

## **About the library**

A well stocked and updated library is the backbone of any educational institution, which serves as a bank of information for students and staff. The College Library has at present 23000 books on its shelves covering a large range of subjects. The textbooks section has several copies of various text books for the benefit of students. The college reading room is provided with a large number of newspapers, periodicals and journals. The text books for girls are available for whole year in the library free of cost.

**Library Location and Library timings:** The D.A.V. College Library is centrally located on the first floor and is easy accessible. Library remains opened during the college hours i.e. 9.00 a.m. to 4 p.m. 6 days a week, Sunday and holiday are closed.

## **Library Staff**

<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
<b>Dr. Simerjit Kaur</b>	<b>Librarian</b>	M. Lib & Inf. Sc, M. Phil., Ph.D.
<b>Mr. Upender Bharti</b>	<b>Library Attendant</b>	10+2

## **Physical Infrastructure**

Library has spacious building with a carpet area of app 55x52 sq feet , the area is spread over different sections as Stacking area, Reading Space, circulation counter, reference section, e-resource centre area and Librarian cabin. There is a separate seminar hall. There is provision of natural lights and ventilation in the library building.





### **Library Services/Facilities to the Readers**

Library Services & Best practices The College library provides a number of library & information services to its users to cater their informational needs. A list of such services and practices are listed below:

- Reading Room Service for reading of books, newspaper, magazines, journal etc.
- Books/Magazines Lending Services
- Reference service/Assistance to find the relevant topic.
- Current Awareness Service: Display of new arrival, display of magazines
- Newspaper Clippings

- Display of Notice Board.
- Internet access/Computational facilities
- Author/Title/Subject search through OPAC System in Library Software.
- Book Bank facilities.
- Library remains open during College Hours without break.
- Regular maintenance of Books order on shelves
- Old Question Papers
- Apprenticeship & training to LIS students with permission of the Authority
- Users orientation and education
- New Arrivals Display

### **ICT Infrastructure available in Library**

<b>ITEM</b>	<b>NO.</b>
Computer Systems for in house operations	two
Computer Systems for Library Users	six
Library Management System:	one
Smart Seminar Hall	One
Internet Connectivity/LAN	Available
Three in one printer(Canon MF 4320-4350	one
E-resource lab	one
CCTV Surveillance	04 cameras

**Library Rules:**

**Library Timings:** Monday to Saturday: 9.000 a.m. to 4.00 p.m. Sunday and Holidays Closed

**Membership Enrolment:** The students shall approach the library for its membership along with the proof of admission to the college for availing the library books borrowing facility and identity card. The students shall be required to fill up the library membership form and their record and photo shall be entered in the library records.

**Library Tickets:** Books are to be issued against the library tickets issued at the beginning of the session. The library users are issued the library tickets as mentioned below:

User category	No of Books	Issue period
Faculty	10/15	Full session
Non teaching staff	5	Full session
Students UG level	2	7 days
Book Bank	5	Full session
Special members/Alumni	4	14 days

**Issuing of Identity Card :** The students shall report in the library along-with latest passport size photograph and fill the identity card form available at the issue/return counter of the library. They will be issued the library card within a week of filling the Identity Card form.

**Renewals/Reservations and Overdue/Fines:** Books can be renewed for another term of 7 days if there is no demand on them. The renewal must be made on or before the due date. There will be overdue charge Re.1/- per day per book. Overdue charges may be waived off for the preparatory and university examination days with the permission of authority. Library fine shall be charged along-with the term fee/at the end of the semester/session.

**Documents that cannot be borrowed:** Reference books, rare books and periodicals are not to be issued except to be consulted within the library. Old issues of the general magazines may be issued for 2 days only.

**Loss of Identity Card and Library Tickets :** In case of loss of library tickets students must report to the library and in case of loss of the college identity card must report to the police so that any misuse of the lost documents may be avoided. Duplicate identity card/ library tickets shall be issued on payment of the fee as prescribed by the college time to time.

**Loss or Mutilation of documents by Students:** Library materials are to be handled with care and in no case be underlined or disfigured. If a book is already damaged in any form, it should be brought to the notice of the Librarian/library staff before getting the book issued; otherwise the person who returns the book will be held responsible for the damage.

If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.

If the book is out of print, then double of the printed price or minimum Rs 100/- whichever is higher will be charged.

If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced (it must be resolved within one two weeks).

**Theft/Misuse of Library Documents:** The theft or abuse of Library resources like books, journal issues, reports etc. will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

**No Dues Certificate and Books against the security deposit :** At the end of the session students will be required to deposit all the books issued to them from the library and their library tickets shall be cancelled. They will get No Dues Certificate signed from the library to get the university exams roll no. slip/admit card.

**Book Bank Facility:** The library has a sound collection of textbooks to be issued to female, the meritorious and needy students for the complete session free of cost. These books are to be returned immediate after the completion of the university exams.

**General Instructions** for students:

1. Students are expected to read the notices issued from time to time by the Librarian/Principal. No excuse will be entertained for ignorance.
2. Students must bring their identity card while visiting the library. Without identity card entry to the library may be denied.
3. Mark your entry in the register maintained on the entrance of the library.
4. Personal or books issued from the library are not allowed inside the library stacking hall.
5. Maintain PIN DROP SILENCE in & around the Library.
6. Don't disturb the arrangement of books on the shelves.
7. If you find it difficult to locate the required book/document seek the assistance from the library staff they will please to help you.
8. Calling on mobile phone is prohibited in the library premises.
9. Help to keep the books Fresh & Clean.