K.M.G. COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS)

Approved by the Government of TamilNadu

Permanently Affiliated to Thiruvalluvar University, Vellore.
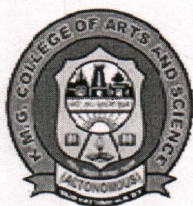
Recognized under Section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC (2nd Cycle) with (CGPA of 3.24/4) 'A' Grade

POLICY DOCUMENT

Library Committee

K.M.G. COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)

R.S.ROAD, AMMANANGKUPPAM, GUDIYATTAM – 635 803.
Approved by Govt.of Tamilnadu & Permanently Affiliated to Thiruvalluvar University
Recognized under section 2(f) and 12(B) of the UGC Act 1956
Accredited By NAAC with 'A' GRADE (CGPA of 3.24/4 - IInd Cycle)

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Policy Document: Library Committee

INTRODUCTION

"Nothing is Pleasant than exploring a Library"

'Library is the heart of every Institution which holds the soul of knowledge'. It is the duty of every Library to collect, store, process and disseminate the information to the right reader at the right time. K.M.G.College Library was established in the formative years of the college and growing like an organism according to the Fifth Law of Library Sciences. Usually College Libraries invest more for acquiring, processing, disseminating and maintaining resources and our college does the same. Our library has a various collection of books relating not only to the subjects taught in the college, but also many rare collections on old rare books, coins, stamps, palm leaves are stored and available. Our library services are fully automated and it functions on the basis of open access system providing students and staff with unlimited usage of treasure trove.

The library currently subscribes to 56 National/International Research Journals, Magazines and Dailies. Almost all back volumes of the journals are bound and preserved. The library subscribes to nearly 30 lakhs e-books and more than 6000 e-journals through INFLIBNET and NDLI. The Reference section of the library caters to the needs of the faculty members, and Students.

VISION

Our vision is to provide excellent resources and innovative services to encourage creativity, intellectual curiosity and to facilitate lifelong learning and research to our students.

MISSION

To enhance knowledge and instill a thirst for reading which will enable the readers to develop an integrated personality and motivate them to make a valuable contribution to the society in future.

To promote scientific and technological research and also to disseminate information at a faster pace to the target of their utilization.

QUALITY POLICY

1. All the UG, PG, and Research students and faculty members are asked to scan their ID card in E-gate scanner while entering into the Library.

2. Students must observe complete silence in the library. Discussion/conversation and whatsoever is not permitted.

3. Student should keep their belongings on the Baggage Rack on their own risk. Library staff is not responsible for any loss.

4. Students are requested to sign in the log book after using the Digital Library systems.

5. No Students and Staff members shall bring any printed book, notebook and file into the library without the permission of the librarian.

6. Books will be issued or renewed only if the student produces his/ her Identity card.

7. Consumption of food items (except water) is not permitted in the library.

8. On receiving a book, student must examine it, for any kind of damage, if any damage found, such damage should be immediately brought to the notice of

Library staff. Failure to do so may entail him/her being held responsible for any damage detected later.

9. In case of any loss, the book borrower should replace it with a new copy. The user shall be held responsible for replacement costs based on current market price.

10. Reference books and periodicals will not be lended but they will be available for reference within the library.

11. Library materials should be handled with utmost care. Nobody should write, damage or make any mark on any of the library materials.

12. The Librarian reserves the right to recall any book before the due date if necessary.

13. The students are charged with penalty in case of overdue.

14. Use of mobile phone is strictly prohibited.

15. The arrangement of Library furniture should not be disturbed.

16. UG students are allowed to borrow two books and PG students are allowed to borrow three books at a time. Research students are allowed to borrow five books at a time.

17. The Principal's decision will be final in all other Library affairs.

DIGITAL LIBRARY

Rules to be followed in using Digital Library,

1. Each student can use the Computer in Digital Library for a period of 60 minutes only.

2. The students should make a compulsory entry in the log book before switching on the terminal.

3. The students can reserve their slots in advance but would be allowed to do so only on the previous day.

4. The students will not be allowed to use the above facility during class hours.

5. The students will not be allowed to use their own DVDs/CDs.

6. Playing games is strictly prohibited.

7. The students should shutdown the system properly. If he or she is unable to do so, he/she should contact the staff-in-charge.

8. The student will be held responsible for any damage to the system or CDs being used by him or her.

9. Copying files from the CDs to the Hard-disk and deleting files in Hard-disks are strictly prohibited.

LIBRARY ADVISORY COMMITTEE

The library has a Library Advisory Committee headed by the Principal of the college and all the heads of the departments as members, the committee meets twice every year and maintaining minutes. The library committee plays a key role in decision making regarding the computerization, book acquisition, weeding out of books, subscription of periodicals / newspapers, library rules and regulations, and other issues for the improvement of library services and facilities.

COMPOSITION

The library committee shall consist of the following members:

S.No.	Designation	Name of the Faculty
1	Principal-Chairman	Prof.Dr.M.Senthilraj
2	Librarian	Mr.K.Paranthaman
3	External member	Dr.K.Kumaresan
4	Students Representative	Shareen Tabasiya S K
English		Dr.D.Aswini
Business Administration		Mr.S.Balu
Commerce		Mrs.K.S.Karuna
Commerce CA		Mrs.S.Janaki
Computer Applications		Mrs.R.Sridevi
Computer Science		Mrs.K.Aruna
Biochemistry		Mr.C.Venkatesan
Microbiology		Mrs.C.Kavitha
Chemistry		Mr.V.Umamageshwaran
Mathematics		Mr.G.Vinoth
Tamil		Dr.J.Jayakumar

OBJECTIVES OF THE LIBRARY

- ➢ To promote the reading habit.

- ➢ Extensive use of reading material.

- ➢ To acquire, organize and update the library collection to support Teaching Learning Process (TLP).

- ➢ To encourage students to read beyond the requirements of the curriculum.

- ➢ To provide instruction and assistance in the effective use of learning resources/services.

- ➢ To ensure long-lasting availability of library collections and resources.

- ➢ To reach to the needs of the students in a smart way in correct time.

BEST PRACTICES OF THE LIBRARY

- ➢ The library organizes National level conference and state level seminars every year.

- ➢ Organizes user Orientation program and Information Literacy to new Students at the beginning of the academic year.

- ➢ Every year our college library Organizes books exhibition for the students.

- ➢ Inclusion of Library Handbook and Information in college Prospectus.

- ➢ Create reading habit and develop the General Knowledge skills among the students (UG & PG) our department is honoring the regular users of the library every academic year, they will be awarded as "BEST LIBRARY USER AWARD" with prize will be given during the college day function.

- ➢ On the Financial Assistance of the Management, our students have participated in the International Book Fair held at Chennai.

- ➢ Provides Career Guidance and Employment Information.

> ➤ Suggestion box and timely response to grievances.

> ➤ Displaying new arrival books list

FACILITIES/SERVICES OF THE LIBRARY

Our Library operates with 'Open Access System' and has four divisions. They are as follows:

I.RECEPTION / CIRCULATION COUNTER

a] A Barcode Multiline Scanner is installed in the Reception Counter for Library online attendance system. Every student/faculty should scan their ID card at the time of entering and exiting the library and their attendance is recorded in the library user database. This section deals with lending of books, issue of marshal, newsletter, calendar and providing no due certificates to the Library users. This section also addresses users enquiries.

b] Rovan Software LMS (Version 6.0)

This software installed for our Library Automation. All the library books, back volume of journals, Theses and Dissertation have been automated. The main feature of this software is transactioning (book issue & return), data entry, subject wise searching, generation of report by department wise, bar coding of books, etc.

II. REFERENCE / LENDING DIVISION

The left side of the entrance is allotted for reference books. Books are arranged in rows. There are fourteen rows of wooden racks the books are arranged and classified on the basis of subjects. Starting from Tamil books and ends with computer science books. All books are labeled with bar-codes.

a] OPAC (Online Public Access Catalogue)

To save time, the Reader OPAC system has been installed. The users may search the books through the OPAC system. Two computers allotted for this purpose in the Lending Section. Users may search the book by author (or) title (or) subject wise. A barcode slip pasted on the left corner of the book shows the exact position of the book in the Library.

b] Book Transactions

Our Library issues books to all our faculty members, Research scholars (Full Time / Part Time) and students (UG/PG).Lending Period is 7 days.

Transactions such as issue, renewal and return are sent to user through SMS for the users convenience.

UG Students	:	02	Books
PG Students	:	03	Books
Ph.D Scholars	:	05	Books
Faculty Members	:	10	Books

c] No Dues

The students should return all the Library Books at the end of the academic year in order to get the clearance certificate. Only then, they are permitted to write semester exams.

d] New Arrival Display Rack

Whenever the library purchases the new books (New edition / updated edition), they will be displayed on this rack for a month. It is essential / useful for every user to know the recent additions in the library.

e] Book Bank

Book Bank facility is created and maintained for the underprivileged UG/PG-SC/ST students. Books will be issued to the economically weaker students and slow learners students for one full semester with recommendation of the HOD concerned.

f] College/Faculty Publications

A separate cupboard is allotted to accommodate the Research articles, Publications and Books, Journals and Conference Proceedings. Apart from the above sources our library has a collection of Competitive Exam Books and Magazines Motivation books and Biographies of familiar persons like Dr.A.P.J Abdul Kalam (former president of india), Dr.Iraianbu I.A.S,Shiv Khera's you can win, etc.

g] Rare Book Collection

Old rare books, coins, stamps, palm leaves are stored in a separate cupboard.

h] Reprography Unit

Our Library has one photocopy machine. This facility is made available for all the Library users at the subsidized rate.

III. READING AREA

Digital Library, Periodicals Racks, Back Volumes, Research Scholar Section and Question Bank cupboard are available in this area.

a] Question Bank

A separate cupboard is allotted for the question bank. All the previous examination question papers are arranged in subject wise, and made available in online as PDF formats.

b] Periodicals Rack

Our Library subscribes 56 Journals & Magazines, both National and International. There are 10 leading News papers displayed for the readers.

c] User Feedback

Library collects the feedback from the user, including opinions and grievances, periodically and annually from outgoing students. Grievances are redressed to the maximum extent.

USAGE OF LIBRARY

1. Study Alone

The majority of our surveyed students head to the library to focus on their studies by themselves. To us, this response shows that, no matter what kind of resources are offered by the library, this learning space is (and will probably always be) regarded as a great place to get serious at college work.

2. Use the Online Database

Most of the students opined that they are at the library to use the online databases, indicating that a good portion of their research work is completed at the library.

3. Use Reference Material

Whether they are in need of general resources such as Encyclopedias and Dictionaries, specialized publications such as field-specific bibliographical guides and indexes, or other references that simply aren't available in electronic formats, students visit the library to access non-circulating materials that they need to complete their projects.

4. Reference Section

This section has Encyclopedias, dictionaries, Text books reference books etc. Which are only available for reference. User can make use of these resources.

5. Journal Section

In these section journals, general magazines and News letter are available. They are arranged in department wise. The Latest issues are displayed on display rack.

CLEARANCE CERTIFICATE

(i) Staff

All staff shall be required to obtain a Library Clearance Certificate before they leave the college

(ii) Students

Students shall be required to obtain a Library Clearance Certificate before the award of their final degree

STOCK VERIFICATION

Stock verification is conducted once a year by stock verification committee. Loss of three volumes from the library per thousand books issued and consulted every year may be taken as reasonable.

WEEDING OUT OF BOOKS

Reasonable loss of books can be weeded out at the end of the year on the recommendation of the library advisory committee. Mutilated and damaged books and obsolete books can be disposed of by the Principal every year on recommendation of the library advisory committee to give space for current materials of relevance and importance and to maintain quality and service ability of the collections.

LIBRARY WORKING HOURS

- Monday to Friday : 9.00 a.m. to 6.00 p.m.
- Saturday   : 9.30 a.m. to 2.00 p.m.
- Study Holidays   : 9.00 a.m. to 5.00 p.m.
- During Examination : 8.30 a.m. to 5.00 p.m.
- Lunch Time   : 1.45 p.m. to 2.30 p.m.

THE ROLE OF LIBRARIES IN TEACHING AND LEARNING

Libraries have long been known as a source of knowledge and learning. They provide students and the public with the resources to learn and foster an appreciation for literature, art, history, and more.

The Role of Libraries in Encouraging Reading, Research and Creativity

Libraries serve as a treasure trove of knowledge, where people can explore and indulge in a sea of resources. Libraries offer books, computers, and space to help people satisfy their thirst for learning and insights.

They often hold workshops, seminars, and exhibitions to foster creativity and innovation among their patrons.

Establish Positive Learning Environments

Libraries play a crucial role in creating positive learning environments. With their extensive collections of books and other resources, they offer countless opportunities for intellectual growth and development.

Library Resources that Support Student Success

The role of libraries in student success cannot be underestimated. The library serves as a sanctuary for students, providing them with access to a wide range of resources that are useful in their academic endeavors.

Libraries contain books, journals, multimedia materials, and other academic publications that students can use to research and supplement their course work. They also offer access to academic databases, study areas, and computer workstations, all of which can be invaluable tools in promoting academic excellence.

Enhancing Technology Use in the Library to Support Learning

In today's digital age, libraries have an increasingly important role in supporting learning. However, keeping up with ever-evolving technology can be a challenge for librarians and staff. Enhancing the use of technology in the library can help to engage patrons and support their educational needs.

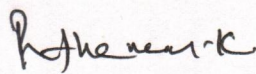This includes making libraries easier to use and more accurate through library management software.

REVIEW AND REVISION

This policy documents shall be subject to periodic review and revision as necessary to ensure its effectiveness and alignment with regulatory requirements, technological advancements, and institutional priorities. Proposed changes shall be considered by the library committee and approved by the appropriate authorities.

CONCLUSION

The library Committee plays a vital role in advancing the mission and goals of K.M.G. College of Arts and Science (Autonomous) by stewarding the intellectual and cultural resources housed with the library. Through its commitment to excellence, innovation, and collaboration, the Library Committee seeks to empower individuals to explore, discover, and create knowledge that transforms lives and communities.

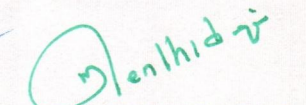| Prepared by	Reviewed by		Approved by
Mr. K. PARANTHAMAN	Dr. D. MANIKANDAN	Mr. B. BALAJI	Dr. M. SENTHILRAJ
Co-ordinator	Dean – Academic	IQAC Co-ordinator	Principal

PRINCIPAL,
K.M.G. COLLEGE OF ARTS AND SCIEN
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