

J.D. BIRLA INSTITUTE

A UNIT OF VIDYA MANDIR SOCIETY

(Affiliated to Jadavpur University)

Departments of Science, Commerce & Management

RULES & REGULATIONS:

LEARNING RESOURCE CENTRE (LRC / LIBRARY)

These rules shall apply to all students while using the facilities at the Learning Resource centre (LRC) at the Main Campus (Departments of Science & Commerce)

BORROWING RIGHTS

All categories of members, except the short term users (on a special permission) are entitled to borrow books from the LRC.

1. The LRC Membership Card and college ID card gives borrowing privileges at the LRC.
2. Reference books and materials are not available for checkout.
3. Books can be renewed for two days; those on high demanded will not be renewed.

BORROWING PRIVILEGE

1. Undergraduate students can issue a maximum of 3 books at a time for a period of 7 days; books can however be reissued for a maximum of additional 4 days only in case it is not reserved by any other user.
2. Postgraduate students can issue a maximum of 4 books at a time for a period of 10 days; books can however be reissued further for a maximum of 4 days only provided it is not reserved by any other user.
3. Faculty members can issue a maximum of 10 books at a time for a period of 20 days; books can however be reissued for another 4 days provided it is not reserved by any other user.
4. Part-time / visiting faculty members would not be allowed to issue books; however they could avail of the reading and/or photocopying facilities at the library.
5. Technical and administrative staff of the college can issue a maximum of two books for a period of 20 days; books can be re-issued for another 4 days only if not reserved by any other user.
6. Audio-visual aids will not be issued to students; students may however contact their respective teachers regarding the same.

HOW TO GET BOOKS IN THE LRC

1. Selection of Books
 - a) LRC has Open Access Facility. Users can reach the shelves and select required books.
 - b) Subject-wise arrangement of books. Within each collection, books are arranged by their Call Number using Dewey Decimal Classification (DDC) scheme. The LRC follows an APUPA pattern which involves arrangement the most relevant book at the centre, books of marginal relevance on both sides of the relevant book section and totally disconnected books far away from the centre.
 - c) All the books may not be available on the shelf as many might have been borrowed by other members. To see a complete list with current status of books on a particular subject one should browse the OPAC. LRC catalogue can also be used for checking particular titles by author's name, key-word or title. OPAC can be accessible on the computers available at the Internet Zone, it also visible through Wi-Fi connection by individual members.
 - d) Subject labels are assigned to respective shelves or sections for easy retrieval of books.

2. Users will then have to bring the selected books at the circulation counter; books will be issued only from the circulation counter
3. Users will have to show their respective Lending Card.
4. After verification and necessary documentation, books will be issued to the users along with a gate pass, which has to be submitted at the exit at the time of leaving.

LRC RULES & REGULATIONS

General Library Rules

1. Students are required to adhere to strict discipline, failure to do so or adoption of unfair practices may lead to confiscation of their LRC Membership cards or monetary fine or both.
2. The Library is strictly a 'Silence & No Mobile Zone'.
3. No work except reading, preparing notes or tracing designs, will be allowed in the library.
4. Students will have to leave all books and reading material on the tables; they should on no account put them back on the library racks. The same shall be monitored through CCTV. However, the magazines should be kept back on the magazine rack.
5. Members will not be allowed to stay inside the library once books selected by them have been issued.
6. Dog-eating the pages of a book, marking, underlining or writing with ink / pencil / permanent marker, tearing or taking out pages or otherwise damaging would constitute injury to the book. Any such injury to book is a serious offence. In case of injury to the book, the borrower will have to either replace the book or pay the cost of the book in double.
7. Students are advised to check the books at the time of issuing. On return, if the book is found tampered with or damaged or mutilated, the onus would be on the student, who had issued it last.
8. In case of loss of a book by the borrower, he / she would have to replace the book with the same or latest edition. If replacement is not done within 15 days, the defaulter will be charged double the cost of the book.
9. Eatables are strictly prohibited inside the library, and violation of the same will entail in losing the right to use the library.
10. Students should put back the chairs in place when they finish their work in the library.
11. An opinion book is provided for recording any suggestion.
12. A feedback box is provided in the library for any grievances.
13. Library clearance is mandatory before clearing all dues from the accounts section.

Membership Rules

1. The following persons shall become members of the College Library by default
 - a) All faculty members of the college
 - b) All regular students and research scholars of the college
 - c) All other regular employees (technical and administrative staff) of the college
2. Every student would be issued with a 'Library Lending Card' against a payment of Rs. 30/-.
3. The loss of library card should be reported immediately in writing to the Principal.
4. Every whole time faculty member would be issued with a 'Library Lending Card' free of cost.
5. Part-time / visiting faculty members would not be allowed to issue books; however they could avail of the reading / photocopying facilities in the library. A reading card would be issued to them without any payment.
6. Students would not be allowed to enter the library without showing both of their LRC membership and college ID card.
7. Library card is not transferable.

8. The Principal reserves the right to suspend membership of any members found misbehaving or behaving in an indecent manner.

Entrance Rules

1. User would have to sign the 'User Attendance Register' while entering and departing from LRC.
2. Members must possess Both the Library Card and college Identity Card are must while visiting and using the LRC.
3. Users are permitted to carry only their wallet / money purse / loose sheets of paper / a pencil / a pen. All other personal belongings including bags, files and / or personal / checked-out books have to be left at the deposition counter. Library authorities are not responsible for loss of personal belongings / cash of the users.
4. Users must carry their own pens to fill-in the register and other necessary work.
5. Food or drinks is not allowed in the LRC.
6. The user should maintain perfect order and silence in the LRC

Rules Regarding Lending of Books, Journal, Magazines & Audio Visual Aids

1. The borrowing of books from the library is restricted to registered members only.
2. Members must come personally with their library cards at the circulation counter at the time of transaction
3. Reference books, student's dissertations, journals (including old issues) and rare books will not be issued to students.
4. Faculty members are expected not to issue reference books and give it to students
5. Newspapers / magazines cannot be taken outside the library.
6. The librarian may recall any book from any member at any time.
7. Books maybe reissued only when it is not reserved by any other user.
8. Students could place an order for a book of their choice by recording the same in the register provided with the Head Librarian. The reservation would stand cancelled if the concerned member fails to collect book/s within a day from the date of intimation; however it would be the duty of the college librarian to intimate the concerned member.
9. Users should not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the LRC.
10. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the LRC Staff immediately.
11. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
12. No book shall be issued to loan, which librarian feels is not in a condition to be safely handled by the borrower.

Rule Pertaining to Internet Zone

1. Computers inside the Internet Zone are strictly meant for educational purposes. Use of any social network based websites or chatting is strictly forbidden inside the Internet Zone.
2. Users can use the computer in the internet zone for a maximum of one hour in case others are waiting in a queue to use the same.
3. Only one student would be allowed to use a machine at a time; group work would not be permitted in the Internet Zone.

CHARGES & FINES

1. In case of loss of the library lending card, a duplicate card will be issued for which the students would have to pay Rs. 50/- each. In case of faculty members they would have

to pay a fine of Rs. 20/- only. For issue of a duplicate/new card, a minimum of 24 hrs intimation is required

2. Fine of Rs. 5/- per day per book after due date will be collected for overdue books.
3. In case of injury to the book, the borrower would be required to either replace the book or pay double the cost of the book.
4. Books lost would have to be compensated by either replacing the book/s or paying double the purchase value of the book.
5. LRC is strictly a 'No Mobile Zone'. If found, the cell phone will be confiscated and fine chargeable Rs. 500/-.

BEST PRACTICES AT THE LRC

1. **LRC Committee:** The Principal, two teacher representatives, one each from Departments of Science & Commerce and all the LRC staff are members of the committee. The committee members will meet twice in a year, once in each semester wherein matters related to the development of the LRC are discussed and finalized.
2. **LRC Budget:** The LRC receives fund from the college budget and the committee guides to use the fund judiciously.
3. **Stock Verification Policy:** Annual physical verification of books is done to sort out books that are damaged, outdated and need binding or repairing and books which are missing from the stack.
4. **Displaying New Arrivals:** Selected new arrivals are displayed on the stand meant for the purpose.
5. **Internet Zone:** Students can use the computers in the annexed Internet Zone for accessing internet & Web OPAC to locate the resources. The users are provided with enormous facilities to access INFLIBNET N-LIST Programme, J-Gate, Indiastat and other electronic resources.
6. **CCTV Surveillance:** Closed-circuit television connection is installed to make the open access system more useful from security point of view.
7. **User Feedback:** Grievance / suggestion box has been kept at the LRC and are timely addressed to receive grievance/suggestion from the users.
8. **Best LRC User Awards:** To motivate students for inculcating reading habits and to enforce proper use of LRC resources and services, 'Best LRC User Awards' are awarded. Students are selected on the basis of following parameters:
 - a) Access to the LRC
 - b) Transactions of books
 - c) Maintenance of discipline
 - d) Attendance in LRC classes
 - e) General reading habits.

SOME USEFUL LINK OF THE ELECTRONIC RESOURCES

1. Online Public Access Catalogue (OPAC):
<http://172.16.10.170:8080/jopacv11/html/Browse>
2. UGC INFLIBNET N-LIST:
<http://nlist.inflibnet.ac.in/>
6000+ e-journals and 31,35000+ e-books
3. J-Gate: www.jgateplus.com
4. Indiastat: www.indiastat.com
5. International Federation for Home Economics (IFHE)
www.ifhe.org
6. American Journal of Clinical Nutrition
<http://pubs.nutrition.org/>

MEMBERSHIP WITH OTHER INSTITUTIONS

1. British Council Library, Kolkata
<http://www.britishcouncil.in/>
2. American Library, Kolkata
<http://kolkata.usconsulate.gov/amlibkolkata.html>