

# Library Policy

## Introduction:

The library policy is designed to provide maximum benefits to the users of the Learning Resources Centre (LRC). The LRC has a collection of 16,434 items including books, reference materials, journal editions and VCDs. The LRC also has access to INFLIBNET and e-journals.

## Facilities Available

- Reading Facilities:
- Referencing (Cyber )Facilities:
- Lending Facilities:

## Who can avail/use the LRC Facilities:

- Students of the College
- Faculty and Non-teaching Staff of the College
- Members of the Public

To be able to use the LRC facilities students and staff need to have a College Identity. Members of the public should apply for membership of the LRC (College Library) by filling the online form available at the Library link on the College website <http://www.chowgules.ac.in> and paying the required fees in the LRC.

## Policies pertaining to the Use of Facilities

- **READING FACILITY:** This facility is located on the First Floor of the LRC building. It can accommodate 100 readers at a time. The reading facility is available on first-come-first-served basis and no reservation of sitting place is entertained. This facility is available between 8.30 a.m. and 5.30 p.m. on all working days.
- **REFERENCING AND CYBER FACILITIES:** This facility is located on the Ground Floor of the LRC building. It has work places for 99 persons at a time. Each work place has a desk with computer terminal and internet access. These work places provide seamless access to digital learning resources of the LRC as well as to the internet. Each work place is connected to the printing facility located on the Ground Floor. The reading facility is available on first-come-first-served basis. This facility is available between 8.30 a.m. and 5.30 p.m. on all working days. Online resources of the LRC can be accessed through the internet from anywhere.
- **LENDING FACILITY:** The lending counter is located on the Ground Floor of the LRC building. Students and staff of the College can borrow up to twenty books for seven days and two VCD for five days. Members of the public can borrow up to two books for seven days and two VCD for five days. Journals and reference books are not issued out of the

LRC. If books are not returned on the due date the borrowers will have to pay a penalty which is as follows

Overdue charges for a delay of up to three days are Rs. 10.00 per book per day. For a delay of four to fifteen days, the overdue charges are Rs. 20.00 per book per day. For a delay of sixteen to thirty days, the overdue charges are Rs. 30.00 per book per day. For a delay of more than thirty days the overdue charges are Rs. 50.00 per book per day from day one. The overdue charges will have to be paid at the issuing counter of LRC. No complaints on the issue of overdue shall be entertained.

- **LOSS OF BORROWED ITEMS:** If borrowers have lost any item they have to inform the Librarian immediately through email at [library@chowgules.ac.in](mailto:library@chowgules.ac.in). A penalty equivalent to 150 percent of the current cost of the item will be imposed on all lost items.
- **BEHAVIOUR IN THE LRC:** Users of the LRC should adhere to the code of conduct. Users are advised to familiarize themselves with this code which is available at the library link on the College website <http://www.chowgules.ac.in>.
- **GRIEVANCES WITH RESPECT TO THE FUNCTIONING OF LRC:** All grievances /complaints with respect to the function of the library should be brought to the notice of the College authorities. You may put them on paper and drop it in the complaint box kept at the lending counter of LRC. Alternatively, you may email your grievances to the Principal at [principal@chowgules.ac.in](mailto:principal@chowgules.ac.in).
- **RESPONSIBILITIES OF THE BORROWER:** The borrowers are personally responsible for their borrowings from the library. They must ensure that the material borrowed from the LRC is not misused or soiled or in any form mishandled. The ultimate liability for the penalty will lie with the borrowers.
- **AUTHORITY OF APPEAL:** The final authority for appeal and for adjudication is the Principal.
- **IMPORTANT PROVISION – RIGHT TO AMMEND:** The College reserves to right to amend these policies whenever the need arises.