

GURUKUL MAHILA COLLEGE - PORBANDAR

Library Policy

Table of Contents

- **Library Mission**
- **Library Vision**
- **Bulletin Board Policy**
- **Computer Use Policy**
- **Overdue Fine policy**
- **Gift acceptance policy**
- **Collection Policy**
- **Collection Development Policy**
- **Press Note Collection Policy**
- **Old Question Paper Collection Policy**
- **Book Bank Policy**
- **Library Use Policy**

➤ **Library Mission**

Gurukul Mahila College Library is committed to providing exemplary services that foster information literacy and enhance teaching and learning, and to developing, organizing and maintaining resources that provide for diverse perspectives and styles of learning.

➤ **Library Vision**

To uplift girls from their mofussil, almost illiterate background and train them smartly enough to meet the fast approaching challenges of global competence.

➤ **Bulletin Board Policy**

Gurukul Mahila College Library provides a news paper stand, magazine stand and bulletin board for the display and dissemination of informational bulletins, brochures, posters, news paper and literature of interest to the community.

Appropriate materials may include about notes :

- Library Events
- GMC Events
- Other events taking place on the GMC campus
- Cultural Events

➤ **Overdue Fine Policy**

Over due Fines are imposed on daily basis including weekendas and holidays, at the following rates.

- Books : 1 Rs. Per day
- Missing Books : The price of the book is as high as the printed price or 150 rupees

➤ **Computer Use Policy**

Gurukul Mahila College Library provides computer facility to locate books for students.

➤ **Gift Acceptance Policy**

Gurukul Mahila College Library accepts donations of materials that support research and teaching of courses and programs at the college.

It is the responsibility of the librarian to keep appropriate records of items donated.

➤ **Collection Policy**

The Collection Policy guides the decision making process for shaping the collections of the museum. It is essentially a set of principles that guides collecting, loans, de-accessioning, collection care and access.

Collection Policy Components

The purpose or mission of the Library:

- What the library collects
- How, from whom, and under what circumstances the library collects
- How it documents its acquisitions
- How it cares for the collection
- How it deals with writing-off books
- How the collection and records are made accessible to researchers and members of the general public
- How often the policy is reviewed

➤ **Collection Development Policy**

This policy guides the systematic development and management of Gurukul Mahila College Library collections of print, serial, and electronic resources. It considers collection development and management issue within the framework of global access to information resources, and will require regular assessment and adjustment.

Types of Materials Collected

Textbooks: Textbooks are not selected due to their high cost and frequent revision, unless recommended by faculty as exceptional resources.

Reference Materials: Reference materials supporting the research and curriculum needs of students are selected and generally include encyclopedias, dictionaries, bibliographies, reference work to provide a fundamental overview of academic disciplines.

Magazine / journals / newspapers: Magazine/journals/newspapers are publications issued in successive parts bearing numerics or chronological designations and intended to be continued indefinitely. Magazines are acquired via subscription. Individual issues, Short runs or reprints will rarely be acquired.

General Criteria For Selection Of materials

- Easy of use
- Suitability of content to form
- Cost of material relative to the budget and other available material

- Relevance to the curriculum and appropriateness to the user
- Timeliness, accuracy, and lasting value of material

➤ **Press Note Collection Policy**

If the news related to the organization in the GMC Library is included in any newspaper, it is collected and filed. So if someone needs information in the future, it can easily be recovered.

➤ **Old Question Paper Collection Policy**

The previous year question papers are stored in GMC Library. If students are looking for the last year's paper at the time of the exam, they can easily be found.

➤ **Book Bank Policy**

Gurukul Mahila College Library provides Book Bank facility to the students of Gurukul Mahila College and the main aim of this service is to help the needy meritorious students. The Book Bank has a separate collection of 8598 books other than the library books.

Rules for Book Bank Facility:

- Depending upon the availability of the sets of books the priority will be given to the students on the merit of the last examination.
- The students will not be eligible for Book Bank facility, who fail in the semester end examination.
- 25% of the book value (per textbook) is to be taken as maintenance charges from all the categories of students, who are selected for the Book Bank Facility.
- All students who are availing the facility must ensure returning the entire set of book provided to them within two days of completion of their final examination in the concerned semester/ Term.
- If any students receiving the facility is harming or losing the book, then the value of the book from the student or the original price of the 150 rupees is taken the student.
- The overdue charge is Rs. 1 /- per day per books.
- The cost of this application form is Rs. 10/-

➤ **Library Use Policy**

The resources and services provided by the Gurukul Mahila College Library are designed to support Gurukul Mahila College programs, students, faculty, and staff. The Library Use policy was created to ensure a welcoming, intellectual, and safe environment for all users in the pursuit of study and research.

A. General Use: Use of the Library is intended for research, individual or collaborative study and learning in a quiet environment.

User may not

- Interfere with an employee's performance of duties.
- Damage or alter the layout of the building, furniture, equipments or materials.
- Bring Food or uncovered beverages into the Library

Library facilities are intended for library activities. Users are expected to respect Library Facilities for the preservation of books, building, furniture and equipment resources for current & future users.