

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA LIBRARY

1. **LIBRARY** : The College library has already been fully computerized and as a part of it most of the books have been catalogued and bar-coded. This enables its users to exercise searching and borrowing options. At present, with Wi-Fi facility students can make extensive use of internet.

2. **ADMISSION TO THE LIBRARY** : All students/staff members OF **BALAGARH BIJOY KRISHNA MAHAVIDYALAYA** shall be allowed admission in the library. Any other person with permission of the Principal may enter the library. The right of admission shall be offered to the students of Netaji Subhas Open University-BBKM College Centre.

3. **ENTRANCE INSIDE THE LIBRARY:**

Persons acquiring right of the admission as under above, before entering/leaving the library shall:

 - a. Sign a register specially provided for the purpose by legibly entering all the columns. The signature shall ensure that the person concerned agrees to abide by the rule and regulations of the library.
 - b. Deposit all personal belongings; such as bag, umbrella, file, private books(s), etc. at the property counter of the library.
 - c. Shall show the student's Identity Card at the entrance of the library to examine everything while passes in to or goes out of the library.

4. **MEMBERSHIP:**

Membership of the college library for the purpose of enjoying facilities of reading & borrowing are open to:



- a. **Regular Teacher:** The permanent full-time teachers/Librarian/Ass. Librarian will be allowed to borrow not more than 12(twelve) books at a time for a period of 60(sixty) days.
- b. **SACT (State-aided College Teacher):** The teachers who are appointed as SACT by the Government of WB in various departments of this college will also enjoy library facilities as the regular faculties. He/she will be allowed to borrow not more than 10(ten) books at a time for a period of 60(sixty) days.
- c. **Guest Student:** The person who is admitted as Yoga Student in this college in **1. Yoga Certificate of BU** or **2. Diploma Course in Yoga of NSOU** will enjoy library facilities till the expiry of the term of his/her course period. He/she will be allowed to borrow not more than 2(two) books at a time for a period of 30(thirty) days after depositing the full value of books as Caution Deposit in College Cash Counter. The Caution Deposit will be refunded at the time of depositing such books.
- d. **Non-teaching staff members of the college:** The college non-teaching staffs (both 'C' & 'D' categories) in Office/library/laboratory whether Permanent /Purely Temporary will be allowed to borrow not more than 2(two) books at a time for a period of 30(thirty) days. Provided that a person other than the above categories may be allowed to become member of the library as a special case on a request in writing to the Principal from the person concerned. The decision of the Principal in this regard shall be final. If a person is allowed to become a member of the

library, he/she shall pay a special annual membership fee and security deposit.

- e. **Alumni, Ex-Faculty members or ex-students of this college can access library facilities except lending after getting permission from the College Principal together with the proof of their respective identity (in case of Ex-faculty it is not applicable) All eligible members under (4) above shall fill up and sign a membership registration form available at College's Office.**

5. RULES OF LENDING OF BOOKS:

- a. The privilege of borrowing books from the library is restricted to the registered members only.
- b. Each member will have an **Identity Card cum Reader's Ticket** according to the category to which he/she belongs to.
- c. The **Identity Card cum Reader's Ticket** is not transferable.
- d. Student members must come to the library personally and tender his/her **Identity Card** at the circulation counter at the time of transaction.
- e. Membership of a student shall remain valid till he/she remains on the role of the University.
- f. The librarian may recall any book from member at any time.
- g. Loose issues of periodicals are not for issue except for faculty members for only one day.

- 6. RENEWAL OF BOOKS ON LOAN :** The books lent out to a member may be renewed provided the book in question is not reserved by other users. If reserve is not assigned then in case of **Reissue/Renewal of library book:** any student can reissue or renew his/her home issued from library book for maximum 3 times with one month's duration each provided the home issued book has not been on demand by other members of the library.

- 7. NO OBJECTION CERTIFICATE :** It is mandatory for every library member to collect his/her library clearance certificate from the college library.

8. OVERDUE FINE

Students failing to return books within the permissible period are fined Rs.1 for each day's delay and no book will further be issued to them without the principal's permission

For home use; General course students may borrow two books at a time against the borrower's card and retain it for a fortnight. Honors students are permitted to borrow three books at a time

9. RESERVATION OF BOOKS : A member may get book(s) reserved for loan by recording in a separate register prescribed reservation page available at the Circulation Counter. If the member fails to collect the books(s) within 5 days from the date of intimation; the reservation may be forfeited and such book(s) may be issued to other members.

10. LOSS OR DAMAGE OF BORROWED BOOKS :

The loss of books borrowed by a user in his/her custody, the borrower shall be liable to replace the book or bear the cost of replacement. If the replacement is not done within 15 days, the defaulter will be charged as

follows: -

- (a) Present cost of the book, if the book is in print.
- (b) Three times the cost of the book, if the book is out of print.

11. LOSS OF LIBRARY IDENTITY CARD CUM READER'S TICKET

The loss of **Library Identity Card** should be reported immediately in writing to the Librarian and a fine of Rs.20/ (RUPEES TWENTY) Only- will be charged for re-issue of a ticket.



Library Hours:

Monday to Friday - 10 am - 4.30 pm

Saturday - 10 am-3pm

Sunday & Holidays- Closed

Reading Room - 11am - 4 pm (From Monday to Saturday)

The above timings of the Library are subject to change from time to time which will duly be notified in the Notice Board of the Library.

Issue of books will ordinarily commence **half an hour after** the scheduled time of opening and will be stopped **one hour before** the scheduled time of closing the library.

Reading Room Service: The college library has a spacious reading room where users can read documents as well as newspapers. Ordinarily not more than 2(two) books at a time will be allowed to be retained for use in the reading room. Again, personal books or already home issued books cannot be used in the reading room.

General Rules

- (a) All kinds of personal belonging except notebook are supposed to be kept in the property counter at the entrance.
- (b) Silence is must inside the library. Conversation, talking, sleeping, smoking, loitering & tiffin taking are not allowed within the library premises.
- (c) Mobile phone in vibration mode only is permissible.
- (d) Member shall not smoke or spit in any part of the library.

- (e) While browsing books, no book should be replaced by the user on the stack themselves.
- (f) Books once picked out from the stack should be left in the reading table if not issued out.
- (g) The physical condition of the book should be checked while out. Mutilation of pages if found is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.
- (h) Underlining, marking, folding of pages, etc. in the book is strictly prohibited.
- (i) Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.
- (j) The Provisional Dealing Clerk of Library reserves the right to suspend or delinquent membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- (k) The reference books, rare books, periodicals, reports, and books of some special collections as well as career guidance books and books marked as “not to be lent out” are not to be issued outside of the library.
- (l) The members caught tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against him/her by this college.

The Library Rules framed above are subject to change, may be altered and amended from time to time or new rules may be imposed by the college authority and that will be effective and binding to all concerned.





Conclusion

- ♣ The present technological and electronic era the Next Gen Students have to successfully Library Automated with RFID Technology
- ♣ The Students should have the knowledge and skills to blog, start wikis, design web pages, create podcasts, and produce videos and other technological oriented tasks.
- ♣ Students need to acquire following skills.
 - ♣ Flexibility.
 - ♣ Contextual thinking, Systems thinking.
 - ♣ Collaboration, Teamwork.
 - ♣ Curiosity.
 - ♣ Critical thinking.
 - ♣ Problem solving and
 - ♣ Effective communication