



LIBRARY STANDARD OPERATING POLICY (AY 2026-27)

1. 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.

2. Library Advisory Committee:

- Library functions and activities are reviewed by the Library Advisory Committee. The principal heads the Committee as Chairman. Librarian as Member-Secretary and heads of Department/Section as members, along with student members.
- The 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 after approval from the CDC.

3. Library Timings:

- Library Hours: 7.30 AM to 3 PM on all working days

4. Emergencies and Disaster Policies:

The library has 2 kg (powdered) type fire extinguisher on the premises, and training to use it is provided to the staff members. The library has knowledge resources which are to be preserved for generations. The print collection is vulnerable to unforeseen natural disasters and calamities. It is the duty of all citizens to protect the library and its resources from such damage.

5. General Library Rules:

- a. All bonafide students at the College, faculty, non-teaching staff and other permitted library users can avail the library facilities.
- b. All library users should enter their names in the ENTRY REGISTER when they visit the library.
- c. Strictly, no eatables are allowed inside the library.
- d. Use of mobile phones/laptops is 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. Return the books/periodicals used inside the library promptly to library staff.
- g. Students should produce their valid I-Card whenever demanded by library staff.
- h. Renewal of books for 7 more days is allowed only if the book is not in demand.
- i. Maintain dignified silence in the library.
- j. No dues certificate will be issued to the students after they apply for the same.

- k. Students are advised to handle library resources carefully. Or else, appropriate action will be taken on such student/s as applicable.
- l. Library deposit collected from the students is refundable after they complete graduation or cancel the admission against a valid receipt of the fee's payment.

6. Collection Development Policies:

- a. The college library collection is built based on users' requirements, which fulfil their academic goals.
- b. All library users are eligible to suggest books for the library; the same will be procured after approval by the principal.
- c. Book/s selection is done based on book recommendations by users.
- d. Publishers' catalogues are also used for selecting the books for the library.
- e. Periodicals and Newspapers are subscribed based on the library advisory committee's suggestion.

7. 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 administration, and it may include a fine as applicable.

8. 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	

9. 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

10. Reservation Policies:

- Students can reserve books that are lent to other users.
- Write the book details in the 'BOOKS DEMAND' register to reserve.
- Collect the book when notified by library staff, or else the book will be issued to the next user.

11. Book Bank Facility Policy:

- A library book bank facility is given to socially and financially backward students.
- Students should apply for the same on time to avail the facility with the necessary documents as informed by the library.
- Sets will be given to eligible students and are required to return the same after the Term End in the same condition.
- Applying for the same every year is mandatory.

12. E-resources Utilisation Policy:

- The subscription of e-resources is done through the request / demand / suggestion / opinion received by the faculty members, subject to the availability of funds.
- The continuation of subscribed e-resources will be decided by the higher authority based on the requirement and utilisation of the same after assessment.
- The users are not allowed to share the access rights to the non-JMPC community in any form; if such an act is found, they will be punished as per the violation of the Copyright Act.
- The awareness of e-resources subscribed by the library is given to users through various media.

13. Fine policy and Loss/damage of Library resources:

- Cardholders are responsible for the material borrowed against the library card.
- Students must report the loss of library material immediately to the circulation section of the library and must replace/pay for the loss.
- Taking the books outside the library without the knowledge of library staff is considered theft and is a punishable act.
- Overdue charges will be levied for late returns as per the due date slip.
- Repeated late returns may lead to withdrawal from library facilities.
- Fines will be calculated according to the rules applied from time to time. In a special case, the fine will be decided by higher authorities.
- A library card is a must for home lending of books.
- In case of rare/out of print resources, the fine will be decided by the higher authority.

14. Internet and Computer Use Policy:

- Students can use the internet facility in the library.
- Enter the details in the 'INTERNET REGISTER' whenever you are using the internet facility.

- c. Strictly use the internet facility for your academic purposes only.
- d. Misconduct/tampering/damaging the College library ICT facilities (hardware and software) will attract a fine and withdrawal from use of library facilities. Strict disciplinary action will be taken depending upon the severity of the conduct.
- e. Students can ask the library staff for assistance in using subscribed e-resources.

15. Weeding and Replacement Policy

- a. The college library 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 is to be paid, as decided by the higher authority.

16. Stock Verification Policies:

- a. As per the General Financial Rules 2017, Rule. 215, Ministry of Finance, Government of India, library stock verification is done.
- b. All users should return the books issued for stock verification purpose.
- c. The 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.

17. 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.

18. 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 to reuse.
- b. The Library Committee/Principal decides the sale price.

19. Library Membership for Non-bona fide students

- a. Alumni students can avail of the library facilities. To take advantage of the facility, the following are the procedures;
 - i. Application with the latest photo and photo identity proof to the Principal stating the nature of requirements and time period to use library facilities.
 - ii. Refundable deposit of Rs.1000/- for the period the library is used.
 - iii. Fees of Rs.100/- per month will be charged (Minimum library usage period of 2 days to Maximum period of 1 Month in a calendar year will be counted).

- iv. Any damage to the books or any library property will be deducted from the deposit, or in case it is more than the deposited amount, the student who has taken membership should bear the cost.
- v. Rare and out-of-print books are not available for home lending.
- vi. Periodicals are to be used in the library only.
- vii. The circulation period of books to the non-bona fide students will be decided by the Librarian.
- viii. The decision of the principal will be final in case of any other matter related to the non-bona fide student membership.

20. Library Promotion Policy:

- a. An information literacy programme is organised at the beginning of the academic year for the students and is also continuously done in the library.
- b. To inculcate a reading habit in students, the library organises various activities/competitions throughout the academic year.
- c. The 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.



Dr. Vidya Hanchinal
Librarian



Dr. Prakash Dongre
Principal

Date of Revision: 18/07/2026