NITTE EDUCATION TRUST | **Dr. NSAM FIRST GRADE COLLEGE**

Dr. N.S.A.M. FIRST GRADE COLLEGE

STANDARD OPERATING PROCEDURES

Library

&

Information Centre

STANDARD OPERATING PROCEDURE
FOR
LIBRARY AND INFORMATION CENTRE

Dr. N.S.A.M. First Grade college library and information centre provides access to a wide range of informative resources like books, e-books, journals, e-journals, magazines, newspapers and access to wide range of resources to improve the knowledge and thought process of the stake holders of the library like students, teaching and non-teaching staff members. The library has automated its collections using "KOHA" integrated library management system. To facilitate smooth search of library collections, "OPAC" (Online public Access Catalogue) and WEB OPAC facility is made available to users. Dspace Institutional repository software is used in our library to archive institutes digital material. In addition the library has the access to e-resources (like NLIST), Plagiarism Check software and Mendeley reference tool.

Library Advisory Committee

The library advisory committee has been formed for the smooth functioning of the library activities. The committee consists of Chairperson, convener and two members.

1. Principal - Chairperson
2. Librarian - Convener
3. Members - HODs of Commerce & Management and Languages.

Membership of library

All students admitted and faculty members automatically become the members of the library and will be issued with library cards duly signed by the Librarian.

Working Hours of the Library

Monday to Friday 9 am to 5 pm.

Saturday 9 am to 1 pm.

Collections

The Library has a collection of many volumes, titles and national and international print journals and standard magazines & newspapers on its subscription list along with N-LIST and British Council e-resources.

Library Services

- **Reference Section:** Library maintains a separate reference collection consisting of Reference books, Ready reference books like: Encyclopaedia, Dictionaries etc. This facility is open to the students and staff of the college.

- **Circulation Section:** Most used and fast-moving books are placed in this section. Open access system is followed in this section. This helps the readers to find the required books easily and quickly. Documents are issued to all eligible members from this section.

- **Periodicals:** The library receives both national and international print journals. The also receives Magazines and Newspapers to provide updated information and knowledge to the students and faculty.

- **SC/ST Book Bank:** Library has a facility to issue books from SC/ST Book Bank to students belonging to SC/ST communities who can borrow 7 text books for whole semester. These books have to be returned after the end of the semester. Students whose names appear in the list of SC/ST students, received by the Librarian from the admission office, are eligible to borrow these books.

- **E-Learning:** Books, CDs & DVDs (95 numbers) are available in Digital library. Computers with headphones also provided for the purpose of e-learning. List of CDs /DVDs: http://bit.ly/32XMTHV

- **Email alerts:** Library members receive regular emails regarding available resources in library & education related news clippings every day.

- **OPAC:** Online Public Access Catalogue is made available to the users for smooth search of available material in the library. To access (Intranet): http://192.168.0.106/

- **WEB OPAC:** WEB Online Public Access Catalogue is made available for registered users to search library materials and other information from the college

library at anywhere of the world. To have remote access the link is: https://drnsamfgcb-library.in

- **Book Corners:** Library provides space to the different corners in library; Personality development books' corner, Competitive examination books' corner and Special collection books' corner.

- **Question Papers:** Previous years' question papers have been archived in Google Drive. Access has been provided to the students and staff members of the college. Click here to get: http://bit.ly/39xZ4w0. Couldn't access? Stop at library to register your account or fill out the following form: http://forms.gle/ViCbpwSR1F7rgUan9

- **Digital Library:** A rare and unique addition to a dynamic process in the campus, reflecting the use of technology for sharing knowledge and resources. Ten personal computers are made available for the users with multimedia facility. In this section users can access **INFLIBNET N-LIST** subscribed e-resource and free e-books (500 e- books are available).

- **Mendeley Software:** It is a reference management tool and academic social network installed in digital library of the college. Mandeley is used to generate bibliography automatically. It helps users to organise their research and collaborate with others online and discover the latest research articles.

- **IR (Institutional Repository):** The library is using D-Space Institutional Repository software for providing resources in digital format. This helps users to find Soft Copies of faculty publications, project reports, previous years question papers, syllabus copies, Newspaper cuttings and many more. To access (Intranet): http://192.168.0.120:8080/jspui/

- **Plagiarism check Software:** The facility of Turnitin is extended by Nitte University, Mangalore to our college.

Books & Journals Procurement Procedure:

1. HODs of the departments are communicated to submit their requirements of the books & journals of their departments based on the indent given by the respective faculty members.

2. The vendors are selected on the basis of the quantum of the books & journals required.

3. Quotations are called from minimum three vendors.

4. Comparative statement is prepared and sent for the approval of the Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.

5. Once the budget is approved and vendors are selected, the books & journals are procured and accessioned in the Accession Register and Periodical Register respectively.

6. After the books are taken to the stock the same are arranged subject – wise in the respective racks.

Procedure for Borrowing of Books:

1. Books will be issued for a period of fourteen (14) days at a time to the students and 10 books for one semester to the faculty members.

2. Books will be issued to the students only on producing Library card. these cards are not transferable and books will not be issued to borrowers who carry ID cards of other people.

3. Before borrowing the book, the member must make sure that the book lent is in good condition and the page numbers are intact.

4. If the books are not returned on time, they are subject to a fine of Rs. 2 per day till they return the books.

5. For re-issue after the last date for return of the book, the book has to be physically brought to the library circulation counter and fine (if any) has to be paid before getting it re-issued as a fresh issue.

6. The staff/students must return the books as and when they are called back by the Librarian.

7. If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or is liable to pay the current price with processing charges or as may be decided by the Librarian.

8. SC/ST Book bank books should be returned by the borrower after the exams have concluded.

9. Before the Hall tickets are issued for the University Examination, each student shall get "No Due Certificate" from the Library for the books issued in his/ her name.

Loss of Library Books:

1. Loss of library books must be brought to the notice of the librarian immediately in writing.

2. Borrower can replace the book with new copy (same book, same edition,etc).

3. Along with the invoice, and processing charge Rs. 100/-

4. If the borrower fails to replace the book, he/she has to pay the double the cost of the book.

5. If a book lost is belonging to a set, the borrower will be charged for the replacement of the entire set.

Issue of books to students during examination:

Students who have got their no dues cleared and desire to get a book issued for the duration of the examination can do so by making a refundable deposit of double the cost of the books.

Rules to be followed in the library:

- All visitors should sign in the register meant for students and faculty members once they enter in to the library.
- Users should maintain strict silence.
- Users should deposit their belongings at the property counter near the entrance of the library.
- Using mobile phones is prohibited.

The following rules to be followed in digital library

- After the required information is accessed switch off the system.
- In case of power outage immediately switch off the system and restart once the power is restored.
- The system should be handled smoothly for keeping it in good working condition.
- Users shall not install or uninstall any software in library computers.
- If any of the computers are not working report the same to the librarian. Users are advised not attempt to fix it.

Annual stock verification:

• Every year Annual Stock Verification is done on the instructions from the Principal at the end of the academic year or in beginning of the new academic year.

Signature of the Principal

PRINCIPAL
Dr. N.S.A.M. First Grade College
Sy. No. 21, Krishnarajapura Village,
Shivakote (P) Hesaraghatta Hobli,
Bangalore-560 089

Signature of the Librarian