



# St Joseph College of Communication

Media Village, Changanassery  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

## Library Policy

<b>Responsible Executive</b>	Librarian, St Joseph College of Communication
<b>Responsible Office</b>	Library, St Joseph College of Communication
<b>Date Issued</b>	November 2020
<b>Date Last Revised</b>	November 2023
<b>Code</b>	SJCC/ACAP/04/23

### 1. Statement of Policy

The Library Policy is intended to be a living database that grows and improves over time. The policies may be updated, modified, expanded, revised, supplemented/replaced from time to time.

### 2. Objectives

- To provide every member an opportunity to make the best use of reading material available in the form of books, periodicals, journals, newspapers, e-resources and other non-book materials.
- To help teachers and students of the institution to prepare for their instructional courses and to keep abreast of current developments in various subject areas.
- To lend a hand in the acquisition, processing, storage, and retrieval of publications related to academic courses of the College.
- To provide timely and accurate information to its users.
- To assist the parent institution in carrying out its programme flawlessly.

### **3. Individuals and entities affected by this Policy**

All teaching, non-teaching and students of St Joseph College of Communication will come under the purview of this policy.

### **4. Roles and Responsibilities**

#### **The Library Committee**

Members of the Library committee include the Principal (Chairman), Librarian (Secretary), a student representative (nomination) and five members of the teaching faculty (representatives from each department) on a rotation basis.

Some of the functions of the Library Committee are:

- To formulate suggestions for the improvement of the Library.
- To formulate Library policies and objectives.
- To make decisions on the financial matters of the Library.
- To formulate development programmes and activities of the Library.
- To regulate the purchase, stock verification and decisions regarding the removal of old and unusable books, lost books, etc.
- Approve the recommendations of the Librarian.

#### **Book Selection and Purchase**

Our College Library follows a strict book selection policy to make use of the available budget profitably to meet maximum readers' requirements. As part of this policy, our college Library has a book selection committee consisting of the Principal, the Librarian and all heads of the departments of the institution.

The procedure for scientific need-based book selection and acquisition in our College Library is as follows:

- By scanning journals, periodicals, catalogues, bibliographies, book reviews, etc., the Librarian, prepares a list of books under each subject pursued in the College.

- The head of the respective (subject) department evaluates each title in the list, eliminates texts of a poor standard and adds current titles of a good standard, if and when necessary. The list with remarks is then returned to the Library.
- Duplicate titles are eliminated from the list as far as possible, and the list of books is placed before the Library Advisory Committee.
- From the approved titles, the Principal in consultation with the Librarian, selects titles according to allotment available.
- The Principal places orders in compliance with existing government rules and UGC directions.
- Sealed quotations from vendors are invited and orders are placed with those who offer maximum discount according to the availability of titles required.

Book Exhibitions have also been organized by inviting standing vendors and publishers to the College where faculty and students can select books, they are interested in at discounted rates approved by the Library Committee.

## **5. Infrastructure and Space Allocation**

The library has an open space for general reading of newspapers, periodicals, etc as well as the General Reference section. This floor also houses, the Digital Library, Librarian's cabin and the Technical Section. Bookshelves are arranged subject-wise and separated into different sections. A reading area is also provided for the students.

## **6. Technical Organization of Library Collection**

Classification System:

The arrangement of documents in the Library is according to Dewey Decimal Classification (DDC), 21st Edition with slight local variations.

Access:

An open access system is practised. The users can go directly to the shelves and browse which helps in their search to a great extent and to come across related books useful for them.

**WEB OPAC:**

We have a special facility called WEB OPAC which allows the user to search the Library's holdings from any location with internet access. A user can access the bibliographic details of books from the WEBOPAC <http://library.sjcc.in/>

**Digital Library:**

Digital Library or Electronic Library is a focused collection of digital objects that consists of text, visual material, audio material, video material, etc. stored in electronic media formats along with the means for organizing, storing, and retrieving various files and media contained in the collection.

**7. Working Hours & Rules**

On Working days	9.30 am to 5.00 pm.
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**Admission to the Library:**

- Only students, research scholars, faculty, and staff, with membership and registration are allowed to use the College Library.
- With special permission from the Librarian and authorization from their guide, research scholars from other institutions can enrol as members.
- Members are allowed into the Library only by producing their authorized valid identity cards.
- Users may swipe their identity card at the gate entry monitoring system.

**General Rules:**

- Identity Cards are compulsory for getting access to the Library. Students coming to the Library should show their identity cards to the Library staff if demanded, without which Library services may be refused to them.

- Strict silence must be observed in the Library.
- Personal belongings, textbooks, printed materials and issued books are not to be taken inside the Library. They are to be kept in the property counter at the Library entrance. Students are expected to cooperate with the staff.
- Refreshment of any kind is not entertained anywhere in the Library premises.
- Users must ensure that the rights of other users of the Library are not breached in any way by their acts of commission or omission.
- Students are required to handle the books/journals very carefully, marking with pencils, writing or highlighting, tearing the pages or mutilating the same in any other way will be dealt with very seriously. In such case, the reader shall be held responsible unless these are brought to the notice of the Library staff at the time of issue.
- Theft and mutilation of the Library books, damage or defacing of the Library property, and indulging in unlawful activities, indecent or socially unacceptable behaviour will be construed as serious misconduct and people indulging in, encouraging or abetting such activities, and in possession of unauthorized Library books are liable to punitive measures by the College authorities.
- Books taken out of the shelves must be left on the table kept nearby. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
- Suggestions on all aspects of Library services are welcome and they can be posted on the feedback box kept at the entrance of the Library.
- Whenever a student needs to get a no dues/clearance certificate from the Library they must have returned to the Library all books rented to him/her.
- The Librarian can recall from a borrower any book at any time.
- All services of the Library may be suspended for anyone violating the rules of the Library.

#### Lending of Books:

- Number of books the users can borrow from the Library:

Teaching Staff	3
Other Staff	3
Researchers	3
Researchers (from outside the College)	2
Postgraduate students	2
Undergraduate students	2

- Books are lent out (to both staff and students) for 14 days and renewed only if there are no other reservations for the book.
- A book is issued for 14 days and an overdue charge of Rs. 2/- will be levied for each day after the due date.
- Books will be reissued three times only. After that, the borrower must return the book(s).
- Books will be issued upon presentation of the ID card.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- If the books are lost, then the borrower shall replace the books of the same edition or the latest edition or pay the cost of the books after getting permission from the Librarian.
- Students are not allowed to borrow books on behalf of others or transfer the borrowed materials to other students.

## 8. Approval & Review Details

### Approval Authority:

Executive Director, St Joseph College of Communication

### Officer In-charge:

Librarian, St Joseph College of Communication

**Approved on: November 2023**

**Next Review Date: November 2024**

## **9. Feedback:**

Stakeholders may provide feedback about this document by e-mailing IQAC.