

Hand's
e-mail

9/01/2015

**POLICY GUIDELINES
ON
MANAGEMENT OF BOOKS
IN
THE LIBRARIES OF GOVERNMENT COLLEGES**

The libraries are repositories of information. In an institute of learning, the library is intended to provide books and other resources for use by the students especially for those students who cannot afford to purchase expensive books by themselves; also a library has a special purpose to inculcate the habit of reading at a young age.

The services of the college library can be best utilized with proper management and organization of the reading material. In order to maximize the utility of libraries, it has been decided to formulate policy guidelines. Henceforth, issue/return of books, magazines and periodicals should be carried out as per the following guidelines:

- 1. The time limit and maximum number of books to be issued:

Sr. No.	Category	Maximum Number of books to be issued	Maximum Period for which a book can be retained.
1.	Principals	15 books	One month for each book
2.	Lecturers	15 books	One month for each book
3.	Non-teaching staff	5 books	One month for each book
4.	P.G. students	5 books	14 days for each book
5.	U.G. students	3 books	14 days for each book

2. **Re-issue of books:** A book will be re-issued for a period of another one month/14 days at a time subject to availability & maximum upto 3 times as the case may be if the same is not in demand. However, if there is a demand by any other borrower, then that particular book shall not be re-issued.

DIRECTORATE OF HIGHER EDUCATION, HARYANA

3. **Reference/Rare books and Periodicals:** Reference/Rare books and Periodicals will not be issued to the students. These will be available for consultation in the library itself. However, subject related reference books can be issued to the concerned lecturer for 15 days and upto a maximum period of one month.

4. **Fine for Delay:** A fine of Rs. 1/- per day per book for 30 days will be charged from students/lecturers for the books returned after due date. Thereafter, information regarding delay will be sent to the concerned subject lecturer. The name ^{of} defaulter will also be displayed on the Notice Board. The rate of fine for 60 days would be @ Rs. 1/- per day, thereafter, it would be @Rs.2/- per day.

5. **Lost/Damaged books:** Books issued from the library should be kept very carefully and in no case be underlined, disfigured or damaged in any form. Borrower will be required to replace the lost/damaged book with new copy of the book or he/she will have to pay the current price of the book, if the book is not replaced after two months.

6. **Recovery of books:** If the Principal/lecturer/non-teaching staff does not return the library books after the expiry of the due date as mentioned in Point No. 1, a notice will be served upon him/ her. Even after issuance of notice, if the book is not returned maximum upto three months from the due date, thereafter the price of the book alongwith fine due shall be recovered from the salary of the concerned Principal/lecturer/non-teaching staff. The Librarian will send such information to the college office in the first week of the every month.

7. The Magazines/Periodicals/ Journals of previous months should be issued for a maximum period of two days only. At one instance each member may be allowed to borrow upto two magazines or periodicals etc. Thereafter, the action as per Point 4 will be taken.

DIRECTORATE OF HIGHER EDUCATION, HARYANA

8. **Setting up of Departmental Libraries:** For best utilization of books by the lecturers and students (especially in case of Job Oriented or specialized subjects), departmental libraries should be set up by the Principals where all the reference/text books and periodicals must be properly stocked.

The record of all such books as well as the lending etc. may be maintained in a separate register by the concerned L.A. /JLA. The Librarian must tally the stock twice every year and take action as per serial number 5 for the lost or damaged books.

9. All the Principals/Librarians are directed to take steps to keep the libraries open for students from 9.00 a.m. to 4.00 p.m. on all week days. The students should be encouraged to utilize the services of the libraries. The practice of restricting issue/return time slot for 2-3 hours should be discouraged. Any student may be allowed to browse and borrow books any time during college hours.

10. The timings of the library should be clearly displayed on the Notice Board in the Library and in the college.

This is issued vide memo No. 8/37-2010 Lib.(3) dated 30.11.2010.

DIRECTORATE OF HIGHER EDUCATION, HARYANA