Library policy

Library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to materials. Library may be a physical building or room or a virtual space or both.

Library is heart of an educational institution and hub of all educational activities, as it promotes and disseminates knowledge to the readers at the appropriate time.

The Nagarjuna College of Management Studies which is affiliated to Bangalore University was set up by Nagarjuna Education Society with the approval of Government of Karnataka, to meet the growing needs of human resources in commerce, management and computer science in industries and R & D.

Vision

To support academic excellence through the acquisition, organization and maintenance of necessary informational resources for current and anticipated academic programs of the institution.

Mission

1. To assimilate information resources
2. To provide library services necessary to support the institute's mission

Objectives

1. To develop library collections to cater the needs of diverse stakeholders of the college
2. To achieve complete automation of the library.
3. To improve the digital library with titles and various resources

Strengths:

1. Qualified and experienced library staff.
2. Good collection of text and reference books and e-resources.
3. Good infrastructure.
4. Automated Library.

Library Collection Development Policy

I. Library Collection:

S. No	Name Of The Member	Role
i	No. of Books	3418
ii	No. of Title of Books	417
iii	E-Books	14004
iv	E-Journals	8325
v	CD's & DVD's	2924
Vi	Back Volumes of Journals	702
Vii	Project Reports	63
Viii	General Magazines	4
ix	Printed journals	12
x	News Papers	03

II Library Services:

1. The Institute has an up-to-date library, which is completely automated and the transactions are done through smart cards.
2. The area of Central Library is about 2000 sqm with a seating capacity of 500.
3. Total Collection of Books are more than 3418 Volumes.
4. Library has a spacious stock section, Lending section, Reference section, and Personal study area, Periodical Section, Digital Library and E-Learning Center.
5. **NPTEL Videos: Have a repository of** 135 NPTEL courses learning materials and 125 Web courses which are developed by IIT & IISc., professors.
6. Provide a separate space for using Wi-Fi facility for all students to access e-resources through internet.
7. Our College Library is a member of the DELNET – AICTE, VTU Consortium and CSI Communication. DELNET is also provides ILL (Inter Library Loan) facility to our college.
8. Our subscribed e-resources like IEEE-IEL Online, Elsevier (Science Direct), Springer e-journals and e books, Taylor and Francis e-journals and e-books and Proquest Engineering and Management.
9. Each student will be issued 2 books and has to renew the book in every 15 days.
10. WEB-OPAC facility is available, it helps the members to search the data & reserve the books through our college website.
11. **LMS (Learning Management Software):** provides facility for accessing back years question papers, e-books, Journals front page and contents, notes, current affairs, current awareness etc., through intranet using their mobile application.
12. **SC/ST Book Bank** service is part in process.
13. Reprographic, Printing and scanning facility is available.
14. Working hours of the library is 8:45 am to 4:00 pm. Reference section will kept open 9.00 am to 08.00 pm..

III Issue of Library Cards and Borrowing Procedures
1. Library users are provided with membership.
2. Library users need to produce admission receipt, 1-coloured recent passport size photo while borrowing new library barcode/membership.
3. Issuing dates will be displayed on the notice board.
4. Books will be issued for two weeks. CDs and back volumes journals and magazines are issued for two days.
5. Reference books will be issued on demand for overnight.
6. If the books and other materials are not returned by the due date, an overdue fee of 1 rupee per day will be charged.
7. If the reference book is not returned by the next day, an overdue fee of 50 rupees per day will be charged.
8. Users must present their college ID before borrowing any library materials.
9. Borrowers shall be responsible for the cards or the books borrowed against library card, as per the library record.
10. The Librarian can recall books and publications any time if need arises.
11. The user should check the books thoroughly for missing pages, chapters etc. while getting them issued. No complaint will be entertained later on.

12. Books in damaged condition will not be accepted from the users on return. Damaged books will have to be replaced by the borrower.
13. If a member loses a book issued against his/her library card, the penalty will be as follows:
    a) Replace the books by a recent edition, if available or pay its cost.
    b) If the relevant book is not easily available in the market then the User would pay the double of the current cost of the book.

14. If a member loses his / her library card/ID card, and he/she has to make a written report to the Librarian.
15. If a borrower does not return the documents in spite of two successive reminders his/her membership is liable to be cancelled without further notice.

IV   GENERAL RULES:

1. Library users must sign in/out register available with the attendant at the entry of the section.
2. User should maintain silence in the library and should not disturb other readers in the library. Eating/use of mobile phone/drinking/sleeping is strictly prohibited in the library premises.
3. While entering the library user should leave his/her personal belongings such as bags, personal books etc. at the counter reserved for this purpose. Loose papers and notebooks may however be taken into the library.
4. The Librarian may suspend library service of a student member for one semester, if he/she misbehaves with the library staff.
5. User of the library should not deface, mark, cut or damage the reading materials in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence second time, his/her library card would be impounded and the membership shall be terminated summarily.
6. If any student is found indulging in book hiding, stealing or mutilating, disciplinary action will be taken against him/her.
7. Circulation counter shall remain closed during 2:00 p.m. to 2:30 p.m. for lunch break.
8. Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library.
9. Users are not allowed to leave their baggage overnight in the library.
10. Users are allowed to digital library to access the e-resources only.
11. Users' laptops are allowed to reading room to access the e-resources and project purpose only.
12. Use of sound equipments like cell phones, blue tooth devices etc. is strictly prohibited in the library and its vicinity.
13. The library staff has the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.
14. The members can't be issued more than one book of same kind.
15. Library does not accept any responsibility for loss or damage to personal property left on its premises

VI. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Committee comprises of Chief Librarian and HODs of various departments. The committee decides on weeding of books and replenishment of titles and volumes, which shall be approved by the Principal.

VII. LIBRARY USAGE POLICY

Library Rules and Regulations for Students

1. Students can borrow 2 books at a time for 15 days.

2. Students must return the books to the library promptly when due. Failure in do so will result in a fine of Rs. 1.00 per day.

3. The books should be borrowed from/returned to the library personally and borrower should sign the ID card. Transactions should not be carried out through an intermediary.

4. Reference books, syllabus, question papers and periodicals should be borrowed against the identity card and should be used in library only. Students should inform the library staff if they wish to take photocopy of these materials.

5. Papers, wrappers of eatables etc., should not be thrown in the reading room.

6. Use of mobile phones in the library is strictly prohibited.

7. Perfect Silence should be observed in library.

8. Eatables are not allowed in the library.

9. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to twice the price of the book has to be paid.

VIII. LIBRARY INTERNET/E-RESOURCES USAGE POLICY

Downloading or printing of the entire book or journal is strictly prohibited. The Library follows the internet usage policy of the college. Use of VPN, Proxy servers, and private firewalls, tunneling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library. Strict disciplinary action will be taken against those who engage in such activities.

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