

KNOW YOUR LIBRARY

OPAC

The whole collection of the library is searchable through OPAC .Students and faculty can search the collection by Author /editor/ translator/ compiler etc. Subject Description, Subject Heading, Publisher, Publication Date, Keyword & Accession Number etc.

QUESTION BANK & SYLLABUS

Library provides previous year question papers and syllabus of various subjects for consultation and xerox.

INTERNET

Our college library provides wireless internet facility to the students and faculty so that they can access all e-resources. There are separate internet resource rooms available for students and faculty.

HELLEN KELLER UNIT

Library has maintained a Hellen Keller Unit for visually impaired users which comprises of Braille Material, Audio CDs, computer systems installed with JAWS software and headphones for the students. Library provides the membership of "BRAILLE LIBRARY" (at Delhi University) to visually impaired students so that they can access all the resources available for them.



COLLECTION

Books - 1,10,827

JOURNALS & MAGAZINES - 70

B.E.L.ED BOOKS - 1052

CDs/DVDs - 67

**MRS. IQBAL KAUR
OFFICIATING LIBRARIAN**



**MATA SUNDRI COLLEGE
FOR WOMEN
(UNIVERSITY OF DELHI)**

**CODE OF CONDUCT
LIBRARY HANDBOOK
2021**





LIBRARY GENERAL RULES



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TIMINGS

Library/Reading Room remains open from 9.00 a.m. to 4.30 p.m. on all working days. Timings for vacations are notified separately before the vacations start. Timings of circulation of books are 9:00 A.M. to 2 P.M.

CIRCULATION

Periodicals, dictionaries, rare and Library has excellent collection of books on varied subjects. No. of books issued to various category of users is different.

Permanent Faculty - 16 Books, Ad-hoc Faculty - 08 Books, M.A. Students - 08

Books for 15 days, Honours Students- 06 Books (4 for 7 days and 2 for one day), Pass Course Students - 03 Books (2 for 7 days and 1 for one day),

B.El.Ed. Students- 06 Books (4 for 7 days and 2 for one

CONDITION FOR ISSUE OF BOOKS

A student has to show her identity card at the circulation desk each time whether to borrow or return the book. The identity card with a barcode printed on it will work as a library membership card.

LIBRARY MEMBERSHIP

All bonafide students are enrolled as member of the library. College Identity Card will itself work as the Library Membership Card. Students must bring this card in the library for circulation of books. A student shall cease to be a member when her name is no longer on the college rolls.

FINE

A fine of Rs.2/- per day for delay in the returning of general/ stack books (issued for 7 days) will be charged; if the students in general section do not return the book up to fifteen days, the amount will be doubled i.e. from Rs.2/- to Rs. 4/- per day. In case the book is not returned upto a month, the library membership of the students will be cancelled for a month, in addition to the fine to be paid. For overnight books, the fine is Rs. 5/- per day. The fine will be doubled after three days i.e. from Rs. 5/- to Rs.10/- per day

REFERENCE SERVICES

Library maintains a separate reference collection consisting of encyclopedias, dictionaries, who's who, atlases, maps, world book, year book etc. The Library has a special collection of religious books like Ramayana, Ramcharitmanas, Bhagvadgita, Puranas, Guru Granth Sahib, Amrit Kirtan, Quran etc. Readers may approach the library staff for any specific reference.

A member shall ensure that the books lent to her are in good condition before leaving the issue counter. She must ensure that the pages are intact. If the pages are missing, she must bring it to notice of the person on duty.

- A) Periodicals, dictionaries, rare & reference books shall not be lent out.
- B) A book, which is already on issue, maybe reserved for borrowing by other members by informing the person on duty.
- C) All issued books should be returned on the due date.

- D) Students will have to replace the damaged torn books or to pay penal compensation if the book is not available in the market. If the offence is repeated, the student can be denied use of the library facility, thereafter.
- E) Personal belongings like bags .etc should be deposited at the property counter.
- F) Any student who has lost the Identity Card should immediately report to the administration office. Rs.100/- will be charged for the issue of a duplicate identity card.
- G) No personal books and photocopy material will be allowed in the library.
- H) Talking on the Mobile phone is prohibited in the library.
- I) Students, however, will continue to be responsible for any loss, which the library may suffer through the misuse of their College Identity Card.
- J) Library books are for the benefit not only of the present but also the future members of the library. Therefore, the books should be handled with utmost care. Marking on the book is prohibited.
- K) Students should keep the librarian informed of any change of address, class or subject during the period of their membership. Any infringement of the rules may result in the forfeiture of membership of the library and the right to borrow.