

LIBRARY POLICY



SHRI GNANAMBICA DEGREE COLLEGE

(AUTONOMOUS)
(Affiliated to S.V. University)



LIBRARY POLICY

LIBRARY SERVICES

The College Library is located on campus in "Block-I". It contains a rich collection of books, and journals in both electronic and print media covering the fields of Commerce, Management, Computers, Life Sciences, and Competitive. Continuous upgrading with information technology or purchased titles is used to improve the quality and efficiency of the library's services.

The library has a Reading Room, a Digital Library, and a Newspaper Section. Safety cameras are installed throughout the library. Library automation is done by ILMS Software.

Borrowing of General Books

Each Student borrows 04 books for a time duration of 15 days. Books will be issued to the members only on producing the Identity Card. More than one renewal will not be allowed for Books.

Extended Library Hours

The library serves the College community keeping open throughout the year on working days to facilitate the students. Library working hours are from 9 A.M to 5.30 P.M for the benefit of students.

3-153-5, Hospital Branch Road, Madanapalli-517325, Chittoor Dist. A.P

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Email: gnanambicadegreecollege@gmail.com

AN ISO 9001 - 2015 CERTIFIED INSTITUTION

RULES & REGULATIONS

1. Strict and absolute silence shall be observed in the library.
2. Mobile Phones are strictly prohibited inside the library.
3. Student Bags, Handbags, Raincoat and Jerkin are strictly prohibited inside the library.
4. Books will be issued to the members only upon producing the Identity card. Identity Cards are not transferable.
5. If any book is lost or damaged beyond repair, the person must be responsible to replace it, with a new copy or paying the cost of the recent price and handling charges or as may be decided by the competent authority.
6. Any kind of marking, underlining, or clipping of books is absolutely forbidden.
7. Reference books, Magazines, Journals are not for issue. They are for library reading only.
8. New arrivals list will be displayed on Library OPAC.
9. Eatables and drinks are not allowed in the library. Sleeping is strictly prohibited in the library.
10. The library may accept the donation of manuscripts, books, periodicals etc. from the donors. Such donations once accepted will become the absolute property of the College.

DIGITAL LIBRARY RULES & REGULATIONS

1. Digital Library is to be used for academic purposes only.
2. Browsing of social networking sites and Online Chatting is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

3. Changing the settings and display of the computers kept in the library is not permitted.
4. Playing games on computers is strictly prohibited in the entire Library premises.
5. Pen drives, CD/DVD ROMs, Cell Phones are not allowed to be used in the Digital Library.

E-Resources Institutional Subscriptions

- National Digital Library of India (NDLI)
- INFLIBNET – N-LIST (A College component of e-Shodh Sindhu)
- e-Shodh Sindhu
- NPTEL
- e-PG Pathashala

LIBRARY COLLECTION

Library source useful for growing system, that supports to the faculty and students for their personal and professional growth.

Our collections include:

- More than 10400 volumes
- More than 1710 titles
- Electronic Resources

As e-books subscriptions continue to evolve from print to electronic access, we consider a number of factors in determining how best to do so.

Information Services & Products

- N-List
- LMS
- National Digital Library

- OPAC (Online Public Access Catalogue)
- Digital Library Service
- e-Books
- Internet Surfing
- NPTEL Videos

Learning Resources (Hard/Soft)

- Books available in Library: 10433
- e-Books: 100000+
- e-Journals: 6000+
- Print Magazines (Subscription): 10

Digital Library: The Digital Library is equipped with 10 Computers. Digital Library has NPTEL videos for easy access to students and faculty. Students can access all e-resources available.

National Digital Library: The College has registered as an NDLI Club member under the National Digital Library of India. So, students can access the contents available on the National Digital Library website anytime.

N-LIST: The College is a member of "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)". N-LIST content can be accessed by the faculty and students anywhere. N-LIST contains a large database of e-books and e-journals related to the Sciences, Humanities, and English Language.

English and Telugu Newspapers are also subscribed to by the college Library for strengthening the reading and writing skills of Students.

ACCESSIBILITY TO STUDENTS

- Fully Automated Library with Internet, LAN, and Wi-Fi for accessing e-resources.
- The library counsels' students continuously about the use of available resources.
- Working hours - 9 A.M to 5.30 P.M.
- Digital Library



A handwritten signature in blue ink, appearing to read "S. Ramani".

PRINCIPAL

Principal

Shri Gnanambica Degree College
Madanapalle - 517 325