



An Institution of
the Society for the Higher Education
of Women in India

Sophia College for Women
Empowered Autonomous

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LIBRARY POLICY

1.	Administrative Policy Number (APN): SCWAPN/29	Functional Area: dissemination of educational resources to support the academic needs and research endeavours of students and faculty.
2.	Brief Description of the Policy:	Purpose: Management, acquisition, organization, and dissemination of educational resources Audience: Staff and Students.
3.	Policy Applies to:	Staff and Students.
4.	Effective from the Date:	26 th November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To ensure equitable access to a diverse range of educational resources, fostering a conducive learning environment
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc

Introduction

The library goals are based on the first two goals of the College namely – academic excellence; scope for critical thinking and value-based convictions. To enable each user to develop their full intellectual potential through the use of library resources and offer them scope for critical thinking and discernment thus leading to the development of value based convictions and academic excellence.

Library Timings

Monday to Friday : 8:30 a.m. to 5:30 p.m.

Saturday : 8:30 a.m. to 2:30 p.m.

Duration Vacations the Library timings are:

Monday to Friday : 8:30 a.m. to 4:00 p.m.

Saturday : 8:30 a.m. to 2:00 p.m.

The library is closed on Sundays and Public Holidays.

The Library has the following services:

- **Internet facility:** Access to internet is available, at a nominal fee, to staff and students of the college, in the College Library.

Counter timings

Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m. Saturday : 9 a.m. - 12 noon.

- **Photocopy Counter:** Photocopying of *select pages* is available to all users. The Librarian reserves the right to refuse to permit the photocopying of certain reference books.

Counter timings

Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m. Saturday : 9 a.m. - 12 noon.

- **Information Services & Audio-Visual Section:** It provides catalogue search under various modes – author, title, subject etc., through computers. The audio-visual collection in the library can be viewed in this section.
- **Open Public Access Catalogue (OPAC)** is available for users on the computer. Subject indexing of all articles from magazines, journals and newspapers, subscribed to by the library, is done, and users can have access to them.
- **Reference Section:** Reference books are kept in this section. Users can pursue reference work there.

A unique facility of the library is that of **open access** to library cupboards for all its members. Maintaining the arrangement and order of books on cupboard shelves is necessary for the interests of all users. Hence it is important for users to replace books in exactly the same location.

Membership:

The Principal, Sisters of the Society, all Staff (both Teaching & Non-Teaching), all students and alumni of the college can obtain Library Membership.

Student Membership is valid for one academic year only. In the beginning of every academic year, Undergraduate and Post Graduate students are given 2 Non-Fiction & 1 Fiction Library Cards.

Junior College students are given 1 Non-Fiction & 1 Fiction Library Cards. Library Cards are not transferable. Students from other colleges and visitors are welcome to use the library resources available for reference. They will need to produce a bonafide letter from their respective institution or obtain prior permission from the Principal of Sophia College.

Collection:

The library collection includes Reference Books, Periodicals, Newspapers, Audio-Visual Materials, E-book readers, E-resources, Maps, Past Question Papers, Syllabi of UG/PG programmes, EXAP / EXSP Projects, Thesis, Dissertations, College Magazines, College Handbooks, College/University Brochures, Fiction and few text books.

Collection Development:

Various procedures are followed for purchasing books for the library:

- Books are received on approval from various publishers and dealers. These are sorted subject wise and the concerned staff is called to approve them. When the final selection has been done, the HODs are informed and billing instructions for the books are given to the dealers. Unapproved books are returned to the booksellers after taking a signature on a memo of the number of books returned. These slips are maintained in separate files.
- Staff members who wish to order books for the Department are asked to fill in an order form. The order is then placed to the concerned dealer or ordered online.
- Publishers' catalogues are regularly received by the library. These are displayed for staff members, and relevant books are ordered.
- Books are also purchased from exhibitions and sales.

Decisions regarding purchase of books are made by HODs of various departments, decisions regarding purchase of fiction, biographies and general reference are made by the Librarian after reading book reviews in newspapers and magazines and in consultation with staff members. The HOD's are regularly informed about their current status of budget.

Audio-Visual materials are purchased by the library from recommendations made by B.M.M. & English departments or any other staff and students.

Free kindle edition e-books are downloaded on the available e-book readers.

Books and magazines are also received as donation from staff, students and well-wishers. Only those that are relevant and in good condition are processed.

Book Processing Procedure: On receiving the bills, books are processed by entering them in the Accession register. Book data is entered into the computer software. Classification numbers are given. Catalogue cards are printed for every book - Shelf, Author, Subject cards for general books and Shelf, Author, Title cards for fiction books. These cards are sorted, arranged and interfiled in the relevant catalogue trays, which are kept at the entrance of the library. The book cards, barcode labels are printed and pasted in the books. The books are then stamped and made ready for display.

Bill details are then entered in the Order book, Title book and Account book. The Accession Number of the books is entered behind the concerned bill. The Librarian signs on them and then the bills are sent for the Principal's signature. After this, the bills are passed to the accounts department for payment. The duplicate copy of the bills are maintained in relevant files. Department-wise list of books are prepared and distributed to the respective HOD at the end of the year.

Book Binding and Weeding out: Torn books are repaired in-house by library attendants, or they are send to a professional binder. Books that are irreparable is withdrawn from collection. Books that are lost are also withdrawn from collection. The procedure is as follows – first these books are entered in the withdrawn register giving details of their accession number, author, title and so on. Then against their accession number in the main register they are marked withdrawn for that year. If there are no duplicate copies of the same book the author, subject, title and shelf cards of the book are removed from the catalogue trays and discarded. The books are stamped as withdrawn from the collection and discarded from the library.

Stock Verification: A manual stock-checking is carried out annually with the help of shelf cards that are prepared for every book in the library.

Pest Control is done twice a year during vacations. Dusting and cleaning of the library is done regularly with the use of vacuum clear since June 2023.

Library Committee:

A Library Committee is appointed by the Principal in consultation with the staff members. The committee consists of the Principal, 1 lecturer from Arts, 1 lecturer from Science, Student Body President, 1 student representative and the Librarian. At least two meetings are held every year. A notice is put up one week prior to the meeting informing the members about the date, time and venue of the meeting. An agenda of the meeting is prepared. Budget and Expenditure and other matters of library importance are discussed at the meeting. Suggestions received from students/CUC and the problems faced by the library staff are also discussed with the committee members. After consensus, the solutions are noted down and implemented. Staff and students are kept informed about any new services/facilities/activities introduced. The librarian maintains minutes of the meeting which are filed in the Library Committee file, another set of this file is maintained in the Principal's Office.

Annual Report:

At the end of the academic year, the annual report of the library is prepared and submitted to the Principal. It includes a lot of statistical information regarding total number of books and journals purchased, library budget spent for the year under each department, and a roundup of the various activities/services undertaken by the library for the year. This Annual Report is presented to the members of the Library Committee at the first meeting of each academic year.

Rules & Regulations:

The library meets all the demands of an information center and also provides material and services to assist study. The facilities benefit the academic community of the college as well as students from other educational institutions. As the library fulfils the community needs, regulations governing the use of the library have to be imposed. The rules that follow are devised to ensure that the best service can be given to the greatest number of users.

- ***General Rules:***
- ❖ All students must enter and leave the library only from the main entrance near Room 12 (2nd floor, Arts Heritage Building). The Science side entrance is strictly for staff only.

Students with lift pass only will be permitted.

- ❖ Students must produce their Identity Card / Library Cards with their photograph firmly attached, whenever they use the library. Loss of any of these cards has to be reported in the library office immediately. A duplicate ID or Library card will be issued after a week of registration with a fee.
- ❖ All students are requested to enter their name in the register maintained at all counters.
- ❖ All bags, personal textbooks, files and folders must be deposited at the Bag Counter in the library. Small money purses, cell phones, or any other valuables should not be left at the bag counter. The library staff is not responsible for any loss. Bags must be collected before leaving the library. All borrowed books must be shown for inspection as they leave the library.
- ❖ Students on receiving a book, must examine it, and report to the library staff about any damage found therein. If they fail to do so, they will be held responsible for any damage that may be detected later.
- ❖ Books lost, damaged or defaced must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the Librarian.
- ❖ No books or periodicals may be removed from the library unless the loan has been registered at the Circulation Counter.
- ❖ Books are issued strictly in order of application. The Librarian may exercise discretion to limit issuing of certain books as and when circumstances warrant it.
- ❖ All users of the library are expected to maintain silence especially in and around the reading room area and reference section of the library. Talking and group discussions are not allowed.
- ❖ Students are requested to maintain the order and arrangement of books in the cupboards, return newspapers, magazines to their respective stacks.
- ❖ Smoking, eating, chewing gum is not permitted in the library.
- ❖ Use of mobile phones is not allowed in the library. Mobile phones with earplugs are

permitted exclusively for private study only. Charging of electronic devices are not permitted.

- ❖ Furniture must not be rearranged and may only be used for its proper purpose, e.g. no sitting on or resting feet on tables.
- ❖ Keep the library neat and clean, graffiti and littering is strictly not allowed.

- ***Specific Rules:***

- ❖ The Library follows an Open Access System where users can go directly to the cupboards and browse books and then decide what to pick up for reading or for home issue. Understandably then, it is important that books are replaced exactly in the same location, after browsing. Maintaining the arrangement and order of books on cupboard shelves is necessary in the interests of other users.
- ❖ The Information Service and Audio-Visual section provides OPAC (Open Public Access Catalogue) for users on the computer. Catalogue searches under various modes – Author, Title, Keyword, Publisher, etc. can be done. The audio-visual collection in the library can be viewed here. Sophia e-book Hub provides e-book readers for using e-books.

Library Resources are divided into the following categories:

- ❖ *Reference books:* These include encyclopedias, dictionaries, atlases, multi-volumes, fine arts, subject reference books, EXAP/EXSP, Thesis, etc., which cannot be borrowed.
- ❖ *Temporary / overnight reference books:* Usually books in demand is kept for use in the library each day, at least until noon, and then the borrower may take the book overnight, returning it by 9 a.m. the next morning.
- ❖ *Non-fiction Books:* Books not in current demand may be taken for 2 days, 3 days, or 1 week. Senior College and post-graduate students can borrow 2 books and Junior college students can borrow 1 book at a time.
- ❖ *Textbooks, Periodicals, newspapers, files and projects,* are to be used only in the library.

- ❖ *Audio-Visual Materials*, can be viewed only in the library, staff members can borrow them for class viewing and return it on the same day.
- ❖ *E-resources*: Users are instructed not to share their N-List User name and Password with others. E-book readers are to be used inside the Sophia e-book Hub only.
- ❖ *Fiction Books*: Fiction Library is located in the Reading Room section of the library. Fiction books are issued daily from Monday to Friday from 1.00 p.m. to 3.00 p.m. Staff members can issue 3 books at a time. Students can borrow 1 fiction book for 2 weeks.
- ❖ Late books have to be returned in the Library Office room. The fine for overdue books is Rs. 10/- for every class-day, holiday and Sunday.
- ❖ The library also has a separate Reference Room, where staff and students can pursue reference work in quiet atmosphere.
- ❖ Ex-students of the college can avail of library membership only for the purpose of reference work within the library. Photocopying and Internet/Wi-Fi facility is available to them.
- ❖ Students from other colleges with valid letter from their respective college librarians and visitors with prior permission from Sophia College Principal are also welcome to use the library resources.
- ❖ Examination question papers of the previous years are available at the circulation counter. Printouts are also available for a fee.
- ❖ The Photocopy facility is available to all. The Librarian reserves the right to refuse to permit the photocopying of certain reference books.
- ❖ Internet/Wi-Fi facility is provided free of cost to all the library users.
- ❖ 15 CCTV cameras are installed in the library since 2017 to monitor the activities of students, to prevent vandalizing of books and maintain discipline.
- ❖ Disregard of Library rules, indiscipline and misbehavior will render students liable to be refused access to the Library.
- ❖ Regarding all matters concerning the library the Librarian's decision is final. The

Librarian reserves the right to recall any book or periodical at any time.

Procedure

1. Library Access:

- Students may enter and leave the library only from its main entrance, near Room 12 (on the 2nd floor of the Arts Building – Main Heritage Block).
- Present your College ID card/Library Card and enter your name in the Register.
- Leave your personal belongings at the Bag Counter'. Please do not leave money/valuables inside your bag. Remember to collect your bag as you exit the library.
- All *borrowed* books must be shown for inspection on leaving the library.

2. Issuing of Books:

- Books are issued strictly in order of application. The Librarian may exercise discretion to limit the issuing of certain books as and when circumstances warrant it.
- Books (and Periodicals for Staff) may only be removed from the library after the loan has been registered at the **Circulation Counter**.
- When a book is issued, examine it; report damages if any, to the Library Attendant immediately, failing which you will be held responsible for any damage that may be detected later.
- Books lost, damaged or defaced must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the Librarian.
- The fine for **overdue books** is Rs.10/- per day after the due date. (NOTE: Working days, holidays and Sundays are included.) In the case of 'reserved' books returned late, the penalty is a fine and a loss of library privileges for one week.

3. Code of Conduct:

- Maintain silence especially in the reading room area and reference section of the library.
- Smoking, eating, chewing gum is not allowed.
- Mobile phones with earplugs are permitted exclusively for private study.
- Furniture must not be rearranged and may only be used for its proper purpose (e.g. no sitting on or resting feet on tables).
- Keep the library neat. Do not litter.
- Return newspapers, magazines to their stacks.
- Disregard of Library rules, indiscipline and misbehaviour will render students liable to be refused access to the Library.

4. **Sophia Alumni & Visitors** may avail of Library Membership only for the purpose of reference work within the library. Photocopying facility of *select pages* is permitted.

Note: For all matters pertaining to the library, the decision of the Librarian is final. The Librarian reserves the right to recall any book/journal when required.

The library resources are as follows:

Reference Books	These include Art books, Atlases, Dictionaries, Encyclopaedias, Multi-volumes, etc. which cannot be borrowed.
Temporary/ Overnight Reference Books	Usually, one copy of every title is kept in demand for use in the library each day, at least until noon, after which the borrower may take the book overnight, and return it by 9 a.m. the following morning.

Non-fiction Books	Books <i>not in demand</i> may be taken for 2 days, 3 days, 1 week or 2 weeks. Senior College & PG students can borrow 2 books. Junior College students can borrow 1 book.
Periodicals & Project Reports	These are to be referred to only inside the library.
Fiction library	Books from the Fiction Library will be issued from 1 to 3 p.m. (Monday to Friday) <i>Students can borrow only 1 book at a time, for 2 weeks.</i>
Audio-Visual materials	The AV materials and Kindle Readers can only be viewed in the library.
E-resources	Access to e-resources is provided to all users at the internet counter in the library.
Internet & Photocopy Counters	Counter timings: Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m. Saturday: 9 a.m. - 12 noon.

A.P. Pahl

IQAC Coordinator

Coordinator
IQAC
Sophia College



Sandya P. Pahl

Principal

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