

**Govt. V.Y.T. PG Autonomous College, Durg**



## **Library Policy**

**Internal Quality Assurance Cell (IQAC)**

# GOVT. V.Y.T. PG AUTONOMOUS COLLEGE DURG CHHATTISGARH



## LIBRARY POLICY





**Central Library**  
**Government V. Y. T. PG Autonomous College Durg C.G.**

**Mission of Central Library**

The main Mission of the Central Library of the college is to provide excellent library service for the study, teaching and research work of the college. To make it easy for use by developing the collection of e-information sources along with the traditional printed collection of the library and with its help in the study, teaching and research work to make it effective for intellectual development and creativity.

**Vision of Central Library**

The Central Library of the college promotes academic and research by ensuring the availability of necessary text materials to the entire academic community on their subject. Provides new technologies and modern services for continuous acquisition, processing and retrieval of information sources to meet the information needs of students, professors and researchers. Ensures remote access to information sources of the library from outside the library as well as providing adequate reading space and resources by fully furnishing the library for the users.



## Library Hours

1. Monday to Saturday : 8.00 AM To 8.00 PM
2. Sunday and other Holiday : 10.30 AM To 2.00 PM

## Library Technical Procedure

1. Classification of Books: DDC ( Dewey Decimal Classification) Scheme use for Classification of Book and other Information Sources.
2. Cataloguing of Books: AACR2 ( Anglo American Cataloguing Rule 2<sup>nd</sup> edition use for cataloguing of Books and other Information Sources
3. All technical procedure of Library is automated with SOUL 2.0, Libsys And K smart software. RFID Technology is also use for technical process

## Departmental Library

The Library is the Central Library of Govt. V. Y. T. PG. Autonomous College Durg serving the needs of different subject and department of Colleges The library have providing service to own users (Student, Research scholar, Academic staff and other supporting staff attached with academic activities), ex-student and other user of society.

## Departmental Libraries :

| S.N. | Name of department | Name of In charge          | No. of books |
|------|--------------------|----------------------------|--------------|
| 1    | Political Science  | Dr. Shakeel Hussain        | 512          |
| 2    | History            | Dr. Smt. Jyoti Dharkar     | 359          |
| 3    | Hindi              | Dr. Smt. Krishna Chatarjee | 1586         |
| 4    | English            | Dr. Smt. Meena Mann        | 893          |
| 5    | Commerce           | Dr. O P Gupta              | 519          |
| 6    | Economics          | Dr. Smt. K Padmavati       | 833          |



|    |                  |                          |      |
|----|------------------|--------------------------|------|
| 7  | Geography        | Dr. Smt. Sushma Yadav    | 1625 |
| 8  | Chemistry        | Dr. Sunita Mathew        | 2187 |
| 9  | Physics          | Dr. Smt. Anita Shukla    | 2441 |
| 10 | Mathematics      | Dr. Padmavati            | 1680 |
| 11 | Microbiology     | Dr. Smt. Pragya Kulkarni | 217  |
| 12 | Biotechnology    | Dr. Anil Kumar           | 304  |
| 13 | Geology          | Dr. Shrinivas Deshmukh   | 458  |
| 14 | Zoology          | Dr. Smt. Neeru Agrawal   | 1632 |
| 15 | Botany           | Dr. G R Thakur           | 1846 |
| 16 | Computer Science | Pro. Dileep Sahoo        | 274  |

## SERVICES

The Central Library of college has been well equipped with the latest information technologies and web based information, e-books and e-Journals search, OPAC, internet browsing as it is well connected through LAN/ BSNL 100 mbps fiber optic line. This library has connected on LAN with all fully automated facilities to its users This library has connected on LAN with all fully automated facilities to its users. The library is linked with N-LIST consortium, J-GATE, Kopy Kitab e-books, SAGE Publications for online books and journals. The Library maintains around more than one lake collections of books, reference book, thesis, monograph, back volumes of journals, audio-visuals and CDs of offline e-resources.

### Online & Remote access of Information Resources

To facility Remote and online access ( N-LIST, J-GATE, Kopykitab digital sources, Sage Publication Journals, Open Sources e Information sources etc.) the library provided individual user ID and password to all the users.

### Networking

16 computers have been networked through local area networking in the library for various functions like Acquisition, Cataloguing, Circulation, Serial Control, OPAC and Administration etc. Computers have also been networked for internet facility. For remote access of Web OPAC through static I P and website. All computer networked through high speed Router and network cabinet.



## **WEBOPAC**

Catalogue of library information resources remote access by all PG department and all users of college.

## **Soft Copies**

Along with printed copies of Thesis, research articles, works and other publications of professors, researchers and scholars, soft copies are also deposited in the library and made available to the users through institutional repository.

## **Internet facility**

Library have a 100 mbps fiber optics Internet connection with Wi-Fi facility for all users of library from 8.00 AM to 8.00 PM in working days and 10.30 AM to 2.00 PM in Sunday and other holidays.

## **Safety and Security Measures in Central Library**

1. Single antitheft RFID Gate entry : Entrance and exit is in a single passage.

2. **RFID** : Central Library of Government Vishwanath Yadav Tamaskar Post Graduate Autonomous College, Durg is the first academic college in Chhattisgarh state, in which RFID technology use started. RFID technology the main tasks and safety measures to be done by are as follows:

- Self Check In/ Self Check Out of books: self check in and self check out kiosk installed in library.
- Antitheft RFID gate has been replaced to prevent theft of books.
- Circulation of books through RFID system.
- Stock Verification of books through RFID system and software.
- Printing, Bar-coding and Tagging of RFID Library cum Identity Card in Technical section of library.
- RFID tagging and bar-coding of books in library.
- Drill Bit Anti-Plagiarism Software - Unlimited

### **3. Rules and Regulation**

- Silence shall be strictly observed in the Library
- Mobile phone shall be switched off while entering the Library.
- Smoking and spitting are strictly prohibited in the Library
- No user of the Library shall write by pen or pencil or any mark or remark or damage any publication of the Library.
- If any publication is lost or disfigured or if any page of picture is removed by the readers, he/she will be required to replace it by a new copy. If readers fail to



do so, reader will be required to pay the present cost of the materials and also pay the fine as decided by the Library Committee. If books is out of print (with publishers proof) than reader will pay double cost of the book with late fees. The decision of the Library Committee shall be final in case of controversy.

- The borrower is required to examine the books at the time of receiving them. The last borrower will be held responsible for any damage.
  - The students shall not be allowed in the technical room/ store room and circulation counter of the library.
4. A lattice has been installed to secure the windows of the library.
  5. Close Circuit Monitor, Camera and DVR (Digital Video Recorder) has been installed in library for shifty measures.
  6. Pest control process is done in the library from time to time to protect the books from termites and fungi
  7. Fire extinguishers and alarms have been installed at three places for fire safety in the library. Arrangements for emergency exit have also been made.
  8. Anti-Virus software to protection of data of computers.

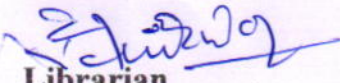
### Reprographic Service

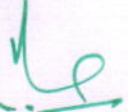
Library has provided reprographic (photocopy service) for users

Timing: 9.30 am To 6.00 pm

### e Reading Room Facility

Library has provided Internet & e-Library service for different group of users 20 computers are available for the users to access the internet facility and e-information sources in the library. More then 400 CDs of offline e-books and magazines.

  
**Librarian**  
LIBRARIAN  
GOVT V.Y.T PG Auto Colle  
Durg (C.G.)

  
**Principal**  
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