

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

LIBRARY POLICY

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RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

LIBRARY POLICIES

1. Library Advisory /Management Committee

The function of the Library Advisory Committee (LAC) is to support the library functioning so as to facilitate its development plans and be a bridge between the Library, the academic fraternity and the college management. The purpose of the LAC is to act as a channel of communication between the College Library and its users. The LAC meets quarterly to review reports presented by the Librarian on operational issues concerning the Fr. Moses Library. The LAC consists of Dean (Library and Information Sciences), Dean (Research), Heads of Departments (Social Work, Computer Science, Psychology and Commerce, Library Warden, Librarian (Convenor), Library Representative,) Student Representative of College Union and a Representative of Research Scholars.

2. Book Purchase

Library book purchase is a continuous process, on the basis of recommendations from faculty on priority basis. After verification by librarian the recommended list of books are presented to the purchase committee for approval. Librarian place order for books according to budget provisions and as per DCE Handbook guidelines (2014). The Library staff usually recommends general reference books and those materials not covered by departmental subject categories. Besides catalogues, requirements of text books by students are also considered for purchase. Library also conducts book exhibitions periodically to give an opportunity to the users to browse and select books directly. Newly purchased books are processed within 20 days and displayed before circulation.

3. Stock Verification

The library conducts physical stock verification to maintain accurate record, which helps to prevent loss of books and also update the catalogues. Both RCSS and RSOM Libraries conduct stock verification on regular intervals, following guidelines of General Financial Rule (GFR 2017) for submitting the stock verification report.

4. Lending

Membership	No. of Books	Duration	Overdue Charges
UG	3	14 Days	A fine of Rs.1/per day for the next 14 days and the fine will be doubled
PG	3	14 Days	
Research Scholars	5	14 Days	
Faculty	10	1 Month	
Continuous default in returning books will leave to cancellation of library membership. One time renewal facility is given, if there is no reservation for that particular book.			

5. Collection Development

The Collection Development Policy of Fr. Moses Library governs the acquisition, disposition, placement, and access to materials that support the research and teaching needs of faculty and students, in accordance with the Mission of the Rajagiri College of Social Sciences and the Library. These policies guide the Fr. Moses Library in the selection of resources and provide a systematic basis for evaluating collections and access. Periodically library collection is evaluated by Librarians and Deans of departments. Publishers and Vendors provide electronic lists of titles available for sale, and printed catalogues to assist collection development.

The Libraries' general book collection support the core studies and interdisciplinary work of the RCSS community. In addition Library gives importance to develop *electronic resource collection* to serve the users by providing access to excellent scholarly material. The subscribed E resources including online journals, databases are made available to registered users. The resources are made available in the Personal computers in the library's information navigation centre through the IP enabled campus network in all campuses and or by remote access from the personal laptops through Wi-Fi. The necessary infrastructure is provided by the management as and when required.

6. Loss of Documents

a) For loss of document(s) by a member, he/she must:

i) Report the loss to the Librarian immediately

ii) Replace the latest library edition (hard bound) copy of the same document(s), if available, or

iii) Pay the latest catalogued price of the library edition (hard bound) copy of the same document(s) plus 10 per cent of the price as service/technical processing charges in case document(s) is (are) not available in the market, or with minor alterations for users with the consent of the College Principal.

iv) If document[s] is (are) out of print, pay up to 3 times the latest known price of the document(s) or the price fixed by the authorities

b) The library will issue a non-liability certificate of the students after clearing all dues in the library before examination and to the staff members before relieving from the institution

7. Library Maintenance

Library maintenance is done by management by providing the budget required. Library software is maintained by AMC. Disinfecting and keeping library clean is done on daily basis by cleaning staffs appointed for the purpose. Whole collection including infrastructure is periodically examined for the purpose of removal, repair, or replacement of materials. Proper pest management is done to minimize the problems caused by insects.

8. Noise

Fr. Moses Library is committed to providing an environment that is conducive to study as well as welcoming to all users. All library staff and users of the library should respect the rights of others and refrain from making excessive noise while using the University Library.

9. Library Discipline

Members are required to handle books, periodicals and other resources in the Library carefully. In case there is any damage due to the negligence of a member, he/she shall be liable to pay the replacement cost.

Reference

1. Directorate of Collegiate Education- Hand Book 2014, Government of Kerala ,191p
2. General Financial Rules, 2017 , Govt of India

