

Library Policy



MARATHWADA MITRA MANDAL'S

COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with "A"
Grade ISO 9001:2015 Certified, Awarded as Best College by Savitribai Phule Pune
University 202/A, Deccan Gymkhana, Pune – 411004
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04/05/2022

LIBRARY POLICY

- **Library working Hours:-**

The library timing will be 08:00am to 06:00pm on all working days. Any changes will be notified from time on the library notice board.

- **Following persons will be eligible for making use of the library:-**

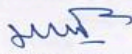
- a) Students of MMCC
- b) All members of the teaching staff & non-teaching staff of the MMCC.
- c) Staff of the sister institutions in campus and management authority.
- d) Visitors may allow using for reference allowing by authority.

- **Membership of library:-**

- a) For Students:-Every Student is allowed to be a member of library who has paid library deposit which is refundable.
- b) For Staff and Others:-Newly appointed staff/faculty has to apply for library membership in prescribed format through the principal.

- **Acquisition Policy of Resources :-**

- a) The library invites the requisitions, suggestions and recommendations by the heads of the departments and the subject teachers. The library advisory committee makes and takes the decision to procure the same.
- b) The librarians invites various book agencies to get books on approval basis and on receipt of the same the heads of the department and the concerned subject experts with the final approval of the library advisory committee finalize the decision to purchase by specifying the amount to be spent, the number of titles to be purchases and the finalization of the author and the publishers with negotiations and settlements relating to discounts, etc.
- c) Student should put up there requirements through concern faculty/ heads of the departments for the requirement of new books.


LIBRARIAN
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College of Commerce
302/A, Deccan Gymkhana
Pune-411 004




Principal
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- **Home lending Policy:-**

- a) Home lending facility is available to all the members of teaching & non-teaching staff & students.
- b) Books are issued for home reading to students. Student is allowed to take 2 book at a time for a maximum period of 7 days on borrower's card and 1 book in reading for a day on identity card.
- c) Teaching faculty members are entitle to borrow maximum 15 books for 180 days.
- d) Non-teaching staff members are entitle to borrow maximum 5 books for 60 days.
- e) Visiting, CHB, faculty may borrow 5 books for 60 days in the name of heads of the department.

- **Renewal/Reissue of books:-**

- a) Reissue of the books will be subject to the availability of the books.
- b) Users can reissue the library resources for two time.
- c) Books can be reissued only if there is no demand from other users.

- **Reservations:-**

- a) If a particular book is on demand the student/staff must reserve the book at circulation counter/web-opac, on availability, users will get the book on priority basis.
- b) Availability of reserved books will be notified on Notice Board/SMS/E-mail.

- **Fines:-**


- a) The user should return books on or before the due date.
- b) If book is not returned on the due date, student's needs to pay late fee of Rs.1/- per day.
- c) Students will get receipt for fine from circulation counter.

- **Reading / reference section:-**

Text books, reference books, journals & periodicals, question paper sets, Syllabus etc. are available for study in reading / reference section only.

The reading / reference collection will consist of-


- a) Title having only one copy in the library.
- b) Reference books & valuable books (core, costly / big vols.)
- c) Rare books.
- b) Current issue of journals / periodicals / bound volumes / of journals.


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- **Library notice board:-**
Important notice & information will be notified from time to time on the library notice board.
- **General rules:-**
 - Every student should carry identity card always in library and should produce it on demand
 - Every users is required to enter his/her name in library entry register/automated entry system at the entrance of the library.
 - Smoking, spiting, eating are strictly prohibited in the library premises.
 - Please maintain silence in the library.
 - Keep your mobile switch off
 - Sleeping in the library strictly prohibited.
 - The library material included books, magazines, journals, CD's, PC's and equipment should be handled with almost care. If above rules not followed penalty will be imposed
 - The library reserves the right to search any personal item and does not accept liability for loss or damage to them.
 - Users / Readers belongings should be kept on the rack.
 - Students / Readers shall not write on or damage the book and journals. Before leaving the counter borrower must satisfy himself / herself that the book sent is in good condition and if not must immediately bring the matter to the notice of the concerned staff, he/she is required to replace such damaged or lost book by new copy. In case this is not possible due to such book being out of print the member will be required to pay the prevailing cost of the book with additional change as determined by the Librarian subject to a maximum of 100% of the prevailing cost of the book.
 - The date on which the book must be returned is stamped on the slip affixed to the book and student delaying the return is fined as per the rules of library committee.
 - Users must inspect the book at the time of borrowing and make sure that they are complete and undamaged. At the time of issue if any damage is noticed, a student should inform the library staff. Any damage detected at the time of return of the book will be the responsibility of the student and will have to pay the penalty as well as the appropriate cost of the book or replace the book
 - In case the identity card/borrower card is lost, kindly inform to the librarian immediately to prevent its misuse
 - Users are requested to have a cordial relationship with library staff
 - Users must submit identity card/borrower card to library at the time of clearance.
 - For the smooth functioning of the library and for the collective convenience the principal, chairman library committee or librarian holds the power to suspend the use of library, if the rules are not followed.


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