

## **St. Xavier's College**

### **Mapusa-Goa**

#### **Library Advisory Committee :**

The Library Advisory Committee a statutory body constituted to support and guide the overall functioning and development of the college library. The Committee comprises the Principal (Chairperson), Librarian (Secretary), faculty representatives from various departments. The objective is to offer informed recommendations on matters pertaining to collection development, service enhancement, technological integration, space utilization, and budgetary allocations. LAC contributes significantly to the continuous improvement and responsive evolution of the library, thereby optimizing its capacity to support the intellectual and scholarly pursuits of its users.

#### **Vision:**

Pursue knowledge, promote innovation.

#### **Mission:**

To empower the learning with intellectual inquiry and professional growth.

#### **A. General Collection Development**

The primary responsibility of the librarian is to develop the library collection. Selection of the book titles can be done with the support of faculty members from each department.

The guidelines for selection are as follows:

- i. Faculty Recommendation
  - ii. Price and date publication
  - iii. Relation to current trends
  - iv. Reputation of the author and publishers
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- ✓ The library acquire books and other learning materials which are related to syllabi.
  - ✓ Library procures reading materials in print and non print form accessing content.

- ✓ Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

- Donation/ Gifts/ Complementary copies

St. Xavier's College Library accepts donation/gift and complementary copies which they add to the library collection as Donated Books. Whereas outdated, mutilated and worn out books will be rejected while selection.

- Collection Maintenance

Weeding :

The material that comes under following categories should be considered for withdrawal.

- i. Outdated book title
- ii. Worn out/ mutilated books
- iii. Superseded editions
- iv. Duplicates of seldom used titles

Replacement: Library will not replace the titles or copies of titles withdrawn from the collection. The decision of replacement of title will be based on demand for specific title in support of curriculum, Number of copies on the shelf, subject content or new edition to existing one.

- New Arrivals

Newly arrived books will be made available on new arrival stand only for 30 days once it is processed.

## **B. Cataloguing Policies**

- ✓ Catalogue newly acquired materials quickly, efficiently, and accurately.
- ✓ Maintain accurate holdings in OPAC. OPAC can be accessible through college website as well as from the QR code placed on the notice board outside the library.

## **C. Circulation Policies**

- ✓ Check outs:  
Each student can be issued two books at a time for a period 7 days.  
Each teacher can be issued twenty books at a time for one year.

- ✓ **Renewal:**  
Twice renewal of book title can be permitted if the same title is not reserved by someone else.
- ✓ **Overdue Book :**  
If a student fails to return the book within 7 days it will attract fine of Rs.5/- per day.
- ✓ **Book Reservation:**  
Reservation of book title can be done at the library counter or through Koha patron account.
- ✓ **Policies to minimize the loss and replacement of book:**  
Faculty members and students leaving the institution have to generate “No Dues certificate” from the library

If user loses the book he or she has to bear three times more cost of book or replace the copy

#### **D. Stock Verification Policy of Books:**

- ✓ Report of library holding has to be prepared every year. Mention number of lost, damaged, worn out, replaced and non traceable books in the library for the academic year.
- ✓ Get Approval from principal/Administrator
- ✓ The approved books are withdrawn from the live collection.
- ✓ Make necessary entries in the accession register.
- ✓ Update records in databases.
- ✓ Improve the system with additional precautionary measures.

#### **E. Reference and periodical Policies:**

- ✓ A book and a periodical from the reference and periodical collection should be used within the library premises .

#### **F. E- Library**

- ✓ Computers are placed in the e-library section for usage.
- ✓ Every user has to make entry in register placed in e. library section.
  - Access to question papers.
  - Access to E-books
  - College Library subscribes DELNET consortia. Kindly connect to librarian to get access.

## **G. Visitor's Statistics:**

The entry sheets of visitors (students and staff) on daily basis is/are generated through KOHA LMS.

## **H. Library Services**

### **a) General**

- ✓ Computerized self-check in and checkout
- ✓ Automated Circulation Counter
- ✓ Reference Service
- ✓ Referral service
- ✓ WIFI in Library
- ✓ CCTV Surveillance System
- ✓ E-Library
- ✓ Library OPAC and so
- ✓ Reprography / Scanning /Printing
- ✓ Night Reference
- ✓ Access to Senior Citizen
- ✓ Inter Library Loans
- ✓ Selective Dissemination of Information
- ✓ Electronic Clipping Service
- ✓ Access to question papers

### **b) Anticipatory services:**

#### ● **Inter Library Loan**

- ✓ A book title can be circulated among the nearby colleges or college in the state.
- ✓ Guidelines to be followed
  - A formal request to Principal via letter or mail from the concern librarian or head of the institution whose patron wish to avail facility.
  - Faculty members, researchers and students can make use of this facility.
  - Books can be lended out for 10 days only.
  - Books should be returned to library in good condition.
  - Postage charges to be born by the user.

#### ● **Selective Dissemination of Information (SDI).**

- ✓ Guidelines to be followed
  - A formal request to Principal via letter or mail from the concern librarian or head of the institution.

- Content specification to be provided.
- Photocopying and postage charges to be born by the user.
- Electronic Clipping Service (ECS)
- ✓ Guidelines to be followed
  - A formal request to Principal via letter or mail from the concern librarian or head of the institution.
  - Content specification to be provided.
- Current Awareness Service