

ASAN POLICY DOCUMENT

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LIBRARY POLICY

INTRODUCTION

The aim of the policy is to maintain a collected works of information & resources that support and increase the college's core curriculum. Moreover, it ensures a collection of contemporary, classic and digital resources which provide students an active intellectual life. It is well known that a library is the focal point and nerve centre of any educational institution.

GENERAL POLICY

- ❖ The library users should follow the rules and regulations.
- ❖ The College Library is well equipped with a repository of general and subject-wise books which are given to students and staff for circulation.
- ❖ Reference books, Journals, Periodicals, Magazines, Daily newspapers and materials labeled reference are not allowed for circulation.
- ❖ The library endeavors to maintain physical and clean environment.
- ❖ Eatables are not allowed inside the library.

POLICY

Books and other sources are procured to the library on following considerations:

- ❖ Bearing to the instructional needs of the staff and the educational institution.
- ❖ Current works in major fields of knowledge.
- ❖ Course books offered by University as the curriculum.
- ❖ Reference books which are mentioned in the curriculum.
- ❖ Multiple copies only upon the justification of the instructor.

- ❖ Writer's name and significance; insufficiency of materials on the subject.
- ❖ Timeliness and presentation of the material.
- ❖ Reviews and bibliographies from which the materials were selected.

WEEDING OUT

The removal of older materials to be discarded is a significant part of the collection development process. The Librarian of the College will scrutinize the collection from time to time to recognize outdated and fading materials that need to be replaced or removed from the collected works. If the accessible materials are damaged or broken, such materials shall be removed from the collection by the approval of Advisory committee.

PURCHASING NEW BOOKS

Head of the Departments will send their requirement of books, annually based on the changes or Updation in the syllabus. A quotation will be sought from the book seller on verification of the availability of books and approval by the Head of the Departments, Management will place order for books..

ACCESSION

- ❖ Proof of purchase (invoice) is arranged in order.
- ❖ Each volume is to be specified by a unique number called Accession number.
- ❖ Books are segregated subject wise according to discipline.
- ❖ By placing the recently purchased books in the library racks, the same is entered in the Accession Register which captures data such as Accession

Number, Supplier Name, Bill Number and date, Author, Title, Language, Publisher, Place, Year of Publication, Price, Remarks.

- ❖ The due date slip and Book pocket with book card is pasted inside the left cover of the book.
- ❖ A database of the books is updated in the Library Management Software for easy access and effective control and all the books are entered using a LMS.

PURCHASE OF JOURNALS & MAGAZINES

- ❖ The librarian in discussion with HODs arranges for the purchase of the journals & magazines with due approval from the Principal and Management.
- ❖ A Separate register for Journal & Magazine is maintained.

ARRANGEMENT OF BOOKS & JOURNALS

- ❖ Arrangements of books in the library are segregated subject wise, according to the discipline, in the storage racks.
- ❖ The spaces earmarked for a particular group of books is visibly differentiated by recognition and some additional space is given for any future add-ons in that group.
- ❖ Magazines and Journals are prearranged according to discipline in the separate racks.

MEMBERSHIP

- ❖ The Library is fully automated with Computer System.
- ❖ The library membership is formed by linking the ID cards with a code number for faculty members & students to access the digital facility.

- ❖ Both Faculty and Students' database are updated in the Library Management Software.
- ❖ Faculty can benefit taking up to 3 books and keep hold of the same up to 14 days and they can also have the two times renewal option.
- ❖ For each UG student 2 books and PG student 3 books can be availed and keep hold of the same up to 14 days and they can also have the one time renewal option.
- ❖ College library is having the subscription of N-list, the digital repository of books and magazines.
- ❖ Staff and Students can were given N- List login ID & Password.

BOOK ISSUE/RETURN

- ❖ If a borrower turns out to misplace the library book and if it is reported to the librarian, the same book will be replaced by the borrower.

DAMAGE CORRECTION

- ❖ Damaged/mutilated books are kept separately for binding and entered in the concerned register.

ANALYSIS ON ISSUE

Periodically reviews are completed on the issue and nearly all wanted books record is prepared. Based on the requirements new books are purchased for the next academic year.

LIBRARY WORKING HOURS

Week days: 8.15 am to 6.15 pm

Saturday: 9.00 am to 12.30 pm