

LITTLE FLOWER DEGREE
COLLEGE
(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



LIBRARY IS THE GATEWAY OF KNOWLEDGE:

“Library is a public institution of knowledge, charged with the care of a collection of literature, and making it available to all who love and require the use of books”.

Preface

The Library and Information Science was established in 2008 with 320 books and 5 periodicals. The library has significantly expanded its collection of books growing from strength to strength. At present the library has approximately 9500 books. It comprises a significant number of volumes, periodicals, magazines, newspapers, IUP journals etc. The library is centrally located on the 1st floor of the college, to provide easy access to students/staff and is open from 8:20 AM to 4:00 PM. At present, the library is updated with Computerized infrastructure.

1. Objectives

- Ensure students, faculty and staff have equitable access to resources and services.
- Regularly review and update the library collection to align with the curriculum research needs and interest of the college community.
- Integrate innovative technology to facilitate access to digital resources, online databases and e-books

2. Scope

- Reference and research assistance to support academic pursuits.
- Access to online databases
- Collection development involves methodically constructing library connections to meet the diverse recruitments of study, instruction, research, leisure and other purposes.
- It encompasses a variety of formats including books, databases, e-resources and multimedia materials to cater to diverse needs.

4. Composition

- Principal
- Vice Principal
- Librarian
- Faculty Coordinators
- Student Secretary

5. Roles, Responsibilities and Functions

- Developing, reviewing and updating library guidelines that aligns with the college vision and Mission.
- Communicating Library to Students, faculty and staff through orientation sessions and workshops.
- Implementing and enforcing Library guidelines to consistently maintain, order safety and efficiency within the library.
- Generate Barcode for the books entered in the library software.
- Promote awareness regarding the newly added materials in the library

Purchase

- The responsibility for purchasing and selection of the library materials lies with the Librarian.
- Request books for approval as part of the collection development process and consult with the faculty on the new books in their respective subject areas.
- Prepares the budget in consultation with the governing body.
- Share updates on new arrivals/publisher notification with faculty/students to enhance Library Collection in new arrival's rack.
- Provide library data as and when required to the management.
- Facilitates Remote access.
- Checks the library database for duplication.
- Tallies the invoice for the books received from the vendors and enter Data of books in the library software.
- Inspect books received for approval for any damage.
- Ensure the books are dust free.
- Reprographic section is free of book accumulation and the books are put back on the respective racks
- Verify the invoice for the selected books before the final payment.
- Confirm ownership, stamp, barcode and spine label and arrange books on the shelves.

6. Procedures and Processes

6.1 Library cards will be issued to all students after admission to first year and it is valid for three years.

6.2 Students/Staff are allowed to enter the college library and utilize the library from 8:20 am to 4 pm on the strength of a valid library card/ID card, which must be produced as and when it is demanded by the college librarian/library staff.

6.3 Students/Staff are to record their entry and exit in the log book.

6.4 Complete silence must be maintained in the library.

6.5 The staff and students suggest library book purchase and these recommendations will be reviewed by the coordinator before being approved by the HOD.

6.6 Library may also explore purchasing journals and reference resources in electronic and print form.

6.7 The accession register will be updated with stock entry containing comprehensive detail of each book such as a Title, Author, Publisher, price and Year of publication etc.,

7. Resource Access Policy

The Library Computer, internet access and Electronic Resources are planned to support the educational initiatives of students and staff and has set the following guidelines to ensure fair and equal access to all:

- Pen drives and hard disks are not allowed to be used.
- Tampering with any of the library's Internet computer hardware is prohibited.
- All electronic Online Resources subscribed by the College are available for use by the Students/ Faculty/ Staff.

8. Stock verification

- Regular schedule for staff verification is carried out by the Librarian.
- Scan the book barcode and record

● 9. Books: Issue/Return/Renew

- Students/staff will be issued a maximum of three books for a period of seven days and they can renew/return after the stipulated period.
- At the time the book is issued for reading, the student must satisfy himself/herself that the book is not damaged or that the pages are not missing or torn. If there is damage, it must be brought to the notice of the librarian.
- If a book is damaged by the student/staff or if the pages are missing from the book, the value of the book shall have to be paid at the current price.


- Alumni are permitted to use the library with the permission of the concerned authority.

10. Access and Circulation Policy

- Library also has a library circulation system, where a service desk system is designated, where the students/staff check out and return materials/books.
- Students must not bring any electronic gadgets (cell phones, laptop etc.) and eatables inside the library and co-operation of the students is earnestly sought in observing the rules.
- All cases of violation of rules will be reported to the Discipline Committee and if the charges are serious, it will be referred to the Principal/Vice-Principal for suitable action.
- Staff/Students/Stakeholders can donate generously to the library like academic books, novels, magazines and even written notes (students) etc.
- When a student or staff leaves the institution, he/she needs to obtain no objection certificate.
- Reference books are not allowed out of the library on any account. Infringement of this rule will make the defaulter liable to an automatic forfeiture of the ID card.
- New books are purchased every academic year based on the updated syllabus, after taking into consideration the requirements of students and staff.

The guiding principles for this purpose are:

- A. To provide for all levels of intelligence
- B. Reference books
- C. Books expanding in diverse fields.
- D. Procreative books
- E. Inspirational books.


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