Policy Statement:

The SKM's J. M. Patel College of Commerce Library policies are not to restrict the use of library resources; but to create an equal opportunity for everyone in getting the benefits of the library services.

Library Advisory Committee:

- Library functions and activities are reviewed by the Library Advisory Committee. The Committee is headed by the Principal as Chairman. Librarian as Member-Secretary and heads of Department/Section as members along with student members.
- Committee meets regularly to discuss the issues and activities of the library
- Organising the meetings and preparing minutes are duties of the Secretary
- Framing and amending rules are the responsibilities of the Committee

Library Timings:

- Library Hours: 7 .30AM TO 3 PM on all working days

Emergencies and Disaster Policies:

The library has knowledge resources which are to be preserved for generations. The print collection is vulnerable to unforeseen natural disasters and calamities. All students and staff must protect the library and its resources from such damage.

General library Rules:

a. All bonafide students of the College, faculty, non-teaching staff, and other permitted library users can avail of the library facilities.
b. All library users should enter their names in ENTRY REGISTER when they visit the library
c. Strictly no eatables are allowed inside the library.
d. Use of mobile phones/laptops are allowed inside the library only for academic purposes
e. Do not clutter the library and push back the chairs in their original position before leaving the library
f. Do not disturb or make noise in the library
g. Return the books/periodicals used inside the library promptly to library staff
h. Students should produce their valid I-Card whenever demanded by library staff.
i. Renewal of books for 7 more days is allowed only if book is not in demand.
j. Maintain dignified silence in the library
k. No dues certificate will be issued to the students after they apply for the same
l. Students are advised to handle library resources carefully. Or else appropriate action will be taken on such student/s.

Collection Development Policies

a. College library collection is done based on users' requirements which fulfils their academic goals
b. All library users are eligible to suggest the books for library approved by the Principal
c. Book selection is done based on book recommendations by users
d. Publishers' catalogues are also used for selection the of books for the library
e. Periodicals and Newspapers are subscribed based on the library advisory committee's suggestion

Equipment Use

a. All library furniture/fixtures/ ICT infrastructure facilities should be used carefully.
b. Any damage to the library property will attract strict action from the College.

- **Library Circulation Policies**

User Type	No. of Maximum Books/Periodicals	No. of Days
Students	1 Book	7
Book Bank Facility Beneficiary	1 book of all subjects taught in a semester	1 Semester
Aided Staff	10 Books plus 2 periodicals	30 Days
Self-Finance Staff	5 Books plus 1 periodical	30 Days
Special Users (Extension Service)	1 Book	30 Days
Other Library Members	1 Book	7 Days
Best Library Users	2 Books	7 Days
Students participating in Competitions/Events	Days and Number of Books approved by the Librarian	

Types of Resources and Conditions for Use

Resource Type	Rules
Textbooks	Home lending & within the Library Use
Reference Books	Home lending & within the Library Use
Reference Sources	Only within the Library Use
Library Copy	Only within the Library Use
Periodicals	Home lending & within the Library Use
Newspapers	Only within the Library Use
CD/DVDs	Home lending & within the Library Use
Globes & Maps	Only within the Library Use

Reservation Policies

    a. Students can reserve books that are lent to other users.

    b. Write the book details in the 'BOOKS DEMAND' register to reserve

    c. Collect the book when notified by library staff or else the book will be issued to the next user

Book bank Facility Policy

    a. Library book bank facility is given to socially and financially backward students.

    b. Students should apply for the same on time to avail the facility with necessary documents as informed by the library

    c. Sets will be given to eligible students and are required to return the same after the Term-end in the same condition

    d. Applying for the same every year is mandatory

Fine policy and Loss/damage of Library resources

    a. Cardholders are responsible for the material borrowed against the library card

    b. Students must report the loss of library material immediately to the circulation section of the library and must replace/pay for the loss

    c. Taking the books outside the library without the knowledge of library staff is considered theft and is a punishable act.

    d. Overdue charges will be levied for late returns as per the due date slip

    e. Repeated late returns may lead to withdrawal from library facilities.

    f. Fines will be calculated according to the rules applied from time to time. In special case, the fine will be decided by higher authorities

    g. Library card is a must for home lending of books

Internet and Computer Use Policy

    a. Students can use the internet facility in the library.

    b. Enter the details in the 'INTERNET REGISTER' whenever you are using the internet facility

    c. Strictly use the internet facility for your academic purpose only

    d. Misconduct/tampering/damaging the College Library ICT facilities (hardware and software) will attract fines and withdrawal from the use of library facilities. Strict disciplinary action will be taken depending on the severity of the conduct.

    e. Students can ask the library staff for assistance in using e-resources like N-LIST

Weeding and Replacement Policy

    a. College library regularly withdraws unwanted/mutilated/lost/out-of-syllabus books regularly to keep the collection up to date.

    b. The library advisory committee decides the books to be withdrawn from the library

    c. Books lost/mutilated by users are to be replaced or a fine to be paid decided by the higher authority.

Stock Verification Policies:

    a. As per General Financial Rules 2005 Rule.194, Ministry of Finance, Government of India library stock verification is done

    b. All users should return the books issued for stock verification purposes

    c. Stock verification report is submitted to the Principal with all details

    d. Books not traced in three consecutive stock verifications are declared lost and weeded from the library collection approved by the library advisory committee; provided the monetary loss is within permissible limits.

- **Pest Control and Preservation Policies:**

    a. To preserve and protect the books regular watching is done

    b. Pest Control is done to prevent damage due to termites/white ants

    c. Cleaning and dusting of racks is done regularly

    d. Every year all racks are placed with naphthalene balls

    e. All books are covered with plastic sheets to protect them from damage and manhandling

- **Resale of Library Material**

    a. Withdrawn books and old magazines of the library are sold to students at a nominal price under the event 'PICK-UP CORNER' to put them for reuse.

    b. The sale price is decided by the library Committee/Principal

- **Library Promotion Policy**

    a. Information literacy programme is organized at the beginning of the academic year for the students and is also continuously done in the library.

    b. To inculcate reading habits in students, the library organizes various activities/competitions throughout the academic year.

    c. Best Library User award is given to eligible students based on their performance throughout the year

    d. For further information students can contact the librarian

  Librarian   Principal