

S. Jassa Singh Ahluwalia Library

Library Policy

Session: 2023-24

1. Introduction

S. Jassa Singh Ahluwalia Central Library

The library of the college is well stocked with good collection of books, journals and other reading materials. The collection is augmented on regular basis according to the requirements of students and faculty. To facilitate a congenial atmosphere for reading, the library has been fully air-conditioned. The library subscribes different scholarly journals catering to the multi-dimensional and ever changing information needs of the users. The functioning of the library has been fully computerized using Bar-code system. The library provides Web-OPAC service to the users for finding any kind of bibliographic information related to library books from anywhere in the world. The library is well equipped with all state of the art information technology to render divergent services, i.e., CAS (Current Awareness Services), Xerox Service, Bibliographic service, Internet Service, Circulation Service, Information Advisory Service, Reference Service, Reading Service, Periodical Service, Book Bank Service, etc. The library has established its E-Library for which it has subscribed two major consortia namely N-LIST and DELNET in order to provide the students and faculty with wide range of e-resources in the form of e-books, e-journals, e-magazines, e-newspapers, databases, etc.

2. Library Rules and Instructions

- Members should observe strict silence inside the Library.
- Members should enter their roll number and name in the gate register and sign in the same before entering the library.
- The students are instructed to carry their College ID cards on daily basis inside the library, and they have to produce it whenever asked by the library staff.
- Members are advised not to keep money, mobile phones or any other valuable goods at the property counter.
- Members are not allowed to carry eatables/drinks inside the Library premises.
- Use of Mobile phones is not permitted inside the Library premises.
- Members are not allowed to bring their Bags, Personal belongings; personal books, etc. inside the library. These must be kept at the property counter of the library.
- Library does not accept any responsibility for loss or damage to personal property left on its premises.
- While leaving the library, members are required to show their books, notebooks, bags, etc. to the Library Staff on duty at the check- point.
- Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- Members should leave the books on the reading table after consulting.



GURU NANAK COLLEGE BUDHLADA

Under the Management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

NAAC ACCREDITED "A++" GRADE

- Members should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
- Violation of library rules or misconduct by a member may invite discontinuation of the library privileges.
- Registration should be done to become a library member prior to using the library resources.
- Periodicals, Rare books, Reference books will not be issued and may be consulted only in the library premises
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library cards are not transferable. The Members is responsible for the books borrowed on his/her card.
- The members can't be issued more than one book of same kind at a time.
- Members are requested to check the condition of the book before getting issued. Any damage found in the books taken out for reading or borrowing should be brought to the notice of the staff on duty before getting issued, otherwise reader will be held responsible for any damage or mutilation noticed at the time of return the books.
- Borrowed books are not permitted to be taken inside the library unless they are to be returned.
- Books borrowed should be returned in good condition and before the due date, failing which, fine will be levied as per the rules of the library.
- Overdue charges: An overdue charge of Rs 1/- per day per volume.
- The members who are enrolled as members are required to get the clearance from the library before the final examination of the university.
- Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The member must replace the lost book / pay the cost of the lost book as per the rules of library committee.
- In case of loss of the library membership card, immediately inform in writing to the library staff. After checking and depositing requisite fee, the new library membership card will be issued.
- Disturbing arrangement of books on stacks, misplacing books and misusing the library is punishable offence
- The infringement of the library rules shall make the student forfeit the privileges of membership of the library in addition to the action taken as per the disciplinary rules of the college.
- Members are advised to handle the books/ Journal very carefully; marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case member shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- Outsiders should have prior permission from the principal to enter or use the college library.



Head
Dept. of Library & Information Science
Guru Nanak College, Budhlada (Mansa)