

## **Library Policy**

Seth Kesarimal Porwal College Library provides academic resources for all students, faculty, administrative staff and support staff. The library services to make resources readily accessible when and wherever they are needed to enhance and promote the growth and development of students.

### **Aims and Objectives**

- ❖ To provide resources, services, and place to encourage the patrons to read, connect, relax and learn.
- ❖ To provide a supportive environment for student and staff.
- ❖ To provide library resources to support and develop the interests of students
- ❖ To provide the opportunities for the students to develop the knowledge and skills necessary to access the library resources.
- ❖ To develop an awareness in students of the importance of books and other resources through the orientation or induction programme.

### **Policies and procedures for student and staff**

- ❖ Users must maintain silence in the library.
- ❖ Users have to sign the register kept at the reading room before entering the library.
- ❖ Books will not be issued without library borrower card.
- ❖ Library books issued are to be returned or renew within seven days for student and one month for staff members and non-teaching staff members can issue two books for one month.
- ❖ A fine of Rs. 1/- per day will be imposed for delay in return of the book.
- ❖ While borrowing the book, if a student happens to see some damage to the book, it should be brought to notice of the library staff and signature to that effect be obtained. Otherwise user shall be held responsible for the damage.
- ❖ In case the loss of book, new copy of the same book (same edition or new edition) will have to be replaced or 20% extra charge on the total cost of the book should be deposited.
- ❖ Mobile phones are not allowed inside the reading room.
- ❖ Laptops may only used for work purposes and not for other things.
- ❖ Students cannot eat in reading room.
- ❖ Reference books will not be issued outside the library.
- ❖ Students are expected to behave in a responsible manner.

## Services

- ❖ New books arrived will be kept for display for five days and later will be given for circulation.
- ❖ On the basis of approval, reference books are also kept in new arrival rack.
- ❖ Students and staff of the college can borrow the books from library.
- ❖ Access to E-books and E-journals.
- ❖ Reference services are given to all patrons.
- ❖ Referral service.
- ❖ Reading room facility.
- ❖ Previous year scan question paper available on OPAC terminal.
- ❖ Serial control facility.
- ❖ Back volume of journals.
- ❖ Provide the information about syllabus.
- ❖ Guidance the private student and solve their difficult ties.
- ❖ Access the e-journals and e-books through the NLIST.



**Librarian**

**Mrs. S. N. Hirekhar.**  
**Librarian**  
**SKP College, Kamptee**



**Principal**

Principal  
S.K.P. College Kamptee