Dr. Mrs. S. VIDHYALAKSHMI, M.Sc., M.Phil., B.Ed., Ph.D.,

Principal

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LIBRARY POLICY

VISION

To serve as a dynamic hub, fostering an environment that facilitates teaching, learning, research activities, and creativity for both faculty and students.

MISSION

- ❖ Actively create, curate, and safeguard a diverse range of resources.
- ❖ Encourage new ways of learning and sharing knowledge using innovative digital tools and services.
- ❖ Support academic growth and exploration, empowering users to embrace technology and discover fresh paths of learning and knowledge sharing.

OBJECTIVE

- ❖ To maintain and preserve books, materials, and resources with historical, cultural, social, economic, and archival value, and other related materials in the institution.
- ❖ To provide members of the community with the materials and thus enrich their personal and professional lives.

KEY FEATURES

- ❖ The libraries are fully digitalized. The processes of accessing, issuing, and returning or renewing books are carried out digitally.
- ❖ Gate entry monitoring systems take care of attendance.
- ❖ The control system helps in the circulation of Journals and Magazines.
- ❖ In addition, a 200 MBPS leased line connection is installed in the libraries.

RULES & REGULATIONS

- ❖ All the students and teaching faculty are members of the library.
- ❖ Students and faculty are given a library QR Code on their Identity card to utilize the books in the library.
- ❖ Books will be issued only upon presentation of the Barcoded ID Card and they should return the book on the prescribed date.
- ❖ Students can use the book for reference also.
- ❖ A furnished common area is available for students to sit and study.

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❖ Individuals are responsible for the loss of the library book.

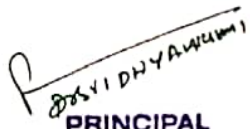❖ The Librarian may recall any book at any time.

ACCESSING FOR E-RESOURCES

❖ With the Online Public Access Catalogue (OPAC) resource functionality, users can search, reserve books, and view overdue books.

❖ All books and all user IDs have been barcoded. A barcode scanner is used with the OPAC system to identify books (for circulation) and users (for attendance) and is connected to the Library Software System.

❖ The library is equipped with computers, connected to access publications in e-journals.

❖ Subscription to multiple digital libraries is enabled.

❖ Well equipped with special hardware and software to help blind & low vision/partially blind students, including software for computer operation and technologies for reading printed library books.

❖ All students, research scholars, and faculty members use the following facilities available in the library.

❖ N-List, DELNET, INFLIBNET, Access to e-Journal, Shodhganga.

RULES FOR CLEARANCE

Students or staff who leave the college for personal reasons at the end of the academic year or in the middle of the semester should get clearance (No due certificate) from the librarian.

BOOK BANK SCHEME (BBS)

❖ BBS helps financially weaker students.

❖ Books are distributed free of cost among students.

❖ Preference is given to differently-abled students.

❖ Students have been given book bank cards as refreshers to enable them to borrow books from the library. These students can retain the borrowed books till their exams.

PRINCIPAL
Shrimati Indira Gandhi College
Tiruchirapalli-2.