



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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LIBRARY POLICY

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The library policy of Siena College of Professional Studies aims to create an institutional structure which supports a successful and dynamic library and information service that satisfies the information demands of all library users. The library policy is intended to be a database that grows and improves overtime. The library policy applies to all students, teaching staff and non-teaching staff of the college.

OBJECTIVES

- To provide every member an opportunity to make the best use of reading material available in the form of books, periodicals, journals and newspapers.
- To provide timely and accurate information to its users.
- To provide current, diverse and balanced collections to support the curriculum.

LIBRARY COMMITTEE

The library committee has been constituted to support the librarian to make the library policy effective and ensure its proper functioning. Library Committee convene meeting twice in an academic year. The Principal, Vice Principal, HODs, Librarian and a student representative constitute the members of the committee.

CIRCULATION POLICY

The number of books that can be borrowed and the loan period is as follows.

Category	No. of books	loan period
Teaching Staff	-10	30 Days
Non-Teaching Staff	-02	07Days
Students (UG)	-02	14 Days
Students (PG)	-05	30 Days

Due date for the return of borrowed books will be stamped on the due date slip which is pasted on the title page. Books will be re- issued one time only. A fine of Rs.1/- per day will be charged in case of delay in return.

Library Clearance Approval

Library Clearance approval is required for issue of Transfer Certificate at the end of the period of study in the campus. Staff should take library No dues Certificate while transfer/retirement/resignation from the college.

COLLECTION DEVELOPMENT

Faculty members of each department prepare a list of recommended books duly approved by the concerned HOD's and is sent to the Principal for approval through the librarian. The Principal will forward it to the manager for final approval. After the manager's, approval librarian places orders for books and renew the subscriptions of the periodicals and journals. The library subscribes the newspaper from local vendors for continuous and immediate service. The library procures learning materials which are related to syllabi. Library also procures reading materials which are useful for the competitive examinations. Novels, fiction books are also procured for the library. The bills duly signed by the Principal will be submitted to manager for clearance. The urgent requirements of books forwarded by the HODs/faculty members of respective departments may be purchased with the approval of the Principal.

STOCK VERIFICATION

The physical stock verification of books occurs every five years.

LOSS & DAMAGE

The loss of book should be immediately reported to the librarian. If a borrowed book is lost or damaged, the borrower is required to replace the same edition or latest edition of the same book. If the lost book is not available for replacement, the value of the lost book will be at the following rates: -

Ten times the face value of the books which are published prior to 1946.

Six times face value of the books which are published prior to 1970.

Three times face value of the books in all other cases.

LIBRARY USAGE POLICY

Rules & Regulations

- All staff and students are members of the college library.
- The library remains open from 8.30 am to 4.00 pm on all working days.
- Strict silence shall be observed in the library.
- Library users should enter his/her name, course, semester, time-in, time-out in the register kept at the entrance.
- Leave all bags on the rack at the main entrance when you are using the library.
- The students must carry their college identity card with them at all the time inside the library. Show the identity card compulsorily at the time of books check-out/check-in.
- Periodicals, Journals, reference books, old question papers and projects are available for reference only.
- Students are requested to examine the books carefully before borrowing and report it in case any damages.

- If a borrowed book is lost or damaged, the borrower is required to replace the same edition or latest edition of the same book.
- Mobile phones are not allowed inside the library. Other electronic devices like laptops shall be used for learning purpose only, with prior permission of the librarian, without causing disturbance to others.
- Former students & outsiders are allowed to use the library with the prior permission of the Principal.
- Take proper care of all library resources.

Library rules and regulations are subject to review by the library committee from time to time.