued for overnight after obtaining the identity card with permission of Librarian.

7.4 External Users / Visitors:

External users from other institutions or college are allowed to use the library on a letter from their Institution or college. External users are not permitted to issue library items.

Other visitors to the library may use it provided a staff member introduces them to the Librarian. The Concern staff member is responsible for the visitor. External users and visitors are allowed to use the Library only during office hours.

7.5 Role of Library Staff in helping users:

During Normal Working hours the Librarian and other Library staff will assist the users. They will also assist in obtaining necessary reference material for individual users. The Library will also provide necessary service to obtain personal subscription or book purchases for faculty and students.

8. Best Practice of the Library

1. Observation of other library practices by institutional visits
2. User Orientation (Information Literacy Programme)
3. Extended Library Opening Hours
4. Maintenance of Service Areas
5. Access to e-Resources
6. Library Book Exhibition
7. Best Library User Award
8. User Feedback Practice thru Suggestion Box

9. Library Staff

Librarian	: Mr. V. B. Bentoor MLISc., PGDLAN
Librarian (Management)	: Ms. Chithrakala M.G. MLISc., MA
Library Attender	: Mrs. Sumithra SSLC
Library Attender	: Mr. Shivaprasad B. IX Std

10. Photo Gallery

