

LIBRARY GUIDELINES AND POLICY AT GOVERNMENT DEGREE COLLEGE BHADERWAH

Library plays a vital role in academic and research system and that is why library is considered to be the heart of educational / research system. Without a good library and a laboratory, any college cannot ensure quality education or research. It is, however, the interest of reader rather than infrastructure that makes a library look beautiful. A good ambiance in a library are the shelves filled with manuscripts and the students silently seated with their heads down and eyes focusing on books. Ours is a very old library that occupies a munificence of generations of authors for their kind contribution in the respected fields of Science, Social Science, and Humanities. The College has a well furnished library with thousands of books of various subjects. The college has also subscribed several periodicals including magazines and news papers.



GENERAL RULES & REGULATIONS:

- Silence is key in the library even the sound of walking shoes is indiscipline to us.
- Books removed from the shelves should be left on the study table and no effort should be made to replace these books. Please remember that a book misplaced is a book lost.



- While entering the library students and faculty should mark their arrival and departure on the register available at the entrance.
- No student shall be allowed inside the library without proper inspection of his/her identity card.
- While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose. However, they carry loose papers and note books.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he will be charged the full replacement cost of the material.
- Help in maintaining a peaceful atmosphere for study. Conversation disturbs your neighbors who want to study. If discussion is necessary, please go to the common/class rooms.
- In case of delay in return of the books on time by the borrower, a fine of two rupees shall be charged every day.
- Please switch off your mobile or keep it in silent/Vibration Mode.
- Spitting, smoking, napping, drinking tea and edibles and behavior which may disturb other Users are strictly prohibited inside the library.

Library Timings



Working

Hours

The library shall be kept open on all working days from 9.30 AM to 4.00 PM.

Working

Days

The library shall remain closed on all public and national holidays, Saturdays, Sundays and any other holidays declared by the central/state government from time to time.

Circulation Hours

1. The Circulation/counter transactions, i.e., issue and return of documents shall be between 10:00 AM and 4.00 PM on all Working Days.
2. Changes, if any, in the above timings shall be notified from time to time.

Admission to the library

1. Students and Staff of the College
2. Persons engaged in the study and research of the Bhaderwah vicinity may also get admission after the approval of the principal.

Loan Privilege

1. Books will be issued to the members only.
2. Books are issued for a period of fifteen days for both the faculty and students.
3. Reference books, rare and out-of-print books and periodicals shall not ordinarily be issued. These can be consulted within the Library only.

Loss Of Books

Loss of book (s) should be immediately reported to the Librarian. The member shall either replace the Book (s) or pay an amount indicated below:

1. Cost of the book plus 10% processing charge if it is in print.
2. Cost of the latest edition of the book plus 10% processing charge if the edition which was borrowed is no more in print.
3. In respect of foreign publications, current conversion rate will be taken into account while computing the cost in terms of Indian Rupee.
4. In respect of un-priced and out-of-print books, the cost will be decided by the library committee with the approval of the Principal.

BOOK EXHIBITION

At the end of the year the library committee with the help of other faculty members organizes a book exhibition for the write-off books of the college. The maximum of two books thereby displayed are taken home by the students and faculty. \

PHOTO COPYING

Members can avail in the future photocopying facility from the library books, journals etc. As of now we do not have such facility.

DIGITAL LIBRARY

The college administration is working hard on war footing for making the library digital. The automation of books is at the final stage, besides that software like KOHA is being used for scalable library management system.

LIBRARY DISCIPLINE

Members are required to handle books, periodicals in the Library carefully. In case there is any loss due to the negligence of a member, he/she be liable to pay the replacement cost.

LIBRARY COMMITTEE

For the ensuring the implementation of the apropos guidelines, a library committee forms an essential part of administrative set up to observe an vigil on the structure, faculties, fittings, furniture, and modeling of the library. The committee meets every month to decide the future prospects and smooth demeanor of the library. Following members under the convenership of Prof Pinky Kotwal constitute the library Committee:

1. Prof Pinky kotwal (Convener)
2. Prof Sandeep Kotwal (Co-Convener)
3. Dr Nazar Ul Islam (Member)
4. Dr Reyaz Ahmad (Member)
5. Prof Manjeet Singh (Member)
6. Prof Manzoor Ahmad (Member)
7. Prof Anuradha Sharma (Member)
8. Dr Sanjay Kumar (Member)
9. Prof Sandesh kumar (Member)
10. Prof Renuka Gorla (Member)
11. Mr Liaqat Ali
12. Mr. Mohd Tanveer
13. Mr. Bilal Ahmad