



VASANTA COLLEGE FOR WOMEN
वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

Estd: 1913

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LIBRARY POLICY

Sl. No.	Title of the Policy:	Library
1.	Administrative Policy Number (APN):	VCW/LIB/2015/01/01
2.	Brief Description of the Policy:	To ensure proper services, easy access and requisite procurement of textbooks, reference materials, journals, periodicals, and other technologically developed library materials (e-resources) along with their maintenance at all levels of higher education so as to obtain maximum footfalls.
3.	Policy Applies to:	The students, the staff and stakeholders of the college
4.	Effective from :	2015
5.	Approved by:	Library Committee
6.	Responsible Authority	Librarian
7.	Superseding Authority	The Principal

Objective:

- To support the educational and information need of the stake holders of the college by providing physical and intellectual access to information.
- To develop appropriate collection in various disciplines for satisfying the needs of the diverse clientele of the college.
- To facilitate appropriate and user-friendly access to current and relevant information to its users.

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Librarian.
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RAJGHAT, VARANASI.

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Principal

- To provide reading, lending, reference, information and documentation facilities to the users.
- To provide documentation and comprehensive reference/information services.
- Library promotes and fosters a culture of high-quality teaching and learning and to serve societal needs by encouraging, generating and promotion excellence in research and extension activities.

Services:

- Circulation Service
- Current Awareness Service
- New Arrival Alert Service
- Newspaper Clipping
- Online Database Access Facility
- Online Public Access Catalogue (OPAC)
- Reference Service
- Reprographic Services
- SDI Services

General Rules of Library:

- While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books at the property counter. However, they can carry loose papers and note books, laptops, and valuable materials.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book by the library staff, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- If necessary, the librarian can cancel the membership and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.
- Suggestions for purchasing books and other materials and improving the library services are always welcome.

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Librarian.

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- Keeping in mind, that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence inside the library premises.
- No refreshments or foodstuff of any kind shall be consumed anywhere inside the library by the users.
- Use of mobile phones inside the library is strictly prohibited.
- Members should return all documents borrowed from the library before proceeding on any kind of long leave.
- Members should not sub lend the documents borrowed from the library.
- Library documents should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials.
- The borrower is fully responsible for the books borrowed in his/her membership card.
- The Librarian may recall a book at any time before its due date if required by other user.
- If the borrower has lost the issued book, the borrower is liable to replace the book or pay the cost of the book as per current market price plus the prescribed overdue charge.
- If a book, belonging to a set of Multi Volume set, is lost, the borrowers will replace the entire set at their own cost and take the remaining books of the set in the library with them.
- Mutilations, markings or removal of pages will be considered as "damage". Such documents, as also the lost ones, will have to be replaced or paid for at the current price. In case of rare and out-of-print books, price assessment made by the Librarian will be final and binding.
- Books or other materials taken from the stacks should not be re-shelved by the readers, but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- **No-dues Certificate** : While leaving the college after completion of the course, all students are required to obtain a "No-dues Certificate" from the library in order to ensure that they owe no dues to the library.
- **Member Privileges** : The library is primarily intended for use by faculty, students, administrative, research and other members of the Institute. The categories of members and their privileges are as follows:

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Category	Entitlement for Books	Loan Duration
Faculty	20	30 Days
Ph.D. Students	4	15 Days
UG/ PG Students	2	15 Days
Administrative Staff	5	15 Days

- **Overdue charges:** An amount of Rs 5/- per day per book will be charged if books are not returned within the stipulated period.

Collection Development Policy:

The college library serves the user by providing and promoting access to all forms of information in support of Graduates and Post-Graduate level of study, teaching and research.

Library staff take an active role in providing information to students and faculty to use print and electronic information resources. The library collects, indexes, preserves and makes information accessible in a variety of formats in anticipation of user information needs.

Library staff add value to the collections and physical library space through service policies and standards that ensure efficient access to collections, promote their use, protect the privacy of users, protect intellectual property rights, and preserve materials for future users.

The primary community served by the library is the students, faculty and staff of the college.

Selection Policy:

This is a policy that establishes procedures for the selection and approval of materials that supports the mission and goals of the college.

There are three models of selecting books:

1. The faculty members get to know about the books from such sources as journal articles, conference proceedings, brochures sent to them by publishers, and the web. They send their requisition to the library in prescribed requisition forms and library decides the suppliers who are best suited to supply the books.
2. Suppliers show copies of their books to the faculty members and faculty members recommend some of these books for procurement of the library.
3. Certain books are received as Gift from different national and international sources.

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Acquisition Policy:

- Support and enrich all subjects of the curriculum, taking in to the consideration the varied interests of the users.
- Documents dealing with the subjects of Arts, Humanities, Social Sciences, Commerce, Education, Urdu Literature, Fine Arts and Performing Arts (Vocal Hindustani, Classical Music and Sitar).
- Important reference materials and popular books.
- Documents relating to Library and Information Science to update the recent development in Library and Information Services.

Technical section of the library is responsible for the processing of printed documents. The library follows Colon Classification, 6th edition, for classification of the printed documents and AACR-2, 1978 for cataloguing of all type of documents using SLIM software for library database. The multi-lingual library database having bibliographical details in Urdu, Devnagari and Roman scripts, is accessible from any computer node of the college network.

Multiple Copies:

Greater emphasis is placed on the acquisition of unique material rather than multiple copies of the same title. However multiple copies may be purchased at the discretion of the head of department on demand. In addition to the general collection there may also be need for copies in other locations in the collection such as reference or special collections.

Gifts:

The library welcomes gifts of scholarly materials, whether in the form of large collections or individual volumes. In order to facilitate the libraries' commitment to access, donors are asked not to place restrictions on the gift they provide. All gifts are reviewed by subject selectors or library staff to determine their appropriateness for addition to the collection. Gifts are not added to the collection when their content is outside the scope of library collection, their physical condition is poor or they would represent unnecessary duplication of material in the collection.

College Publication: Library collects all significant publications of the college.

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Replacements:

Evaluating the continued need for material worn or damaged beyond repair or lost by user is a fundamental part of collection development. Academic course materials that support the curriculum of the institute are usually the most heavily used material in libraries, and as such, the material most susceptible to damage or loss. Library staff should make every effort to replace material that is still of value to current or future users, but they may also determine that a lost or damaged item does not need to be replaced if other copies or editions are available in the collection or if the title was of marginal significance to the collection.

Weeding:

- To keep the collection live: an obsolete, seldom-used and damaged copies will be withdrawn.
- Documents that are too damaged or worn to use and impossible to repair.
- Serial publications in which the new volume completely supersedes the previous one.
- Additional copies of titles that are receiving little or no use, as long as at least one copy is retained.
- Documents lose their relevance after 30 years will be discarded from library except some of valuable documents.

Stock verification:

Stock verification will be done whenever required.

Purchase procedure:

The books recommended by the faculty members and students approved by the principal will be purchased by providing the purchase order and supply order to registered vendor of the college.

Approval of suppliers:

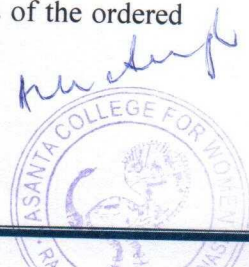
College approves suppliers on the basis of certain terms and conditions.

Terms and conditions for purchase of books:

- The price of book/document will be as printed on the books or fixed by the publishers.
- The payment will be made on satisfactory delivery and receipt of books in acceptable conditions at Vasanta College of Women Library.
- The supplier shall be required to supply the latest available editions of the ordered books/publications unless ordered otherwise.

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Librarian
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- Library reserves right to terminate the contract at any time without assigning any reason. The suppliers will not be entitled to claim any compensation against such termination.
- The suppliers must acknowledge the receipt of an order within 4 days.
- The order shall remain valid for a period of 35 days for foreign publication and 21 days for Indian publications from date of order. The order will be treated as cancelled after said period.
- The suppliers shall offer maximum discount as per GOC Rates to the college.
- Foreign publications if available at special Indian/Asian price must be supplied at Indian/Asian price.
- All orders shall be for Varanasi.
- The railway station is 'Varanasi' and post office is Serva Seva Sangh S.O., Varanasi.
- No postage/freight will be paid on trade publication.
- Invoice in triplicate shall be raised in the name of College Librarian, Vasanta College for Women, Rajghat Fort, Varanasi mentioning the order number and date giving ISBN, author, title, edition, name of publisher, year of publication, and price.
- In case of foreign publication price in foreign currency, generally in the currency of the country of publication, may be mentioned.

Terms and conditions for subscription of foreign and Indian print journals:

- The supplier shall be in existence for at least 10 years. Registration certificate must be submitted as a proof.
- The supplier should have an office/representative in Uttar Pradesh.
- The supplier must have the permission from the Reserve Bank of India to remit foreign exchange for the purpose of subscription of journals. The copy of such permission should be attached.
- The supplier should be a member of GOC/FPBAI for last 10 years.
- The supplier must have PAN number. A copy of PAN is to be attached.
- Preference will be given to the supplier who can also provide online access to the print journals subscribed, if it is available to subscribers free of cost.
- The college requires the proof of payment, made for each journal from the actual publisher (i.e., not by the intermediary but the actual publisher).
- Special offer/uniform discount for all journals/ value added to be mentioned clearly in the proposal.

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- Wrongly supplied journals will be returned at the cost of supplier/s.
- Missing issues of a journal will be sent to the library by supplier.
- All correspondence along with invoice in triplicate should be addressed to the Principal, Vasanta College for Women, Rajghat Fort, Varanasi-221001.
- The college reserves the right to make any amendment in the above terms and conditions in the interest of the library and the same will be binding on suppliers.
- The enlistment of suppliers shall be based on their status determined from the information furnished in the application form and also by confirming the authenticity and suitability.
- The decision of the college regarding enlisting of the suppliers shall be final.

Approved Suppliers:

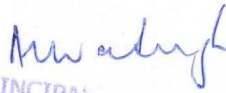
Following suppliers are approved for the supply of the books and periodicals.

- Vishwavidyala Prakashan, Varanasi
- Ganga Saran & Grand Sons, Varanasi
- Indica Books, Varanasi
- Sarada Sanskrit Sansthan, Varanasi
- MLBD, Varanasi
- ARS Books, New Delhi
- Kala Prakashan, Varanasi

Any addition of the supplier will be done by the principal if required.

Purchase Order: A commercial document issued by the Principal of the College to an approved seller/ vendor, indicating types, quantities, publisher, and the title of books. In lieu of that the approved vendor will provide agreed price for books to the Librarian. Acceptance of a Purchase Order by a seller usually forms a one-off contract between the buyer and seller, so no contract exists until the purchase order is accepted.

Supply order: The supply order will be given to that approved/ registered vendor who accepts our terms and conditions for Purchase of the College.


 PRINCIPAL
 VASANTA COLLEGE FOR WOMEN
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 Librarian,
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RULES FOR KNOWLEDGE CENTER

- The timing for the knowledge center will be from 10:00 AM to 04:00 PM
- Students have to sign at the register before using any computer system. Maximum 2 students are allowed in a single system and they can use maximum 1 hour, however they have to vacate the system if the library staff asks for another user.
- User can search their required books in the SLIM Database through the OPAC. The guideline is displayed on notice board
- Pen drives are not allowed in any computer system of 'Knowledge center'. Students can take their required files with the attachment in their Email.
- User should use the center for their academic work only. Social sites are strictly prohibited in the center.
- Printing up to maximum 10 pages are allowed but users have to provide standard A4 size paper.
- Question paper can be seen/downloaded from SLIM OPAC.
- Strictly maintain the decorum inside the Knowledge center.

Users are requested to cooperate with the library staff for better services.

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R. Mohanta

Librarian

Librarian,
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RULES FOR TEXTBOOK SECTION

Text book section has been created to provide textbook to the students for preparing for their semester examination, preparation of projects and assignments. The rules for the section are -

- Timing: 10:00 AM to 04:00 PM
- Textbooks to be issued for overnight only.
- Late fine at the rate of Rs. 5 per day per book will be charged.
- In some of the books "Not to be issued" is written, those books cannot be issued. It can be used for reading purpose only.
- Books from this section may be taken outside of the section area for reading and photocopying purpose only and for that students have to submit their ID card or Library card with the book card available inside the book.
- In case of any type of fine, the same is to be deposited at the textbook counter.
- Writing and highlighting in the book is not allowed.

Note: Your College ID Card is essentially required for any type of checkouts in textbook section.

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RULES FOR COMPETITION EXAM PREPARATION BOOK SECTION

This book section has been created to facilitate the students for preparation of competitive examination other than their regular degree examination. The rules for the section are-

- Timing: 10:00 AM to 04:00 PM
- Books to be issued for overnight only.
- Late fine at the rate of Rs. 5 per day per book will be charged.
- In some of the books "Not to be issued" is written, those books cannot be issued. It can be used for reading purpose only.
- Books from this section may be taken outside of the section area for reading and photocopying purpose only and for that students have to submit their ID card or Library card with the book card available inside the book.
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Principal

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LIBRARY RULES AND REGULATIONS (ISSUE & RETURN)

1. The college library will be having closed access system from the session 2012-13. Computerized catalogue of the books can be accessed at 1st floor at the knowledge center. Books can be issued from the stack section for reading and photocopying on depositing college ID Card. Users should provide the requisition slip at the entrance of the stack room (Ground floor) at least one hour before or previous day for issue of books.
2. Students can issue periodicals, journals and magazines from the designated stacks for reading and photocopying by depositing their college ID Card at the appropriate counters/ concerned person. Students have to collect their college ID Card after returning the issued item to them before 04:00 P.M. on the same day.
3. Circulation timing for students: -

Day	Class
Monday	B.A. (Hons.), Part III
Tuesday	B.Ed. and B.Com., Part I, Part II, Part III
Wednesday	B.A. (Hons.), Part II
Thursday	M.A. Part I & II
Friday	B.A. (Hons.), Part I
Saturday	Reserve in lieu of holidays in the above-mentioned days.

4. Books can be returned on all working days from 10:00 AM to 04:00 PM.
5. Online reservation of books can be done by users for any book available in the library. To avail this facility, the users have to provide their Borrower's ID, Email ID, and Mobile number to get the information at the earliest.
6. For delay in returning the books, fine will be charged @Rs. 5/- per day per book.
7. Please maintain the silence in the library and create conducive atmosphere for reading.
8. Please cooperate with library staff for better services.

Note: Constructive suggestions are welcome from all stakeholders of higher education for betterment of library.

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Principal

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VASANTA COLLEGE FOR WOMEN
RAJGHAT FORT, VARANASI

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Librarian

Librarian.

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