रामलाल आनंद कॉलेज
दिल्ली विश्वविद्यालय
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)
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Library Policy

General rules to be followed by the users of the library

1. Users must carry their Library Membership card/ID with Barcode while using the Library. They must show their ID card to the personnel on demand.

2. The users must sign in the entry register every time they enter the library.

3. The Security Guard at the Library gate will check all personal belongings including library books issued to a member. Personal books and laptops are not allowed in the library. All personal belongings/bags must be kept in cloak room facility at the entrance of the library.

4. Strict silence should be observed inside the Library, so that other readers are not disturbed. Users should not talk or discuss in the library. The reading areas are meant for individual study and research only.

5. Use of Mobile phones is not permitted inside the Library.

6. Users are not allowed to carry eatables/drinks inside the Library.

7. Books removed from the shelves, if not required further, should be kept back on the nearest book trolley/ table. Please do not try to shelve them yourself.

8. Hiding a book in a different shelf for later use is not advisable

9. The user should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this recorded on the book. Otherwise, he/she shall be held responsible for the damage, discovered at the time of return of the book.

10. The Librarian is free to take any decision in the interest of the library in consultation with Principal.

Rules for Issue of books from the library

1. General books will be issued or returned on weekdays from 9:00 A.M. to 4:00 P.M. at the circulation counter of the library.

2. General books will be issued for a specific period as mentioned in the table below.

Member	No of books	Duration (days)
Students	3	15
Faculty	30	1 semester
Faculty doing PhD	40	1 semester
Non-teaching Staff	5	1 semester
Research Scholars	5	1 semester
Book Bank Books	One set of books for core papers/courses to cover entire semester as per the suggestion from departmental Teacher In charge	1 semester

3. Reference books and periodicals will be available for reading within the library to members only. Reference books can be issued to the faculty with special permission of the librarian.

4. Books will be issued only after the library card/ID with barcode is produced by the student and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.

5. Students and staff are advised to check the books thoroughly for missing pages, chapters, etc. before issuing. No book in damaged condition will be accepted from the users on return. Damaged/Lost books if returned will have to be replaced with new books (latest edition) by the borrower along with any overdue charges. In case the book is out of print or not available in the market, then the cost of the books is to be deposited. The cost of the book in foreign currency to be charged at the current conversion rate of the currency. Any recovery of amount against lost books is merged with library fund and is utilised for purchasing new books as per curriculum requirement as decided by departmental faculty.

6. Books once issued form the library have to be checked by the personnel at the exit.

7. The books issued cannot be returned on the same day and also not allowed to be taken inside if once taken out side.

8. For re-issue of books after the last date for return, the book has to be physically brought to the library circulation counter and due fine has to be paid before getting it re-issued as a fresh issue. Re- issue of books will be done only after 1 day.

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9. Students withdrawing admission from Ram Lal Anand College are required to take "No Due Certificate" from the library. Every student is also required to return all the books before the start of end semester examination and obtain a "No Dues Certificate" from the library

10. Librarian shall issue and display list of books and fine defaulters on the first working day of every month on the notice board.

11. Books issued to students by the library must be returned within the stipulated time. A fine will be imposed on the students for books not returned on time. The overdue charges will be as below:

- A fine of Rs. 2 per day per book for the first 15 days
- A fine of Rs 5/- per day per book beyond 15 days

The fine collected will be deposited monthly to the college accounts office by the library staff.

Access to the books/e-resources

1. The Library's Online Public Access Catalogue (OPAC) can be accessed on the kiosk in the library counter through Troodon Library Software. The OPAC allows to search all the records available in the college Library database through a web-based search interface.

2. The OPAC can be searched by author, title, subject, keywords, classified number, publisher, etc.

3. The OPAC also provides information about new arrivals of journals/books, etc. in the Library.

4. E-Resources can be accessed through

- N-LIST of INFLIBNET: The college library is member of N-LIST programme of INFLIBNET to provide off site access to various e-journals and e-books etc. The password will be provided to every enrolled student for remote access to e-Resources on N-LIST. The users can also access this facility through University of Delhi library website on the computers installed in the College Library.
- The library provides ten Kindles for its users for accessing lakhs of e-books.

Facilities provided in the Library

1. College Library has more than 70,000 books and journals.

2. It provides access to various reference collections including Encyclopaedias, Yearbooks, Dictionaries, Atlas, Biographies and Competition books, etc. All these reference books are for consultation only.

3. The Library subscribes to 14 newspapers and 38 Journals and Magazines which can be accessed in the library.

4. The library provides INTERNET facility and Wi-Fi enabled laptops for students for academic purpose only.

5. Student can also request for purchase of books through demand register is available in the Library.

6. Plagiarism checking facility for manuscripts of students and staff through "drillbit" software provided by University of Delhi

7. The College Library offers special facilities for students with disabilities (PWD), ensuring inclusivity and accessibility. The following amenities are provided:

- A ramp at the entrance of the College Library for easy access.
- Expedited service for disabled users during book issuance/return of books, with priority attention from Library staff.
- A dedicated, fully air-conditioned reading room exclusively for disabled students.
- Provision of laptops equipped with NVDA software.
- Reading materials available in braille for visually impaired students.
- KIBO Book scanner to convert prescribed books/texts into accessible textbooks.
- Distribution of DAISY Players to visually impaired students for the entire duration of their course.
- Electric wheelchairs available for mobility assistance.
- Access to audio books, with the Library staff offering to scan and convert prescribed books into digital audio formats when necessary. The audio textbooks are to be shared with the students through email and uploaded on website for wider usage.
- Subscription to Sugamaya Pustakalya, an online library catering to visually impaired students.
- Dedicated staff members assigned to assist PWD students and faculty, ensuring a supportive learning environment.

User Orientation and Awareness

- Each year, as part of the Induction/Orientation Programme on the first day of the new academic session, the librarian will ensure that all newly enrolled students are well-informed about the diverse facilities offered by the College Library.

- During the departmental orientation day, a class-wise guided tour of the college library is to be organized for first-year students, providing them information about the library's resources.
- The library staff to assist and train both new students and staff in effectively searching for books within the College Library, ensuring they feel confident in navigating the available resources.

Library Management

1. All decisions regarding the Library will be done through library committee. The Library committee will be constituted in the staff council every year. The committee will comprise of Librarian, a convener (appointed Admission convener for the session), and teachers in charge of all departments.

2. The Library will maintain the following

- Accession register
- Issue Register
- Reservation Register
- Grievance Register
- Information helpdesk to assist its users in locating the book, guiding about the specific information required by user.
- Suggestion Register
- Notice Board for displaying Notices
- Stock Register for Purchase entries
- library budget Register
- Library user data
- List of procured books/periodicals session-wise
- Formats for No dues, fine receipts, user membership etc
- Roles and responsibilities of Library staff (DUTY CHARTS)
- damaged and lost books record
- Demand Register
- Student and staff entry Register

Procedure for Procurement of books

The following process will be followed for purchase of books

1. Budget of library will be decided on the basis of total fund including collection of funds through fees received from students of all years under library head.

2. Budget will be allocated by the library committee in its meeting under various heads depending upon the requirements of library and requirement of books by various departments. The departments will be allocated points and point value will be calculated based on the total funds available.

3. Following budget and point allocation to each department, recommendation of books will be done by teacher in-charge in consultation with other faculty members ensuring latest available edition of the book is being recommended.

4. Books ordered to vendor by teacher in-charge of the respective departments.

5. Librarian to seek approval from Principal for purchase of books

6. Physical checking of books and duplication if any.

7. Accession number to be assigned to all books purchased. All TICs must check the physical receipt of the books in the library with their accession number and sign the register before submitting bills for release of payment.

8. Technical processing of books: classification, pasting, barcoding, and data entry in software must be completed within 15 days of receipt of book and thereafter made available for circulation.

9. Bill processing by librarian/convener of the library committee and submitted to accounts department.

Procedure for Procurement of Periodicals, magazines and newspapers

1. Approval for purchase of Periodicals, magazines, newspapers to be taken from Principal in every financial year including new recommendations if any, received from the TIC or library committee/students

2. Payment to be made on issue basis to the vendor

Procedure for Binding of books

1. A list of books to be prepared by library staff which is required to be sent for binding and approved by librarian and sent to Principal for final approval.
2. Quotations to be invited from vendors for binding of books, based on GFR.
3. Quotations opened with the permission from Principal, comparative statement of rates of vendors to be prepared.
4. Ordering vendors for binding of books at lowest rates with approval from principal.
5. Conduct Physical checking of books after binding.
6. Bill processed by librarian / convenor (library committee) and sent to accounts branch. after satisfactory binding services.

Policy for Disposal

a. Damaged books

1. Damaged/obsolete Text books /reading material to be identified by the library staff in consultation with TIC/faculty of the concerned department in each academic session.
2. This list to be placed before the Library committee to recommend disposal of old text book/ other books based on relevance.
3. Decision for the disposal to be sent to principal for necessary approval from competent authority as the case may be.
4. Rest of the procedure is same as for "Raddi" given below

b. Raddi

1. Sanction for sale of Raddi to be sought from Principal.
2. Quotations to be invited from Raddi vendors.

3. Quotations to be opened with the permission from Principal, comparative statement of rates of vendors to be prepared.

4. Ordering for sale of Raddi at highest rates. Weight of Raddi to be taken in presence of Librarian/ SO Accounts.

5. Payment to be deposited accounts after signature of Librarian and Principal.

*Weekly magazines and newspapers to be kept for a period of 3 years before disposal.

Policy to be followed for Annual Stock Verification

1. Stock Verification will be directed by the Principal. (Below 70,000 books the verification is to be done every three years)

2. Books added/ new e-resources procured/ new periodicals prescribed every year to be taken into account and noted in the annual stock register.

3. After physically counting the books, and taking into account, the books issued, the following lists need to be prepared along with the report duly signed by the librarian and submitted to the principal

- Missing/Lost books
- Damaged/Repairable books
- Books for disposal (Unserviceable books) for auction

A copy of this report should also be submitted to IQAC

Prof Rakesh Kumar Gupta

Principal

प्राचार्य / Principal
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