

GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS, BORDA-MARGAO, GOA

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LIBRARY MAINTENANCE AND UTILISATION POLICY

I] Membership:

The primary library members include Administrator, Faculty members, Students and administrative staff of the Institute. Ex-Students may however avail the library facilities with prior approval from the Principal.

Any user who is leaving the Institute shall return all the materials (books/CD/periodicals) borrowed from the library and pay over-due charges, if any, to get the NO DUES certificate.

II] Borrowing / Loan:

A. General

- ✓ New additions to the library will be issued to the users only after complete processing is done.
- ✓ Issuing of books for vacations will be considered only on special requests and with prior permission from the Principal.
- ✓ The Librarian can recall the books issued to the user at any time, if required.
- ✓ Users will be responsible for the materials borrowed from the library.
- ✓ The borrower shall be charged for any loss, damage to the material(s), by way of mutilation and disfiguring of pages, or he/she might be asked for a replacement of the document (latest /same edition). In case of out of print documents, the member will have to pay an amount equal to the cost of document along with the processing fee (100/-).

- ✓ Users are requested to ensure that all the documents taken out of the library are properly issued.
- ✓ No two copies of the same book will be issued to a user.
- ✓ Reference material like encyclopedias, dictionaries, newspapers and other priced books are for reference only and cannot be issued.

B. For Faculty Members

- ✓ Faculty members may borrow books, magazines (back-dated) and CD's for home reading and viewing purposes.
- ✓ The maximum number of library materials which can be issued
 - Textbooks = 7
 - Magazines(back-dated) = 2
 - CD's = 1
- ✓ Loan Period for books= End of Semester
- ✓ Loan Period for CD's /Projects/Magazines = 7 days
- ✓ The details of the issued materials (also for classroom reference) are to be entered into the Staff Circulation Register in presence of the Librarian/Library staff.

C. For Students

- ✓ Students need to produce their library card in person while borrowing books and other materials from the library.
- ✓ The maximum number of books which can be issued = 2 (1 Book per library card)
- ✓ Loan Period for books = 7 days
- ✓ Renewal of issued books is restricted to only 1 time. However, books may not be renewed if there is demand from other users.
- ✓ Library cards are non-transferable.
- ✓ Library materials issued for photocopying are to be returned within 24 hrs. from the time of issue, failing which students will be liable to pay a fine.
- ✓ Overdue Charges= Rs. 5/- per day, Charges for Loss of Library Card= Rs. 50/- per card
- ✓ Refund of library deposits will be as mentioned in the prospectus.

III] Book Bank:

- ✓ Book Bank books will be issued only during the start of the semester and are to be returned at the end of the semester.
- ✓ Sr. No 4 under General Policy will be applicable.
- ✓ An amount of Rs 20 per book will be charged.

IV] Conduct:

The following will be treated as misconduct and they will be reported to the authorities

- ✓ Unauthorized removal of library materials.
- ✓ Mutilation and disfiguring of library materials.
- ✓ Non-response to the intimations of library for return of materials.
- ✓ Misbehavior with the library staff on duty.