



NARAYANA
COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

website: www.narayanannursingcollege.com || e-mail: narayana_nursing@yahoo.co.in



POLICY

FOR

LIBRARY

NARAYANA COLLEGE OF NURSING

NARAYANA COLLEGE OF NURSING

CHINTHAREDDY PALEM, NELLORE

ANDHRAPRADESH, INDIA

HARDWORK DISCIPLINE SERVICE TRIUMPH

Dr. B. Anjani
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



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LIBRARY POLICY

| TITLE | LIBRARY POLICY | | |
|----------------|----------------|---------------|------------|
| POLICY NO | 19 | ISSUE NO | 001 |
| NO OF PAGES | 9 | DATE | 31-12-2021 |
| EFFECTIVE FROM | 31-12-2024 | NEXT REVISION | 31-12-2024 |

HARDWORK DISCIPLINE SERVICE TRIUMPH

Dr. B. Anny
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INTRODUCTION

Library Policy

This committee has the objective of holding regular meetings to discuss issues related to the library and solicit support. It's composed of library officials and trustees, book repository representatives, individuals actively learning typical examples, and the Director of the library.

A rule governing the organization and programs of the book repository to determine which person is to be responsible for what part of the book repository to Determine who is responsible for making or making ready the book repository annual budget.

LIBRARY OBJECTIVES

- To decide and adopt policies to govern the management and program of the library
- To prepare the annual budget, rules, and regulations of the library
- The committee also looks into students' complaints, if any
- The Library Committee is a standing committee of the Academic development

LIBRARY COMMITTEE

The Library Committee provides a forum for open discussion of matters relating to the library and its services. Its membership is made up of the principal, library representatives, faculty representatives, and student representatives

Library Committee Members

The Library Committee consists of the following:

Dr. B. Anny
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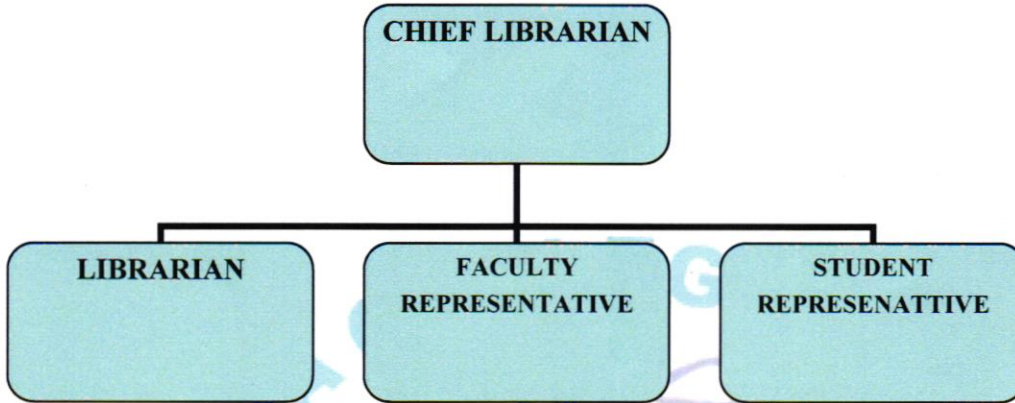
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| S.no. | Name of the faculty | Designation | Position |
|-------|-------------------------|-------------------|-----------|
| 1. | Dr.B. Vanajakumari | Principal | Principal |
| 2. | Ms. N. Polamma | Librarian | Convener |
| 3. | Dr. V. Kumari | HoD | Member |
| 4. | Dr. Latha. A | HoD | Member |
| 5. | Mrs. Shanmuga Vadivu. P | HoD | Member |
| 6. | Mrs. T. Lalitha Kumari | HoD | Member |
| 7. | Mrs. G. Pavithra | HoD | Member |
| 8. | Ms. T. Chinnapapa | Assist. Librarian | Member |
| 9. | Mr. V. Jeevan Gupta | Accountant | Member |
| 10. | Ms. Aleena Anna Jogy | Student | Member |
| 11. | Ms. Aleena Baby | Student | Member |
| 12. | Ms. G.Sushma | Student | Member |
| 13. | Ms. Kambella Nadiya | Student | Member |
| 14. | Ms. Aleena Joseph | Student | Member |
| 15. | Ms. Aleena Joseph | Student | Member |

Dr. B. Vanajakumari
Principal

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AIMS OF LIBRARY COMMITTEE

- ✓ To develop a collection of reading material useful for various courses.
- ✓ To provide full information support to the teaching-learning process in the college
- ✓ To provide various library services and facilities to the readers
- ✓ To support research activity for its progress and qualitative development
- ✓ To exchange information about the library and information requirements of the academic community of departments, centres and students
- ✓ To consider university-wide information strategies and policies
- ✓ To contribute to the development of library and information strategy, policies, services and resources
- ✓ Library Committee arranges a student forum to create awareness among the students. Some aims of students are as follows:
 - ✓ Many students are not aware or do not know what types of research and learning skills classes and sessions are available. These sessions are listed under the library class booking system on the student portal.
 - ✓ The demand for longer library opening hours is constantly brought up by students. The library regularly reviews opening hours to meet users' needs.

RULES AND REGULATIONS

Library Committee also makes some library rules for the students. Some general rules are as follows:

1. Identity Card is compulsory for all enrolled students for availing themselves of library facilities.
2. Identity Card will be issued by the librarian on presentation of admission receipt and photograph.
3. Misbehaviour and misuse of Identity Card is an offence and the student responsible for the same is liable for disciplinary action.

Dr. B. Babu
Principal

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4. Students should maintain silence and mobiles are not allowed inside the library
5. In case of any grievances the users should contact to Librarian or Principal.
6. No admission is permitted in the study room without Identity Card.
7. Students can borrow textbooks, on their Identity Card in the study room.
8. Books / Study materials issued in the study room will have to be returned before leaving the study room
9. Conversation, making noise, sleeping, resting legs on chairs and tables, smoking etc., is strictly prohibited in the library.
10. Members entering the library/reading room are required to leave all personal belongings like umbrellas, bags, boots, coats, etc., inside the locker room placed at the entrance.
11. No outside/personal books are allowed inside the UG/PG Section.
12. The Librarian may recall any book /journal at any time if required.
13. Personal belongings should not be left unattended. The library staffs are not responsible for any loss or damage.
14. Students should follow the dress code of the college while visiting the library.
15. Members of the Library were found to be indulging in damaging the library materials.
16. Misconduct or infringing the library rules is liable for disciplinary action.
17. To obtain NO DUES certificate, members should return all books/journals borrowed pay overdue charges if any and surrender the library cards required

JOB RESPONSIBILITIES

Senior Librarian DISCIPLINE SERVICE TRIUMPH

1. Organizes and maintains the library work
2. To Carry out Library software work.
3. Assists in students with regard to Library books/ Journals

Dr. B. B. B. B.
Principal

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4. Issue return of books (Faculty & students)
5. Stamping daily newspapers and magazines
6. Maintaining faculty and students' entry registers
7. Helping faculty and students in finding books, Question paper files, journal books. Thesis, Dissertations.
8. Maintaining I, II-, II- & IV-year Syllabus master copies
9. Assists in correspondence as and when required
10. Check – NTRUHS NETMED/website on regular basis and informing all new notifications
11. Assists in dealing with Software and all online procedures
12. Carries out the inventory and maintains the stock register.
13. Maintains accession Register
14. Attends Library meeting
15. Initiates purchase of books/ / journals in collaboration with Library committee

Assistant Librarian

1. Library Work
2. Preparation of Education Aids for teachers.
3. Relieves Librarian during leave.
4. Carry out the same responsibilities

Dr. B. Srinivas
Principal

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ACCESSIBILITY OF THE LIBRARY USERS.

- a. Newspaper & Magazines/ Bound Journal Section/ E-Library & Current Journal Section/
- b. Thesis and Dissertation Section are separately maintained in the library for the smooth
- c. Rare Books, Reference books, and Journals are not issued.
- d. Dissertations/Theses are to be consulted within the library premises only.
- e. Borrowers must satisfy themselves with the physical condition of books before borrowing.
- f. Members are responsible for the loss of books issued in their name.
- g. Readers are expected not to carry books from one floor to another and leave the books on the reading table after use.
- h. Damage to or theft of library property will be referred to colleges' disciplinary authorities. Notices, Publicity materials/ Wall Writings, etc are not allowed in any part of the library building.
- i. It will be mandatory for each and every bonafide member of the library to obtain no dues from the library after returning the books issued in their name.
- j. Library shall be entitled to recall any issued book even before the due date as and when required

MAINTAINANCE

1. The Library recognizes the importance of functioning in a thoroughly professional way taking into consideration the interests of users of all departments.
2. The Library Committee consists of at one faculty member, Faculty representatives report back to their respective departments on different issues like subscription of new relevant journals (Print/journals) and they also suggest the name of books (Hard copy/e-books) to be procured in the Library.
3. The faculty members of the committee play key roles in coordinating the Library Orientation for the new entrants. This enables the Librarian and the Library staff members to meet student



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batches and introduce them to the easy means of accessing the books on the shelves as well as available online recourses. The Library Committee takes the lead incepting strategic directions for all aspects of the library services and operations.

4. Committee meets regularly to engage with all the issues related to student requirements from the library in order to make the process seamless and Library functions student-friendly. The library is fully automated with all its subsystems like connectivity and Wi-Fi.

5. Library Management Software (LMS) system is incorporated with the latest technologies that enable Library to serve its users more efficiently. The library has a wide collection of Books, Journals, Periodicals, E-journals, open sources and Audio-video materials, photocopying facility, News Papers/Magazines, Rare books, e-resources, etc. The bar-coded online circulation system is in practice in the library.

PREPARED BY



VERIFIED BY
IQAC COORDINATOR
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APPROVED BY
Principal
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