



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

Policy Title: Library Policy	
1.	Library Policy Number (LPN): 01/LP/2018-19 Functional Area: To promote reading habits
2.	Brief Description of the Policy: Purpose: The objective of a library policy to provide a conducive environment of learning and research. To ensure equitable access to resources, promote information literacy, and support the academic goals of students and faculty of the institution. Audience: All students and faculties of the college.
3.	Policy Applies to: All students & Faculty members
4.	Effective from the Date: August 2018
5.	Approved by: Local Managing Committee (LMC)
6.	Responsible Authority Principal, IQAC & Librarian
7.	Superseding Authority Principal
8.	Last Reviewed/Updated: New policy
9.	Reason for the policy To make the library users aware about library usage and updates.
10.	References for the policy UGC/NAAC/University/RUSA, etc.



## Objectives:

- To support the educational and information requirement of the stake holders of the college by giving physical and intellectual access to information.
- To create relevant collection in different fields to fulfill the demands of the college's varied customers.
- The aim is to enable consumers to easily and suitably obtain up-to-date and pertinent information by giving the users access to reading, lending, reference, information, and documentation resources.
- To offer comprehensive reference and information services, as well as paperwork.
- By supporting, creating, and promoting excellence in research and extension activities, libraries help to meet social requirements and cultivate a culture of high-quality teaching and learning.

## 1. Introduction:

In 2016, Sunbeam Women's College Varuna established its library. It is situated at the college building's first floor. The library's primary objectives are to encourage reading habits and raise public awareness of libraries in the digital age. Additionally, to facilitate the teaching and learning processes of library users by granting access to material in various media. The library began offering an open shelf library service in 2023 after rebranding as "BOOKSHALA." The library features 100 mbps internet speed, Wi-Fi, and LAN service. It is completely automated. The library has included a separate reading area for students, faculty, and people with disabilities, as well as a digital entry register device to track user attendance. Since 2022, the college has also had a subscription to N-List, which offers electronic books and journals.

- **Vision:** Our approach is to establish a dynamic, welcoming learning community for staff, professors, and students. The library's mission is to support the institution and its stakeholders by offering consistent access to a wide range of knowledge resources, including digital and online databases, print and non-print materials pertinent to the curriculum, and resources for intellectual growth and academic success.
- **Mission:** The goal is to help college students reach their full academic potential by giving them the knowledge they need in a creative, dynamic environment that fosters learning and helps them develop the research skills they'll need for a lifetime of learning. Additionally, it seeks to facilitate knowledge sharing between teaching



faculty and administrative staff within educational communities.

• **Strategic Goals and Objectives**

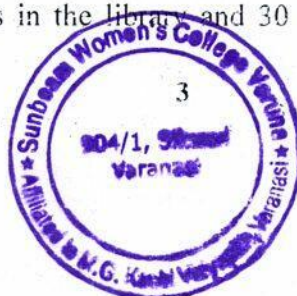
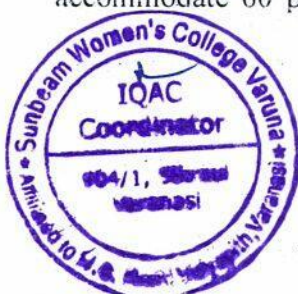
- To provide yearly financing for the acquisition of library items in order to grow and improve the library's capacity to fulfill the demands of research, curriculum, and instructional programs.
- To offer physically furnished and functioning areas where students can continue their education outside of the classroom.
- To provide the academic community's demands for teaching, research, and learning with all-inclusive resources and services.
- Enabling individuals to obtain appropriate information at the appropriate moment and in an appropriate way is crucial for creating effective members of both the community and this wonderful country.
- One of the main goals is to provide a large variety of print and non-print instructional resources, such as books and journals, easier to access.
- To build a solid library relationship with other national and, if feasible, international organizations and agencies by making contact with these institutions and agencies.

**2. Quality:**

The library features an extensive collection of printed books, magazines, and journals that are available for checkout. Both subject and stream categories are used to order it. Novels, autobiographies, biographies, yearbooks, and competitive books are examples of general books. The library has CCTV surveillance and complete air conditioning. Additionally, it features faculty and student biometric attendance. The I-Gurus Integrated Library Management System automates the library and makes use of bar code services. There are enough PCs there with the most recent versions of Microsoft Office and antivirus software.

**3. Budget & Infrastructure:**

There is a separate reading room and the library on the first level of the college building. The space, including reading, is 60 square feet by 23 square feet. It can accommodate 60 pupils in the library and 30 students in the reading room at once.



Enough ventilation and appropriate lighting are built into the design. Library patrons can check out and return print materials at its circulation desk. A library's budget plays a critical role in its well-planned and efficient operation. It synchronizes financial and administrative operations, programmers' information, and policy. Budget preparation offers a chance to promptly examine and reassess the resources of the library in light of the evolving requirements of its patrons.

#### 4. Book Purchasing Policy:

Faculty and students can use the book requisition form that the library provides. When a user requests a book, they complete out the form, acquire their HODs' approval, and then turn it in to the library staff. All requisition forms are gathered by the library and approved by the college principal. The library budget is approved in accordance with requirements by the higher authority of the establishment. The local vendor or wholesaler receives the final list of books from the library after that. The books and original invoice bill are sent by the vendor after a few days or weeks.

#### 5. Library Management Policy:

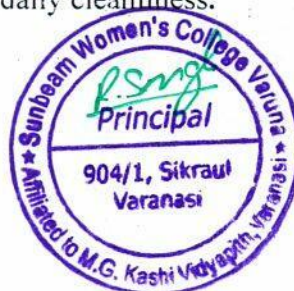
Library management works with ILMS software. All the books of the library are classified with Accession Number. It is managed by trained staff.

#### 6. Library Circulation Desk Policy:

Probably the most frequently used space in the library is the circulation desk. This department is where all books from the ordinary library are checked out. The Library Usage Policy mentions circulation rules. This desk refers users to the library personnel for all kinds of information.

#### 7. Library maintenance policy:

Staff members with training and expertise look after the library. The IT staff periodically updates and maintains all of the equipment connected to IT. Additionally, the infrastructure maintenance committee oversees daily cleanliness.



## 8. Library Documents Policy:

A library functions similarly to an archive or documentation hub. Aside from books, it contains a variety of other documents, such as reports on departmental activities, college activities, club activities, reports from various committees, a compilation of university question papers from the previous five years, NSS reports, conference proceedings, and college calendars from the previous five years. Newsletters, assignments, dissertations, survey responses from students, and other significant materials. Each of these has been kept in its own section.

## 9. Library Audit:

Every year over the summer, stock verification is conducted as a yearly procedure. It reveals the status of the lost papers so that, in the event that critical documents are lost, replacements can be created.

### Process of Stock verification:

In the librarian's presence, additional librarians from various institution branches verify the stock. Using the same book number, the verifier tracks an accession sheet. The process of verifying stocks takes a minimum of seven days.

## 10. Library Committee:

The committee's major goal is to serve as the hub for all student activities pertaining to the library, including the upkeep of academic materials including books, newspapers, online journals, magazine articles, and other library-related issues. The Committee works to improve student facilities through instructional materials and the library. The committee deals with any problems that students may have with the library.

### General rules of library:

1. All Faculty and Students of the college are members of the library.
2. Every member must sign the register available at the entrance.
3. Observe silence & maintain discipline.
4. Students can borrow 2/3 books of different subjects for one week.
5. Teachers can borrow 2 books of different subjects for a month.
6. Reference books, Year books, Competitive books & Journals and Periodicals are to be read only the library.
7. After read, make sure that books, magazines and newspapers are kept at its respective place.
8. Every member should take good care of library furniture and equipment. Make sure the library looks good when you leave as you did when you came in.



10. Eatables are not allowed in the library.
  11. Any type of marking, underlining, or writing on library book, magazines and newspaper are strictly forbidden.
  12. Handle the book carefully & **DO NOT TEAR PAGES.**
  13. Noise making, group discussion, playing music on computers/handsets in the library are strictly prohibited.
  14. The book issued for home reading must be returned to the library within seven days.
  15. Playing games, chatting, downloading any pictures/songs, videos & misuse of internet is not allowed.
  16. Students/faculty members must register their **bio-metric** attendance before entering and exiting the library.
  17. All the issued books by faculties and students must be returned before the summer vacation.
  18. The librarian may call for a book at any time, even if the normal period of the loan has not expired.
- **Fine Rules:**
    1. A fine of Rs.10/-per day/ per book will be levied/charged for delay of books.
    2. In case of loss/damage/disfiguring/tearing of pages of library books.
    3. Rs.500/-will be charged if it exceeds 15 days. The fine is to be charged from the students by the librarian by issuing a manual and that same is to be deposited to accountant on the same day.
    4. In case of loss/damage of library card, Rs.20/-will be charged and duplicate card will be issued.

### Approved Vendors

The following vendors have been given permission to supply books and magazines:

- Ganga Saran & Grandsons
- Bookman & Company
- Universal Book & Company
- Singhal Prakashan
- Kamlesh Prasad (local vendor for newspaper and magazine)

