



LIBRARY POLICY AND PROCEDURE



D.B.M.S College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

LIBRARY POLICY AND PROCEDURE

- 1. Librarian** : **Mrs. Nikey Singh**
- 2. Library Attendant** : **Mrs. Anjel Munda**
- 3. Library Timings** : **7:30 AM To 2:15 PM**
- 4. Library Area** : **930 sq .ft.**
- 5. Library Access** : **Open & Close Access**
- 6. Library Software used** : **Library Management System**
- 7. Online Resources** : **DELNET**
- 8. Online Subscription** : **DELNET**

1.1 Library Assets: -

| Sr.no | Assets | Quantity |
|-------|---------------------------------|----------|
| 1 | Close Almirah | 6 |
| 2 | Open Almirah | 12 |
| 3 | Wooden table | 10 |
| 4 | Journals stand | 2 |
| 5 | New Arrivals Stand | 1 |
| 6 | Newspaper stand | 1 |
| 7 | Library card holding stand | 3 |
| 8 | File Register cupboard | 2 |
| 9 | Library Notice board | 1 |
| 10 | Library desk / Circulation desk | 1 |
| 12 | Chairs | 50 |
| 13 | Tube Light | 8 |
| 14 | Fans | 8 |
| 15 | Computer | 2 |
| 16 | Barcode Scanners | 1 |
| 18 | Reference Almirah | 2 |



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2. CONSTITUTION AND FUNCTIONS OF THE LIBRARY ADVISORY COMMITTEE

2.1 DBMS COLLEGE OF EDUCATION

- a) The library committee decides policy matters for general functioning of the library.
- b) The Library committee members finalize policy for procurement of books and Journals.
- c) The Librarian is to sort out problems in the library.
- d) The Library committee suggest in Acquisition of resource.

Library committee Members :-

- ❖ Dr. Joohi Samarpita (Principal)
- ❖ Mrs. Sripriya Dharmrajan (Secretary)
- ❖ Mrs. Nikey Singh (Librarian)
- ❖ Mrs. Surina Bhullar (Asst. Professor)

2.2 Library Budget/Finance

Library budget refers to financial allocation to procure and provide access to the information resources. The annual budget is decided in the presence of our honourable management members. The following is the allocation of the budget (approx.)

| | | |
|-----------|-----------------|--------------|
| 1 | Books | 10000 |
| 2. | Journals | 5000 |



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3. PURCHASE OF BOOKS / JOURNAL / MAGAZINE / NEWSPAPERS.

3.1 Purchase orders -

The library advisory committee meeting is conducted twice a year, to discuss the annual budget. The library committee then decides on the purchase of books and journals as per requirement.

- Recommendation for books is requested from staff members and students. After approval, some of the books related to the syllabus, are procured through publishers or from the annual book fair. Some books are also purchased online.
- Books are purchased, according to the number of students and subjects including method papers.
- Books are also purchased semester wise.
- Publisher provides a book list with prices mentioned, as per requirement.
- Once the list is approved and books are procured, the bills are submitted to the accounts department.

3.2 PROCUREMENT PROCESS

- Initiation of Acquisition** :(Acquisition process explained no.3
- Accessioning**: Issue and return data is entered in the Accession Register as well as updated in LMS Software
- Invoice Processing**:
 - Librarian sends selected and approved list of books or journals to book vendors or publishers and receives invoice for the same.
 - Accountant makes arrangement for payments.
 - Invoice details are then entered in bill register.
- Classifying**: The college library follows the Dewey decimal classification system of Library science.

Librarian classifies books according to the DDC 19 Series and gives an accession number to each book, and simultaneously makes the required updates in the software.



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v. Cataloguing -

Cataloguing procedure through LMS software.

Steps are as follows:

- Start with new option.
- Items types is master entry

Data entry in LMS software about Accession no, date of accession, no. of copies, Title, author name, publisher name, class number subject ,place of publishing, edition etc.

vi. Processing Books

Library materials are processed so that they can be located, used and returned in an orderly fashion. Each library resource goes through physical processing including application of:

- Accession number (manual system)
- Book cards
- Issue slip
- Library college Stamp
- Labelling the books sticker

3.3 Non -Book Materials

| Year of Purchase | Number non-book materials |
|------------------|---------------------------|
| 2018 | Newspaper, Magazine |
| 2019 | Newspaper, Magazine |
| 2020 | Newspaper, Magazine |
| 2021 | Newspaper, Magazine |
| 2022 | Newspaper, Magazine |
| 2023 | Newspaper, Magazine |



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4. E-resources

| Year of purchase | Number of resources |
|------------------|---------------------|
| 2022 | DELNET |

5. CIRCULATION SECTION AND BORROWING PRIVILEGES

How are the following major activities of the section handled?

a. Issue and returns of reading materials (B.Ed. Books)

Ans. Through LMS Software

b. Attending the users query for effective interpretation of library rules and regulation:

Ans. Librarian Reference desk and through online DELNET resources.

c. Registration of new library members:

Ans. Once the admissions for the new session are completed, the newly enrolled students are added in the LMS software as well as in the Membership register.

d. Operate of library software.

LIBRARY MANAGEMENT SYSTEM





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- e. The librarian updates the accession number and other main entries, in the LMS and then starts the issue -return process for the students and staff members.

| BOOK MASTER ENTRY | | | | | |
|------------------------------|----------------------|--------------------------|----------------------|---------------|-------------|
| TOTAL B.ED. BOOK IN LIBRARY- | 4062 | TOTAL D.E.ED IN LIBRARY- | 1097 | TOTAL BOOKS | 5159 |
| NEXT COMPUTER BOOK NO. | C5160 | NEXT D.E.ED IN LIBRARY | 1098D | DONATED BOOKS | 648 |
| BOOK INFORMATION | | | | | |
| ACCESSION NUMBER | <input type="text"/> | BOOK TYPE | <input type="text"/> | | |
| BOOK TITLE | <input type="text"/> | | | | |
| ISBN NUMBER | <input type="text"/> | AUTHOR 1 | <input type="text"/> | | |
| PUBLICATION | <input type="text"/> | AUTHOR 2 | <input type="text"/> | | |
| PUBLICATION PLACE | <input type="text"/> | EDITOR | <input type="text"/> | | |
| No. of Book | <input type="text"/> | EDITION | <input type="text"/> | | |
| YEAR | <input type="text"/> | NO. OF PAGES | <input type="text"/> | | |
| RAKE No. | <input type="text"/> | Volume | <input type="text"/> | | |
| GROUP INFORMATION | | | | | |
| SUBJECT GROUP | <input type="text"/> | SUB-SUBJECT GROUP | <input type="text"/> | | |
| BILLING INFORMATION | | | | | |
| COST | <input type="text"/> | BILL NUMBER | <input type="text"/> | BILL DATE | 14-Jul-2022 |
| SOURCE | | | | | |
| SOURCE | <input type="text"/> | | | | |
| EXECUTIONS | | | | | |
| ACCEPT | | CANCEL | | BACK TO MENU | |
| | | | | CLOSE WINDOW | |

the student's requirement.

- ✓ Front desk operations
- ✓ Issue and return from LMS
- ✓ Some time we issue and return manually when software not work or network issue.

B. Reference section open access

Reference books like dictionary, encyclopaedia, journals and other special materials are not allowed to be issued. These are meant to be read or referred to in the library.

Once the orientation for the students is completed, the librarian issues Library card and explains all the rules and regulations about the library.

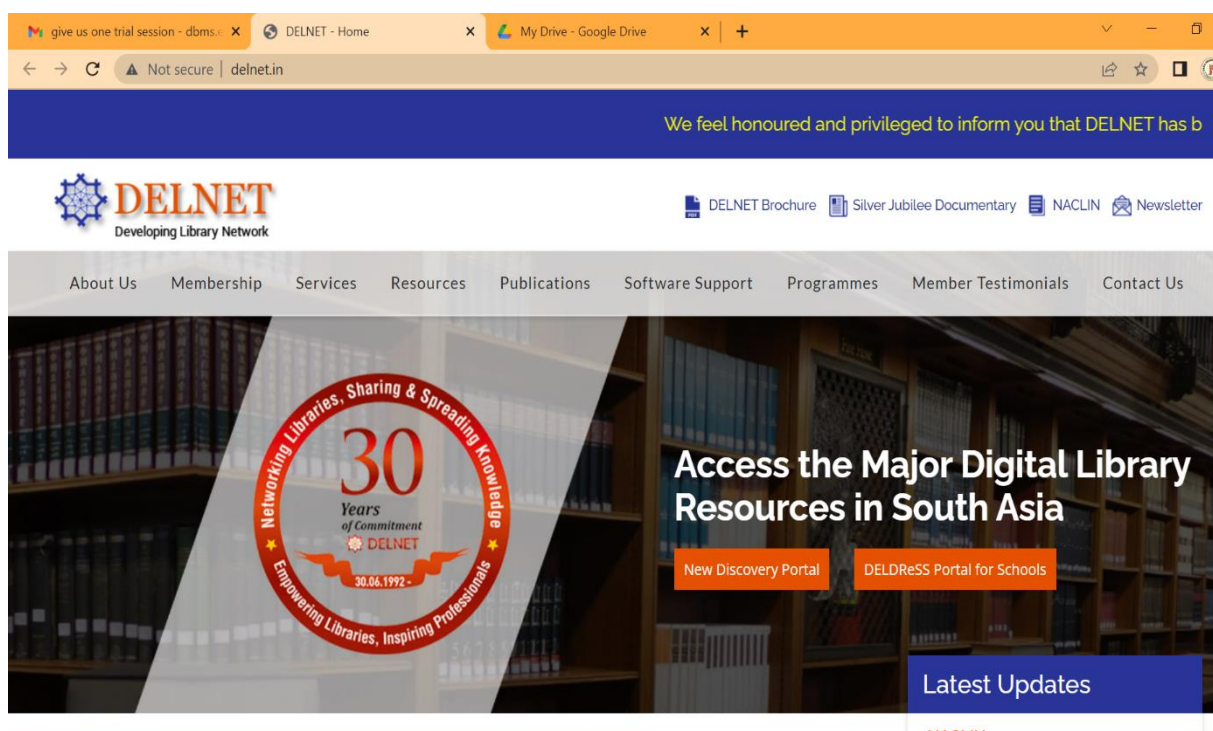


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Information literary programme

The library has recently subscribed to the DELNET software system. The students and staff have been briefed by the librarian about the resources available online and the benefits of using DELNET, and how to operate the software. An ID and Password has also been generated for all the students.



Librarian has been organizing information literary programme for students as well as staff members. The session basically focuses on E-resources digital library consortium. Librarian as an admin, generates their username and passwords to the respective students & staff members. The basic aim and objective of this training programme is to understand online search techniques. The DELNET programme subscribes to full-text e-resource (E-journals, and E-Book) from academic societies, commercial publishers and aggregators like American institute of Physics, American physical society, Oxford University press, Royal society of Chemistry, Cambridge University Press, H. W .Wilson, etc. All full text resources subscribed under the DELNET



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programme contain electronic journals and each one provides so many titles under this project.

8. ISSUE/RETURN PROEDURE:

○ For the issue of books:

When students ask the librarian about the semester wise topics, the librarian guides them to the respective shelves, and racks. The students select the books and bring it to the librarian for issue and return dates. Then these details are entered in the LMS and students sign the register.

○ While receiving the books:

Librarian checks the physical condition of the books, and tallies the return date with the LMS software. A fine is imposed, if the students have not returned the book according to the due date.

9. LOAN CRITERIA /BRORROWING ENTITLMENTS FOR FACULTY, STUDENTS, STAFF MEMBERS MANAGEMANT :

Clearly Define the number of items that and user is eligible to borrow:

| Borrowers | No. of Documents entitled | Loan period |
|--------------------|---------------------------|--|
| Academic Staff | 8 Books | 1 months |
| Non-Academic staff | 8 Books | During the academic session like march to next year may. |
| Students | 2 Books | 8 days or next library period or except during the college holiday |
| Management members | 8 Books | No Limit |



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10. DOCUMENTS THAT CAN AND NOT BE BRORROWED/ISSUED

- New Arrival section
- Journals
- Reference collation
- Question papers file

Renewals /Reservations and overdue charge

- Each student have access to renew or reserve books
- Due charge -rs.5 -per day each book
- Books are reissued/renewed only on one demand.

11. LOSS/MUTILATION/DAMAGE TO DOCMENTS BY STUDENTS:

The borrowers are responsible for the loss or damage to the books issued to him/her. In case of a book lost or damaged, the borrower shall either replace it with latest edition along with library penalty. If the payment of the book is not made demanded, the library reserves the right to recover the amount from the library deposit of concerned member.

A. 1. Are there cases of theft? - NO

2. What steps/precautions have been taken to prevent theft/misuse?

Ans: Library is under CCTV surveillance.

B. Loss of books/Journals/Magazine

| YEAR | No. of books lost |
|------|-------------------|
| 2018 | 0 |
| 2019 | 0 |
| 2020 | 0 |
| 2021 | 0 |
| 2022 | 102 |

(As per the college data is given based on untraced books in three consecutive annual stock verifications)



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Management and Principal has suggested to the librarian that a place should be made in the library by doing more and therefore weeding out some books as per your decision so librarian weeding 102 books in the year of 2022 because our college is new.

12 USER SERVICES

- Circulation
- Book Bank
- Reference Service
- Newspaper Clippings
- Library Orientation
- Book Bank Facility for EWS
- Book reservation facility
- In-house book Exhibition
- DELNET :E-Resources
- Institutional Repository
- Information Display
- New Arrival

12.1 Library Services through Moodle

- Institutional Repository
- Important links
- College Website
- Library web side
- Open Access Journals
- News Forum
- Employment cell through WhatsApp
- Bulletin Board Service
- DELNET
- Library Manual
- New Arrivals

12.2 Library Facilities

- Reading Material: for B.Ed., staff and teachers
- Stacking Area
- Reference Section
- Circulation Counter
- Journal section
- Newspaper Section
- Librarian Desk
- Library Notice board
- Magazine section
- OPAC Section (Browsing Section)
- New Arrivals
- Internet Facility



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12.3 Best Practices of the D.B.M.S. COLLEGE OF EDUCATION

DELNET Digital Consortium: E-Resources
Institutional Repository
Annual book fair going for purchase book.

12.4 Reference Service

(Write about number of reference book /Encyclopaedia etc. Available and where stacked)

| Sr.no | Reference | Quantity |
|-------|---------------|--------------------------|
| 1 | Journals | 21 |
| 2 | Encyclopaedia | 49 |
| 3 | Biography | 100 |
| 4 | Periodicals | Regular monthly Purchase |
| 5 | Dictionary | 20 |
| 6 | News papers | 3 Types of papers |

12.5 Information Literacy /Orientation

Librarian conducts orientation program and information program for student's teachers.

13. PHYSICAL AMBIENCES

CLEANLINESS:

The support staff are assigned to maintain a dust free and clean library. All books and other materials are regularly cleaned and dusted.

Electricity and Water and Ventilation

Furniture and Fixtures

Library infrastructure



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14 Work plan if any in future

- Digitization of old question paper
- Digitization of all books
- Weeding out not use books.

15 User feedback surveys and its us

IQAC Department designs a questionnaire for each course feedback, faculty feedback including principal and Librarian. The users fill up online feedback and submit to the IQAC department.

16 DEFINED JOB RESPONSIBILITIES AT ALL LEVELS: Library is provided with one librarian.

FUNCTIONS OF LIBRARY

- 1) Organizing library user orientation at the beginning of each year.
- 2) Library user's data creation.
- 3) College management handles internal and external administrative matters for the library, providing managerial leadership, resource management and overall operations of the college library.
- 4) Manage and administrate LMS – MOODLE system for proper functioning.
- 5) Handling library functions through LMS software.
- 6) Information literacy programme on Online and open access E-Resource: search techniques.
- 7) Stock verification for internal.
- 8) Library Books lists, purchase excel sheets preparation and showing to our respected management member.
- 9) Organizing library committee meeting.



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- 10) Maintenance and updating of library database.
- 11) Time to time up to date library
- 12) Assisting students in searching information through internet.
- 13) Arranging for organizing library activities such as
 - Books' display
 - Book review competitions
 - Annual book fairs
- 14) Maintenance of library records
- 15) Accessing, Shelving, Cataloguing, ordering books from publisher, processing late fees if necessary.
- 16) Working for other committees such as NAAC, LMS system.
- 17) Sending time to time notices to classes regarding library books reminders
- 18) Book ordering and process management
- 19) Assigning classification numbers to the books
- 20) Accession registers maintenance
- 21) Preparation of subject-wise expenditure details
- 22) Assisting students in preparation of various activities or register maintain at college level who approach library for using paper clipping.
- 23) Conduct of stock verification every year during summer vacation and preparation of stock verification report for internal.
- 24) Keeping observation on students and maintain LMS software record for maintaining discipline in library to making selection for best library user every year class-wise.
- 25) Duplicate checking before book ordering



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- 26) Supplying the information to faculty member about collection and information available in the library.
- 27) Providing Internal and university questions paper for students and teacher.
- 28) During the exam time do invigilation duty for internal and external both.
- 29) In addition to repairing books, taking care of whole assets.
- 30) Preparation of subject-wise expenditure.
- 31) Assigning classification numbers to the books.

14.5 IMPORTANT JOB AND DAILY BASE SYSTEM

- 1) Cleaning & dusting of the library doing by sub staff.
- 2) Observation of 'library visitors' registers' record student and teaching/non-teaching staff.
- 3) Circulation of books/periodicals (only reading) to student and teachers with SLIM 21 software.
- 4) Manual entry in issue register.
- 5) Circulation of question papers.
- 6) Filing of document in respective files.
- 7) Issue / return of book bank books.
- 8) Entry in library fine register
- 9) Journal magazine entry register and reporting of missing issues to the librarian.
- 10) Newspaper clippings display on notice board.
- 11) Library card distribution
- 12) Book labelling, stamping, pasting.
- 13) Helps in stock verification process (only internal checking)
- 14) Re-shelving of everyday library material



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15) Daily issue / return register maintenance

15 . COCURRICULAR ACTIVITIES ORGANISED BY THE LIBRARY

1. Invited resource person to deliver talk on importance of books
2. Interclass Book Review Competition
3. Annual Book Fair

16. Library Rules & Regulations

- Absolute silence is required in the library .No conversation & group discussing is allowed during library period but some time we organized book reading session in the library
- Use of mobile is strictly prohibited in the library.
- Library materials borrowed must be returned on or before the due date.
- Bags are to be keep in the outside.
- Consumption of food and drinks is not permitted in the library
- Utmost care must be taken by all to keep the library clean.
- A Register for all students is available at entrance of the library; Students are requested to make their in the attendance register daily while entering and departing from library.
- The library will not accept responsibility for the loss or misplacement of personal belongings.
- Borrowers will be held responsible for books borrowed. If the book is lost, a borrower is allowed to either replace the book loss or damaged by purchasing it himself/ herself.
- Reference books are not allowed to issue for any one or home lending.



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- Readers shall not write upon, damage, or making any mark upon any books, journals or magazine or other materials belonging to the library.

17. COMPLIANCE OF RECOMMENDATIONS/ S BY THE COLLEGE

- Librarian has been working to solve critical problems regarding library issues and resolving issues on recommendations. Librarian has acted on each recommendation are...
- Discussed issue regarding withdraw of old & outdates books with library members and sell old newspaper time to time
- The Librarian stores the newspapers of the last three months and discards the rest of the newspapers.
- Time to time updates LMS software.

18. IN YOUR OPINION WHAT ARE THE IMPROVEMENT IN THE LIBRARY ITS FUNCTION AND ACTIVITIES BETER / IMPROVED OVER LAST AUDIT.

With the use of new technology students can learn more effectively; and the librarian had undertaken journals and e-journal article review activity for students. In this activity students understood better about journals & E-journal and students can use remote access system out of the college.

Report prepared by the librarian –

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