



WILLIAMNAGAR GOVERNMENT COLLEGE
WILLIAMNAGAREAST GARO HILLS, MEGHALAYA – 794111
ESTD – 2000

LIBRARY POLICY

A college is considered as an academic institution of higher learning offering three-year degree courses. In colleges, the library occupies a prominent position and it is an important and integral part of the teaching programme. It is not merely a depository of books, but an active workshop instrument in the production of or original thinking. College library extends opportunities for self-education to the deserving and enthusiastic students without any distinction. The College Library is the primary information resource centre and store-house of books, journals, magazines, newspapers and e-resources corresponding to the needs of students, Teachers and Non-teaching staff.

These libraries develop in each student a sense of responsibility in the pursuit of knowledge. College library stimulates the students to obtain, evaluate and recognize knowledge and to familiarize themselves with the trends of knowledge for further education and learning new disciplines.

The library plays an important role in the present education system. A well-equipped and well-managed library is the foundation of modern educational structure. It is the responsibility of the library to collect, preserve, organize and disseminate all kinds of reading materials for the purpose of profound use by the readers of an educational institution to which it is concerned. The library is a mirror that reflects the culture and activity of the educational institution and it measures up the standards of the institution. Therefore, the library is said to be the heart of the educational institution. The library incorporate to the National Library Act of India Act, 1976 but this act was not enacted in our state as they are not aware of it.

Objectives of Library:

- To provide resources necessary for students and teachers in the field of interest to the college;
- To help the teacher in keeping abreast of developments in his field;
- To provide library facilities and services necessary for the success of all formal programmes of the institution;
- To bring books, students and teachers together under conditions, which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

In order to cater with these objectives, the College constituted the Library Advisory Committee that shall review the status of the Library in terms of the availability of books and other resources from time to time and workout the modalities for the acquisition of books and any other improvement of the Library. For the smooth functioning of the Library Policy the committee further created the rules and regulation of the Library:



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Vision:

- To provide a student-centred learning environment that facilitates transference of information and to cater to the needs of user to access it.
- To increase and maintain the collection in support of the academic pursuit of the college.
- To provide reprographic service.
- Free access of E-Books and E-Journals.
- To provide a competitive exam section.
- To upgrade the library into a digital library.
- To provide a Wi-Fi facility.
- To have a spacious reading room and well equipped library infrastructures.

Mission:

- To provide comprehensive resources and service in support of teaching and learning needs of the academic community.
- To facilitate access of right information at the right time to the library users.
- Library automation by implementation of integrated library management software KOHA 2.0.
- Procurement of books on department wise.
- Auditing of the Library incurred expenditures viz., books, journals, magazine, software etc.,

LIBRARY RULES:

- Every student must possess Library Card issued by the College Authority.
- The books will be issued for a period of 7 days at one time after which student will have to return the book in the Library, failing which Rs.2/-per day per book fine will be charged from the student. When the date for the return for the book falls on an authorized holiday it should be returned to the library on the day the classes resume after the holiday.
- Not more than four books will be issued at a time.
- In case of misplacement/damage to the book, the cost of the book will be charged as penalty/fine from the student.
- The reference book, syllabus, rare books and periodicals will be issued only for consultation in the library only.
- No book should be taken out of the library without the knowledge of the person in charge of the issue counter and until it has been properly entered in the issue register.



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- All books belonging to the Library and in possession of borrowers should be returned to the Library before the college closes for the long vacation and before the date so notified for any purpose.
- Students/Teachers should sign the Library attendance register whenever they make an entry in the library.
- A borrower against whom any fee or charge is outstanding shall not be allowed to borrow books from the Library.
- The Library should not be used for any purpose other than reading or consulting books and periodicals in its possession.
- Articles not concerned with the study of books should not be brought into the Library.
- Spitting, knitting, smoking, sleeping, eating, loitering, gossiping inside the Library and putting one's legs on the Library furniture are strictly forbidden.
- A book once issued to a borrower may be reissued to him, only when nobody else wants to take the books. Books before being reissued should be presented before the Issue Counter for necessary entries in the register. The books will be re-issued if they are not in demand by other students.
- Books issued to students shall be kept on record in the Library cards, which will be given to them after they are admitted to the Institution.
- Any book lost, damaged or defaced by a borrower must be replaced by him. If the book is one of a set or a series and the volume which cannot be obtained single, the whole sector series must be replaced at the reader's cost. If the book is rare or irreplaceable, the borrower must be made to pay three times the cost of the book.
- A person who takes a book from the Library is supposed to abide by the rules. Ignorance of the Library rules will be no excuse for the breach of any rule.
- Library books are not transferable.
- If a student loses his Library Card, a duplicate Library Card shall be issued to him on making an application to the Principal and on payment of a fine of Rs. 50/- for the issue of the duplicate Library card.
- Books issued from the library should be kept very carefully and in no case be under lined or disfigured. If the book is already damaged in any form, it should be got checked from the issuing clerk or by the librarian, otherwise the responsibility will be of the student herself/himself.



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- The students are expected to observe perfect silence in the reading room and not to disturb others in any way.
- Students should check whether all pages are intact before getting the books issued. If pages are found missing at the time to returning then they will be fined heavily. Inform the librarian or issuing clerk regarding the missing pages at the time of getting the books issued and gets the signature of the librarian along with the notification of missing pages.
- The teachers will be issued not more than ten books at a time, for a period of 14 days.

Deputy Librarian
Williamnagar Govt. College,
Williamnagar

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Principal
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