JSS COLLEGE FOR WOMEN (AUTONOMOUS)

SARASWATHIPURAM, MYSORE-570 009.

LIBRARY AND INFORMATION CENTRE

Library Policy

MISSION: Knowledge Strategically Applied Translates into Wisdom Ensuring Success.

Vision: To upgrade the library to cope with the demands for researchers

Marching towards Fully Automated Digital Platform.

LIBRARY AND INFORMATION CENTRE

The library, as one of the vital organs of the academic body, plays a crucial role in the development of the collegiate education through its multi disciplinary operational activities.

The students use the library to the maximum extent.

Collection: As on date, the library has rich collection of 43938 books with 29348 titles which includes 7185 reference books .Library has subscribed to 135 journals on various subjects and 20 dailies. Total No. of CD 821 and DVD of 430. Thesis 16, Encyclopedia 116, Yearbooks 59, Conference Proceedings 15 and rare books 230. All the books have been technically processed, books are classified as per Dewey Decimal Classification Scheme (22nd Edition). The library is housed in a large and pleasing ambience. So also the reading room. Library has comfortable furniture.
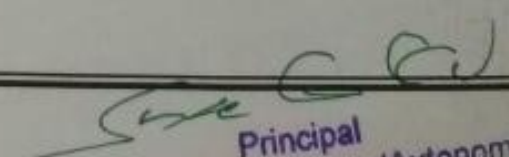
The library adapted Open Access System to give free access to the users to quench their thirst

The Library has a separate Newspaper, Project Report, Question paper Section etc. The Reference Section inside the library has adequate space for comfortable reference. Reference Sources like Encyclopedias (English and Kannada) Dictionaries on all subjects, important reference books in each subject, books on General Knowledge and for Competitive Examinations (IAS, IFS,KAS, etc) are all kept neatly stacked for easy access.

Back volumes of subject periodicals are all bound and kept for reader's reference. Rare books are displayed. Students are involved in writing the quotations on the board specified for it every day. Library has become an Interactive Centre of communication.

SERVICES OFFERED IN OUR LIBRARY

- ❑ Reference service
- ❑ Browsing Service
- ❑ Document Scanning
- ❑ Selective Dissemination of information
- ❑ Journal content page service
- ❑ Audio, video viewing service
- ❑ Faculty publication display service

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- ❏ Newspapers clipping service

- ❏ New arrivals display service

- ❏ Project Reports

- ❏ Books and Journals, exclusively for competitive exams, are kept separately

- ❏ Old Question papers

- ❏ Bulletin board for career guidance information

- ❏ Thought for the day on white board

- ❏ Address of the website for quick access

- ❏ Interaction service

- ❏ Orientation programme

- ❏ OPAC

- ❏ Reference Books, Journals, Newspapers are issued on request for over night.

BEST PRACTICES

- ❏ Library Automated with "NEWGENLIB -ILMS".

- ❏ Newspaper clippings displayed periodically.

- ❏ Career Guidance Bulletin displayed.

- ❏ Suggestion box in the library, to receive suggestions from students.

- ❏ New arrivals lists displayed and circulated among all the HoDS.

- ❏ **Access to E-Books and E-Journals through INFLIBNET**

- ❏ "Thought for the day" by students

- ❏ Circulation and annual stock checking of books through barcode

- ❏ Feedbacks are taken from the stakeholders and appropriate actions have been initiated

- ❏ Initiated Digital library with Tech-Focuz Digital Library Software.

- ❏ Interlibrary loan facility

- ❏ Membership to Alumni

- ❏ Separate Browsing centre

- ❏ Around 3000 Bound Volume of Subject Journals

- ❏ Rare Books and century old newspapers

- ❏ Conducting book exhibitions.

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- ❏ Installation of CC Cameras for safety and discipline maintainance .
- ❏ Newspapers reports of the college activities are maintained.

Library Rules

(To be strictly followed by the students)

- ❖ Students can enter the reference section after 8.30 a m
- ❖ Students cannot enter the library without identity card
- ❖ Books Transaction is from 10.30 am to 5.30 pm every day except on Sundays & Holidays
- ❖ Students has to check the condition of the book before borrowing them
- ❖ Library will be kept open during lunch hours also
- ❖ Question papers are kept only for reference
- ❖ Only writing sheets are allowed inside the reference section
- ❖ Bags are not allowed inside the reference section and they are kept in the property counter
- ❖ Students can refer Encyclopedia, Subject Dictionaries, New arrival books, Placement cell books and other information sources in the library
- ❖ Students can use browsing centre in the library
- ❖ Reference books, newspapers, journals/magazines are issued on request over a period of over night.
- ❖ One has to register her/his e-mail id and mobile no. with library to access e-journals and e-books through INFLIBNET.

IMPORTANT

- Students can borrow 2 Books at a time for the Period of 15 days For Late Return, a fine of Rs.1 Per day Per Book will be charged.
- We are not responsible for your Valuables(Money, Mobile & Jewels Etc).
- Maintain the Silence inside Library.
- Respect Books Don't Make any Marks in pages, Don't Tear of Pages, Don't hide Books, it will be recorded in C C TV Cameras any Misconduct is done, Appropriate Action will be Taken.
- Your Personal Books, Borrowed Books, Note Books are not allowed inside library.

LIBRARY COMMITTEE

For smooth and effective functioning of library , library committee has been formed which comprises principal as the President, Librarian as Convener,HOD's of all the Departments and Office manager and two student representatives as members

Duties of Library Committee:

1. The Annual Budget and Allocation shall be prepared by the library committee.

2. The Working hours of the library shall be decided in the committee from time to time.

3. The Minimum discount offered by the prospective supplier shall not be less than 15% however in exceptional cases it may be relaxed.

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4. The fund allocated from UGC Grants shall as per guidelines of UGC.

5. The annual Physical stock checking shall be carried by the faculty of the college and the shortage may be written off as per the Guidelines of the competent authority.

6. The requirement of the library shall be procured based on the purchase procedure notified by the competent authority.

7. The Unused materials/Equipments shall be disposed as per the guidelines of the Government.

8. In the absence of the Guidelines the decision taken by the library committee is final.

9. The weeding out of the books in the library is decided by library committee.

Technology Application in Library:

1) **Automation**: Our Library is fully automated with Web based Newgenlib ILMS. The Inhouse activities of library like Acquisition, Circulation, OPAC, Binding management, Serial Management, Students and Staff membership Reports are completely automated.

The Circulations is done through Barcode.

The Barcode in the Library is created through TSC Barcode Printers.

The Circulations of Books are done by using Two Mounted Scanners.

The Annual Stock verification of barcodeded books are done through Bluetooth Scanners.
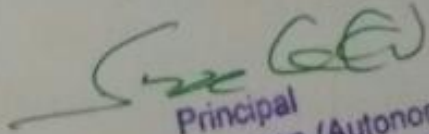
If any technical problem arises in the working of Newgenlib Software the service provider Verus solutions, Hyderabad will resolve the problem through the remote access softwares like Team viewer, Any desks.

2) E- resources through INFLIBNET- NLIST:

Our college is a member of INFLIBNET N-LIST Program. The project entitled " National Library and Information Services Infrastructure for Scholarly Content (N-LIST) being jointly executed by the e-shodhSindhu Consortium, INFLIBNET centre and the INDEST-AICTE Consortium, IIT Delhi. The N-LIST project provides access to e-resources to students,researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The users from colleges can access e-resources and download articles required by them directly from the publisher's website through servers deployed at the INFLIBNET Centre, Through there login details.

The members can Access 6000+e-Journals 1,995500 + e-books and 6.00,000 e-books through NDL. Our College has been registered for N LIST Programme in the year 2009, every year we are taking membership to N-LIST from 2009

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3) Digital Library:

The Digital library process is initiated with Tech Focuz Digital Library Software

4) Barcoding: All the books in the library are barcoded. The books circulation is done through Barcode. Barcode mounted scanners. Annual Stock verification is done through.

5) Browsing Centre: The library has separate browsing centre with 14 computers for the usage of students and faculty.

6) C C T V Cammera's are installed for safety purposes.

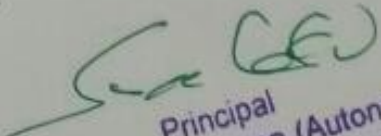## TIMINGS

Reference: - 8AM to 6PM on Working Days

On Saturday 8 PM to 1.30 PM

Circulation:-

From 10.30 AM to 5.30 PM

(On Working Days)

On Saturday 8 P.M to 1.30 PM

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