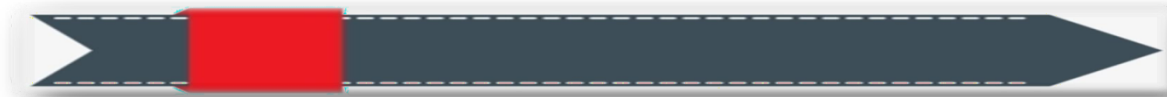




Shikshan Mandal Karad's

Mahila Mahavidyalaya, Karad



LIBRARY POLICY & PROCEDURES

LIBRARY MANUAL



Books are infinite in number and time is short; therefore, the secret of knowledge is to take what is essential. Take that and try to live up to it.

- Swami Vivekananda

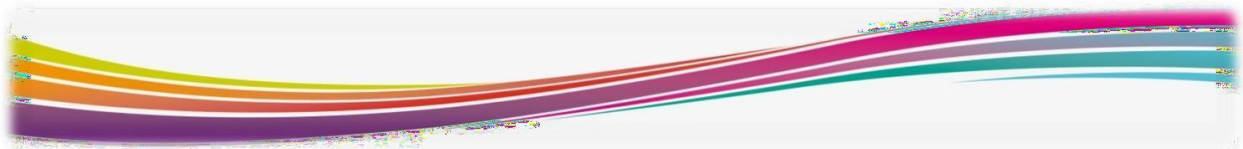


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1. Introduction

Mahila Mahavidyalaya Karad's Library was founded in 1986 and includes a collection of 25519 Books as well as 40 print periodicals and magazines. The college also subscribes to the online database N-List which contain e-books and e-journals. In The Krishna Katha Building lower floor's 1200 square feet area houses the library. Both staff members and students can easily access it. The main goal of the library is to give people access to print books, journal and e-resources. In addition to printed books and journals, the library offers electronic resources to its 730 students and 33 staff members. There are 5 computers in the library's digital department, each with a 100 Mbps internet connection and a dedicated data line. For enhanced resource sharing the library offers memberships to Arts commerce college Undale Library, Kakasaheb Chavan College Library Talmavale and Shivaji University College Librarian Association. The library has a spacious reading room with room for 25 people. Before entering the reading hall, students must retain perfect silence, turn their phones to silent, and sign a register that is kept at the admission counter.

Mahila Mahavidyalaya Karad's Library opened its doors in 1986 in Karad. Since the library serves as a student-focused informatics center, it focuses on the data and information that the staff and students need. The library has made consistent progress in terms of colleges of Books, Periodicals, CDs, E-Resources, Services and infrastructure. We give staff and students access. Access is provided through the stroke and stack, which are organized simply according to DDC- classified subjects. The library will offer a number of service facilities, including an online database, OPAC, and reference. Internet and electronic journals and bulletins also enter the library room. Our library's primary goal is to meet the demands of the academic community at our Institute by seamlessly integrating the information support system with instructional activities. When it comes to a library's functionality, academic (such as resource selection, technical processing, material organization, reader services, updating new developments, etc.) and administrative (such as material acquisition, bill processing, budget management, etc.) aspects of the institute are typically integrated. As a result, a "Library Manual" is necessary for the institute library's daily operations to follow standardized protocols.

2. Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

3. Vision

'It is the vision of the Library to support the its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

4. Mission

The mission is to provide college students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning. To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library / educational community.

5. Objectives

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To develop the habit of self-learning and lifelong learning.
- To Promote research activities among teachers and students.
- To provide plagiarism checking facilities for research paper before publication

6. Purpose of Policy

This policy sets out the principles which 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 dereliction processes and a process of continuous evaluation.

7. Client

The library provides collection access to the following client groups:

- Students
- Faculty and staff.
- Competitive exam Aspirants
- Researchers

8. Scope of the collection

The Library Collection Development Policy collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)

9. Library Collection Development Policy

- The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library buy textbooks, reference books and handbooks on relevant subjects.
- Library also buy printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

10. Library Committee

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 function of the Library Committee is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

11. Library Advisory Committee

Library Advisory Committee consists of the following members

Structure of Library Advisory Committee (LAC)

Sr No	Designation	Position
1	Principal	Chairperson
2	Librarian (Head of Lib. & Inf. Center)	Co-Ordinator/ Member Secretary
3	HODs of various Faculties	Member
4	Two Student Representatives	Member

➤ Frequency of Meeting

The committee shall meet at least two times in an academic year (April- March).

➤ Meeting Notice

The Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the principals.

➤ Minutes of the meeting

Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

12. Library Budget

Budget is an important document for planned and successful operation of a library. It is co-ordinates between the policies, information of exchange programmers and finance and administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc. It does not have source of cash or direct income, like other commercial organizations have when we talk About library finance.

"EVERYTHING YOU NEED FOR BETTER FUTURE AND SUCCESS HAS ALREADY BEEN WRITTEN. AND GUESS WHAT? ALL YOU HAVE TO DO IS GO TO THE LIBRARY."

HENRI FREDERIC AMIEL

❖ **Budgeting Policy**

- The budget for the library should help students to become life-long learners.
- The budget for the library should assist student in their abilities to become independent learners
- The budget should help researchers, readers to expand their knowledge and contribute to the pool of knowledge.

❖ **Budgeting Procedures**

➤ **Preparation:**

The Librarian prepare the budget in November of every year for the next year and submit it to the principal along with the Business plan to be incorporated in the college Budget in the college budget allocation are made in view of purchase of resources for various subject depending upon their A sum is also allocated for book on competitive exam.

❖ **Collection Maintenance**

Keeping the collection at its present size

- Consumables
- Processing resources such as labels, date due slips etc.
- Peripherals such as DVDs, CDs, batteries etc.
- Promotional activities such as display materials etc.

❖ **Maintenance**

- ERP
- Audiovisual Hardware
- Computers
- Printers
- Antivirus

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HENRI FREDERIC AMIEL

❖ **Subscriptions / Memberships**

- Journals
- Database

❖ **Capital Expenditure**

- Collection development beyond foundation collection
- Shelving
- Furniture
- Equipment
- Computer Hardware
- Binding books / Journals

13. Stock verification

Stock verification is an annual process which will be conducted after end of the academic year or before the academic year of beginning. It discloses the position of the loss of documents, books so that the replacement may be made in case of important documents, books lost.

14. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books.

Weeding of books will be approved by the Parent Institute & Principal.

15. Library usage Policy

❖ Rules and Regulation

- Show your Identity card whenever you visit the library.
- Write your name in the register at the counter while entering into the library
- Library books issued only on his/her self-Library card.
- One book for one week only It can be renewed.
- Students should return their book in given time period
- Two books will be issued for Merit Card holder, third year / post graduate students only.
- Book Bank only for First five in the class and all entire reservation students and selected and economically backward students.
- In case of loss of books double price of the book lost will be recovered as penalty.
- Take proper care of all library resources.
- Any personal belongings are not permitted into the library.
- Eatables are not allowed inside the library & reading hall.
- Silence should be maintained in the library.
- Use of mobile phones is strictly prohibited in the library.

❖ Reading Hall

- Keep Silence in the reading hall.
- Eatables are not allowed inside the Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering into the reading hall.
- Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
- Suggestion Box is kept at the counter in main library. Your objective and positive/healthy suggestions are welcome.
- Students should return their book in given time period.
- Strict action will be taken for any misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.

❖ Digital Library

- Internet / Digital facility is for all students.
- Students must register their name & timing.
- Playing games, chatting, downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Downloading is allowed with prior permission of Librarian.

"A MODERN LIBRARIAN, WHO HAS FAITH IN THE LAW THAT 'BOOKS ARE FOR USE,' IS HAPPY ONLY WHEN HIS READERS MAKE HIS SHELVES CONSTANTLY EMPTY. IT IS NOT THE BOOKS THAT GO OUT THAT WORRY HIM. IT IS THE STAY-AT-HOME VOLUMES THAT PERPLEX AND DEPRESS HIM." ~ S. R. RANGANATHAN

➤ **Library Website**

The library website communicates library information and updates to the users.

➤ **Open Access**

It provides open access to all library users. They can browse, read any references in the reference section. It helps users to make full use of the resources available in the library.

➤ **Library OPAC**

The resources of the library have been computerized with integrated PRISMS Library software. Computers are installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc.

➤ **Library Reading Room**

Library is having a precious reading room and a capacity to accommodate 25 students at a time in reading room of main library.

➤ **Reference Services**

Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of encyclopedias, dictionaries, directories, handbooks, CD-ROMs, Audio and Video cassettes etc.

➤ **News Paper article Clippings.**

Articles on education appeared in the various newspaper are cut and field in the file called “Newspaper clippings file” to facilitate the current situations on the field of education.

➤ **WhatsApp, Email Service**

On demand soft copy of Syllabus, Question Papers etc. provided to the students & faculty members by using WhatsApp & email on internet.

➤ **Books Exhibitions**

We arrange book exhibitions on various special days like “Vachan Purna Din”, Dr. S. R. Ranganathan Birth anniversary during state national level seminar etc.

➤ **Book Lending Service**

This service is offered to all library users. The resources borrowed from the library shall be returned on or before the due date during library working hours. Its terms and conditions are mentioned in Library Rules and Regulations.

➤ **Book Bank**

Also under students welfare scheme set of textbooks are issued to general category students.

➤ **Merit Card Scheme**

Additional books are issued to meritorious students top three students from each class are given the facility

➤ **Catalogue**

List of Books, Periodicals & Journals, E-Resources, Audio Cassettes, Project reports, etc available as on title wise, Author wise & Subject wise.

➤ **User Orientation**

An Orientation Programme is organized every year at the beginning of the academic year for first year students of B.A. & B. Com. to introduce them to the use of library and its significance in higher education. The activity has been consistently organized from 2014-15 .The Students are guided by the Librarian with the help of a PPT.

It enables them to use library resources effectively.

➤ **Periodical Service**

The magazines and journals are made available to library users. students have to read them in the library only.

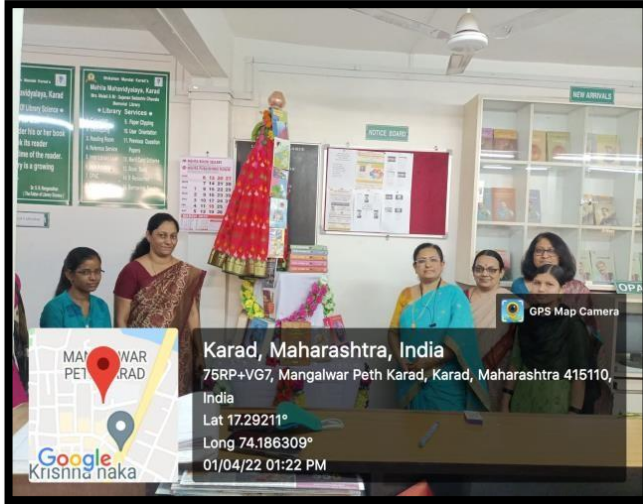
➤ **Inter Library Loan (ILL):**

Library provide the Inter Library Loan facility with Kakasaheb Chavan Mahavidyalaya Talmavale, Shivaji University College Librarian Association and Arts Commerce College Undale.

➤ **Best Reader Award**

Dr. Snehal R. Prabhune faculty member of our college has launched the best reader award. It is awarded to the students who reads the most number of books in an academic year. The students participating in the activity have to submit a form after returning the books read by them. The winner given prize in the form of a books worth Rs.500/-. The Initiative is aimed at encouraging reading habit among student.

17. Dnyanachi Gudhi(Gudhi of Knowledge)



Reading Motivation Day



The future depends on what we do in the present.

Mahatma Gandhi

One Day Workshop organized by Library Department on “Academic E-Resources”



One Day Webinar organized by Library Department on “MOOCS”

1:28 86%
 Live chat replay
 Top chat replay

- 2:03:38 Sunita Velhal very good presentation mam..Can we personally create it or do we need the platform like Swayam etc.
- 2:03:57 Naveed Akhtar Question ? which softwares are required to create MOOCs content?
- 2:05:15 Madhuri Kumari Moodle
- 2:06:04 Sakthivel R Thanks for information
- 2:06:21 Naveed Akhtar feedback form?
- 2:06:29 K. Nedumaran Thank you
- 2:06:37 Santosh Kadam very nice
- 2:06:59 banikar sir you

12:49 83%
 Live chat replay
 Top chat replay

- 7:04 Sunita Velhal Good Morning
- 7:12 Dr. Sachin Bandgar Good morning
- 8:20 samadhan behere Good morning
- 10:09 Pushpalata Ghadge good morning
- 11:42 Dattatray Shinde Good Morning
- 14:53 Ganesh Rathod Good morning
- 21:25 Dr. Ujjwala Tathel Good Morning everyone.. I welcome you all to the National Webinar on Moocs Education System: Indian Scenario
- 22:56 Umeha Naik Morning

8:47 86%
 Live chat replay
 Top chat replay

- 42:21 Prakash Darure Dr.Darure.PB.
- 42:25 sagar kalane good morning all of you
- 43:03 Neha Nalawade Dr.Neha Nalawade good morning all of you
- 43:13 Jamila Nadaf good morning to all
- 43:19 Manda Mohod good morning to all
- 43:23 Hemant Bhoje Good morning
- 43:40 Jaydeep Bhura good morning
- 43:44 Subway surfer gaming G. S. chauhani from CITY C. U. SHAH Commerce college, Ahmedabad.
- 45:03 Rupali Kadam Good morning

1:26 86%
 Live chat replay
 Top chat replay

- 22:56 Umeha Naik Good Morning
- 23:39 Jogi Ila Good morning to all
- 23:54 Vandana Chandanshiv Good Morning
- 24:13 Subway surfer gaming Good morning to all
- 24:30 Dr. Snehal Rajhans Good morning all
- 25:11 Parag Sontakke GM
- 25:55 Neetha Devan Sabu Good morning everyone!
- 27:05 Jahirabe pathan good morning
- 27:26 Sunanda Patil Good morning to all

Book Exhibition



“NO COUNTRY CAN REALLY DEVELOP UNLESS ITS CITIZENS ARE EDUCATED.” NELSON MANDELA

Book Exhibition Visit

Hon. Dr. Devanand Shinde Vice Chancellor Shivaji University Kolhapur





“EDUCATION IS NOT THE LEARNING OF FACTS, BUT THE TRAINING OF THE MIND TO THINK,” AS ALBERT EINSTEIN

Library Forms Books stationary, Library Stamps, Library Forms
No Dues Form

Shikshan Mandal Karad's
Mahila Mahavidyalaya Karad
Library Department

NO DUES CERTIFICATE

Shri/Smt. _____
of the _____ Department of _____ of the Mahila
Mahavidyalaya, Karad has no Books outstanding against his/ her name for year – 2023-24.
Place : Mahila Mahavidyalaya, Karad

Date : / 04/ 2024

Smt. Vaishali S. Subhedar

Browne Issue System: Due Date Slip, Book Card & Borrower's card Library Stamps.

॥ सर्व हि तपसा साध्यम् - मनु ॥

Shikshan Mandal Karad's
Mrs. Malati & Mr. Gajanan Sadashiv Dhavale
MEMORIAL LIBRARY For
MAHILA MAHAVIDYALAYA, KARAD.

Acc. No. : _____

Class No. : _____

Author : _____

Title : _____

Price : _____ Year : _____

Issued on	Borrower's Sign	Returned on

Issued on	Borrower's Sign	Returned on

“EDUCATION'S PURPOSE IS TO REPLACE AN EMPTY MIND WITH AN OPEN ONE.” –MALCOLM FORBES

॥ सर्व हि तपसा साध्यम् । मनु ॥
 Shikshan Mandal Karad's
Mrs. Malati & Mr. Gajanan Sadashiv Dhavale
MEMORIAL LIBRARY
 For
MAHILA MAHAVIDYALAYA, KARAD.

Class No. : _____ Acc. No. _____

This Book is due on the last date stamped

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॥ सर्व हि तपसा साध्यम् - मनु ॥
 Shikshan Mandal Karad's
Mrs. Malati & Mr. Gajanan Sadashiv Dhavale
MEMORIAL LIBRARY
 For
MAHILA MAHAVIDYALAYA, KARAD.

Acc. No. : _____

1. Books may be retained for a period not exceeding 7 days.
2. Books may be renewed on request at the discretion of the Librarian.
3. Dog-eared the pages of a book, marking or writing there in, with ink or pencil, tearing or taking out its pages or damaging it, will constitute an injury to a book.
4. Any such serious offence, unless a borrower points out at the time of borrowing the book, he/she shall be required to replace the book or pay its price.

2171
No.

Shikshan Mandal Karad's
Mrs. Malati & Mr. Gajanan Sadashiv Dhavale
MEMORIAL LIBRARY
For
MAHILA MAHAVIDYALAYA KARAD
BORROWER'S TICKET

Name : _____

Class	Year

Address:- _____
Mobile No. _____

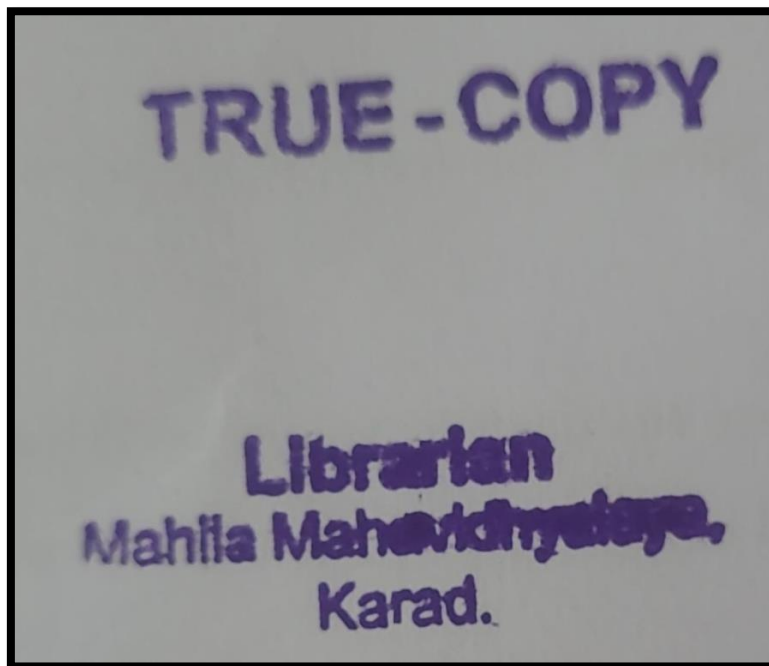
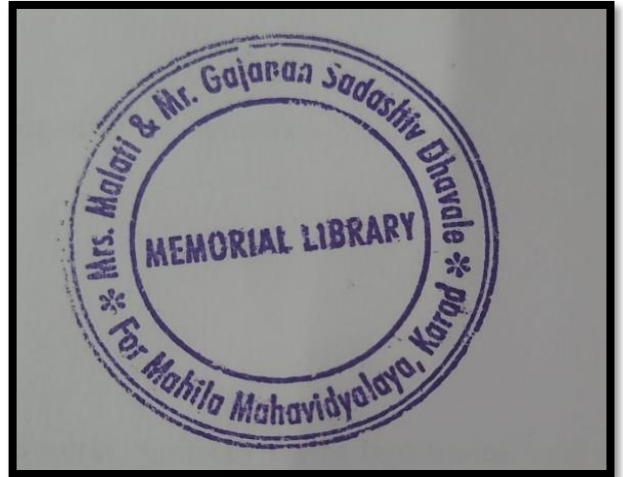
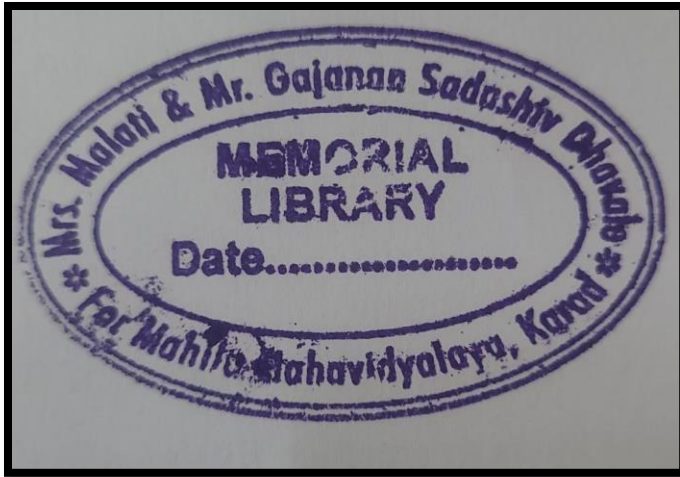
PLEASE DO NOT FOLD THIS CARD

220907 - 18443 - SFK

- INSTRUCTIONS -

1. One book is issued at a time and a sum of Rs. 1.00/- per day shall be charged for the book not returned within specified time.
2. The student named on the front side is responsible for the book borrowed on it.
3. A sum of Rs. 3.00/- will be charged for the loss of this card.
4. Please communicate change in address.
5. The Librarian may recall a book at any time in case of urgency.

Sign of Card Holder **Librarian**



❖ **Future Plan of Library**

➤ **Book Reading Club(Vachan Katta)**

Aims of Book Reading Club:

1. To encourage reading habit among students.
2. To develop the critical eye of the students.
3. To enhance linguistic skills of the students.

LIBRARY

**Krishna Kath, Near Tilak Highschool Karad 415110 Maharashtra,
India**

02164 - 220849

librarydata304@gmail.com

(V) 304

**Librarian
Mahila Mahavidyalaya,
Karad.**

Sunil Kane
**IQAC Co-ordinator
Mahila Mahavidyalaya, Karad**

Serabhune
**I/c. Principal
Mahila Mahavidyalaya, Karad**