

**PGM CENTRAL
LIBRARY OPERATING
POLICIES**



U.N. (AUTO.) COLLEGE OF SC. & TECH.,
ADASPUR, CUTTACK

PGM CENTRAL LIBRARY OPERATING POLICIES.

Mission

To support teaching, learning, and research with state-of-the-art information that education, reflective thinking, and development of thought using contemporary knowledge in the relevant field.

Vision

To promote a knowledge-enriched learning community, which is committed to supporting the development and empowerment of the communities we serve with integrity.

Purpose of policy

This policy sets out the principles that 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 deselection processes and a process of continuous evaluation.

1. 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 Library Committee must facilitate the Library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library, the academic fraternity, and the institute's administration. The Library Committee acts as a channel for dialogue between the library and its users. The composition of the Library Committee consists of the following members:

01	principal	Chairman
02	One senior Professors of the Institute nominated by the principal	Member
03	The Librarian	Secretary
04	One Assistant Professor from each discipline Arts/sc./comm./IT.	Member
05	Office in charge of UGC, World Bank, RUSA	Member

The members of the Library Committee, other than the Principal and Librarian, shall hold office for two years.

2. Duties and Responsibilities of the Library Committee (function)

The various duties and responsibilities of the Library Committee are to:

- Exercise general supervision over the Institution's Library.
- Frame regulations for the management and use of the Library, subject to the approval of the Library Committee.
- Recommend allocating funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the library, and formulate a budget to be submitted to the authorities concerned.
- Acquire books, journals, and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition, periodic stock verification, allocation of tasks to library staff, library discipline, user services, inter-library cooperation, and networking.
- Ensure proper library management and its use, including the services rendered to the readers.
- Review the functioning of the Library on an annual basis and recommend the appointment of a sub-committee for the selection of books.
- Frame and amend any rules prescribed for the use of the Library services by the readers.
- Consider policy matters regarding the library including the policy for the procurement of books, and journals, and render advice to the Library for procurements.

- Ensure that the Library Identity Cards (Smart Cards) are distributed to the newly admitted students within thirty working days after their admission to the Institute.
- Monitor and evaluate, from time to time, the trends and developments in information technologies, networking, library automation, library cooperation, etc., and advise the library on the same.
- Authorize individuals of other institutions for the use of Library services temporarily.
- prepare an annual report of the Library System and submit the same to the Registrar and consider any matter referred by the authorities of the Institute.

3. Development and Renovation.

In this section, the library committee play a very important role:


- The library committee shall recommend on future development plan to GB.
- Advises and reviews library policies for instruction, resources, services, and the facility, and advises regarding library services, especially innovation.
- Discuss and evaluate budgetary issues for books, journals, databases, media, e-resources, etc.
- The responsibility for selecting library materials like books, journals, non-books, online databases etc.
- 4. Innovation work
- The library committee and GB shall take steps from time to time for the development of electronic resources in the library.
- Promote the Library to the internal and external community. Like Interlibrary Loan facility.
- Allocation special budget for various developments of the library and its collection.
- Promote the preservation of manuscripts in the central library.
- Introducing a user education program in a year.
- Promote user groups to access library resources in various extension services.
- Encourages and supports paperless reading of Kindle e-book Reader

5. 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.

Users should not deface, cut, mutilate, or damage Library Materials (including documents) in any form. If it is found guilty, the User will be charged double the cost of that particular material. Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.




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