LIBRARY RESOURCES AND SERVICES POLICY

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1. Purpose

Library Policy is an important component of the institutional quality assurance framework. It supports teaching, learning, research, innovation, and the effective management of library resources in accordance with NAAC and IQAC quality initiatives.

2. Objectives

The objectives of this Policy are to:

- To provide quality academic resources to students, faculty, and researchers.
- To promote reading habits and lifelong learning.
- To support curriculum delivery and outcome-based education.
- To facilitate research, innovation, and knowledge creation.
- To encourage the use of digital resources and e-learning platforms.
- To maintain an inclusive, accessible, and user-friendly learning environment.
- To continuously improve library services through feedback and quality assessment.

3. Scope

This Policy applies to all internal and external Library stakeholders of the AMGOI.

4. Policy Guidelines

4.1 Library Membership Policy

- All enrolled students and regular faculty members are eligible for library membership.
- Non-Teaching Staff may obtain membership according to institutional rules.
- Members must possess a valid institutional identity card.
- Library membership is non-transferable.
- Members are responsible for materials issued in their names.

4. 2 Book Circulation Policy

- Books shall be issued according to the prescribed borrowing limits.
- The duration of borrowing shall be determined by the library committee.
- Renewal of books shall be permitted subject to demand and availability.
- Overdue books may attract fines as per institutional rules.
- Reference books, rare books, journals, and periodicals shall generally be available for consultation within the library.
- Lost or damaged books must be replaced or compensated according to institutional rules.

4.3 Collection Development Policy

- The library shall regularly develop and update its collections
- Purchase of textbooks and reference books.
- Subscription to Print Journals and Online Journals.
- Acquisition of competitive examination materials.
- Collection of project reports, dissertations, and institutional publications.

Faculty recommendations and student requirements shall be considered during collection development.

4.4 Digital Library Policy

The institution shall encourage the effective use of digital resources through:

- DELNET and Springer Nature facilities, where applicable.
- E-books and e-journals.
- Online databases and digital repositories.
- Institutional repository development.
- Library automation and digital Library.
- Internet and computer facilities for academic purposes.

4.5 Library Automation Policy

The library shall adopt appropriate technology for efficient management of resources and services.

- Automation of library operations.
- Computerized accession and cataloguing.
- Barcode based circulation, where available.
- Online Public Access Catalogue (OPAC).
- Digital records of library usage.

4.6 Reading Room Policy

- The reading room shall provide a peaceful academic environment.
- Students and faculty must maintain silence.
- Personal belongings shall be kept in designated areas.
- Mobile phones must be kept on silent mode.
- Food and beverages shall not be permitted.
- Users must maintain cleanliness and discipline.

4.7 Research Support Policy

The library shall support research and academic development by providing:

- Access to research journals and databases.
- Access to DELNET, Springer Nature and other research repositories.
- Support for faculty publications and research projects.

4.8 Library User Orientation Policy

The library shall organize orientation and awareness programmes for students and faculty regarding:

- Library resources and facilities.
- OPAC and library automation.
- Digital library resources.
- E-journal and database access.
- Research and reference services.

4.9 . Library Budget and Financial Policy

- Annual library budgets shall be prepared based on institutional requirements.
- Budget allocation shall consider books, journals, e-resources, infrastructure, and maintenance.
- Expenditure records shall be maintained transparently.

5. Library Committee

The institution shall constitute a Library Advisory Committee under the guidance of the Director

Suggested composition:

- Director – Chairperson
- IQAC Coordinator – Member
- Librarian – Member Secretary
- Heads of Departments – Members
- Faculty representatives – Members
- Student representatives – Invitees, where appropriate

Functions of the Committee:

- Review library development plans.
- Recommend books and journals.
- Monitor library utilization.
- Recommend budget allocation.
- Evaluate library services and infrastructure.

06. Standard Operating Procedure (SOP)

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and print journals are made. The library is optimally used by the faculty and students.

Procedure for library resources utilization

- The Library is open on all working days from 9.00a.m.to 5.00 p.m.
- The students, teaching faculty and staff are issued a single membership library membership card.
- The students, teaching faculty and staff can use the same membership card for borrowing books.
- The departmental libraries are managed by a faculty coordinator nominated by the head of the department concerned.
- The UG and PG students are allowed to take 2 library books on loan basis for a period of 1 week. It can be renewed for another 1week.The teaching faculty and staffs are allowed to take 5 books one month.
- The libraries Accession Registers are maintained hand written to note down the daily users details.
- Books in the library are arranged in Dewey decimal classification, subjectwise to save the time of the users as well as staff.
- The E- Journals are renewed for every year for the calendar year January to December.
- The renewal of print journals and magazines for the next calendar year is done through recommendation from Departments/centres.
- Books and Print Journals for binding every year and maintenance include dusting and cleaning, shifting and rearrangement is done regularly.

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