LIBRARY POLICY

1.	**Title of policy**	**Library functioning**
2.	**Administrative policy number**	**(APN) Suggested by IQAC**
3.	**Brief Description of Policy**	To ensure proper services, easy access and requisite procurement of text books, reference materials, journal, periodicals and other technologically developed library materials (e-resources) along with their maintains of all levels of higher education so as to obtain maximum footfall.
4.	Drafting	Librarian
5.	Policy Applies to:	The students and staff of the college
6.	Effective from the date	2022
7.	Approved by	IQAC cell of the college
8.	Responsible Authority	Librarian
9.	Superseding Authority	Principal
10.	Last Review/ Updated	NA
11.	Reason/Objective of the Policy	• To achieve the vision and mission of the college by playing vital role in acquisition organization and dissemination of knowledge. • To purchase books and other curetted learning recourses for academic pursuits and research.

		• To obtain consistent footfall. • To have an integrated library management system (ILMS) in place • Accessibility to the differently-abled stakeholders. • Safety measures with regard to copyright issues. Preventions of damage and misuse of books and other resources.
12.	References for the policy	University /UGC Norms/ AICTE

Process flow

- **Input**
  a) Library staff appointed as per UGC staffing pattern.
  b) Purchase of prescribed text books and recommended reference materials as per university syllabi
  c) Update subscription of e-books, periodicals, journals, magazines, newspapers etc.,
  d) Extend daily library services promptly through ILMS system.
  e) Update and maintain notifications on Syllabus of various courses approved by University.
  f) Maintain of accession register, furniture, and equipment.
  g) Adhere to University and IQAC norms.

- **Output**
  a) Annual maintenance of books.
  b) Use of books by community, alumni and regular students
  c) Promotion of students towards self-learning
  d) Maximum foot falls/logins.

Risks and actions to mitigate the identified risks,

Potential/probable risks

- Improper maintenance of equipment.
- Inadequacy of trained human resource.
- Limited footfall due to remote location.
- Occurrence of Disaster.

Actions to mitigate the identified risks

- Maintenance of computer is carried out by expert appointed by management.
- Correspondence with management.
- Library shifted over to ground floor, Book Bank - facility extended.
- Fire extinguisher installed.

Procedure

Planning

- Annual Library Budget approved by Library Committee
- Recommendation of books, periodicals sought from Head of Departments after consultation with teachers.
- Library orientation programs me for newly admitted students.

Price List

- Price List/ catalogue obtain from vendors / publisher, publishers websites
- Quotations approved by management.
- Requirements reviewed by Library Committee.

Approval

- Librarian will seek the approval of Principal
- Book purchase and journal subscription approved by management.

Receipt of books

- Library attendant check bills with book orders.
- Accessioning, classification, stamping and shelving done by Library staff

Integrated Library Management System

- Data entry of new books done in ILMS.
- Book search facilitated through OPAC.
- Integrated Book circulation
- Identity card of students, staff and Barcodes of books generated.
- Different policies according to types of members and materials.

New arrivals

- New arrivals are regularly displayed
- Weeding out unwanted resources/text books.

Maintenance and preservation

- Library cleaning is done regularly.
- Maintenance is carried out by library staff.

Rules and regulations of Library displayed.

- Working hours Issue and Return timings displayed.
- Bonafide students of the college with identity card/library card allowed entry.
- Books are issued to staff and students.
- Reference materials issued within the library
- The borrowing facility with drawn in case of misconduct...
- The users should check the book thoroughly for any missing or torn pages while borrowing the Book.
- Unlimited access to e -books and e- journals subscribed through N-list in campus and off campus.

Files maintained

- Notice file
- Pest control file
- Students book bank file and book requirement file.
- Software file.
- Publisher's quotations.
- Bill file.
- User's feedback collected centrally.
- List of books, subject wise., title wise,

Forms

- Application for book bank facility printed and google form.
- Application for purchase of books.
- In case of loss of Identity card / Library card or books by the users, the matter should be reported to the library. The lost book should be replaced by the user or price of book should be recovered from him.

- Keep mobile on silent mode in library.
- Complete silence must be maintained reading room
- Eating is prohibited in the library

Revised Syllabus

Old syllabus, updated syllabus is available in library text books which are not in use are withdrawn with permission of College Development Committee.

Internet facility

- Internet facility and WIFI services provided.
- OPAC facility available.
- Procuring a higher configuration server for library software ERP

Motivational incentives

- Book-Bank scheme for students.
- Students and staff made aware of new arrivals and new books.
- Students are motivated towards self-learning.
- Best Reader' award for Maximum use of library by Student.
- Library organizes a book exhibition, book review.
- Feedback collected centrally for quality improvement.

Focus on continual improvement strategies.

- Library policy on the lines of vision and mission statements.
- Access to e-books, e-journals through INFLIBNET and NLIST and other open access platform.
- Annual external audit carried out
- Memorandum of understanding for print and digital Resource sharing with other libraries, educational institutions.

Records maintained

- Press Release Register or file
- Accession Registers
- Students Daily visiting Register
- Staff Daily visiting Register
- Teacher Book Return/Issue Register

- I card / Library card issue Register
- Book-Bank Register
- Periodical Register

Forms

- Book bank forms
- Feedback forms.

Registers maintained

- Inward/Outward Register
- Soft copy of Subject wise list of books.
- Withdrawal Register/list
- Book approval Challan.
- Dead stock Register.
- Pending Bill file.
- Requisition/Order file.
- Bill file. And bill register.
- Thank you letters to Donor.

Key Indicators

- Ratio of footfall in library to the number of admitted students.
- Purchases versus budget
- Home Lending and book bank facility
- The outcome of the above assessment is discussed with Management and Hon. Principal for continual improvement.

Principal
Anantrao Pawar College,Pirangut
Tal. Mulshi, Dist. Pune 412115