



MARUDHAR KESARI JAIN COLLEGE FOR WOMEN (AUTONOMOUS)

Vaniyambadi - 635751, Tamil Nadu, INDIA. Tel : +91 04174 225300, 224300

• Phone: 8825887756 • Email : principal@mkjc.in • Website: www.mkjc.in



Recognized
u/s 2(f) & 12(B)
of UGC Act,
1956



Permanently
Affiliated to
Thiruvalluvar
University



Accredited
with "A+" Grade
by NAAC
(4th Cycle)



Supported
by DST-FIST



Supported
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Star College
Scheme

Sri. V. Dilip Kumar Jain
President

Sri. Anand Singhvi
Secretary

Sri. N. Lalith Kumar Jain
Treasurer

LIBRARY POLICY

INTRODUCTION

The Marudhar Kesari Jain College for Women (Autonomous), Vaniyambadi library policy serves as a framework for the provision of services to stakeholders and is a crucial tool for the organized and effective operation of the library system.

The library at MKJC, Vaniyambadi is a pivotal resource, supporting the academic and research endeavors of our students and staff. Situated at the heart of the campus, it integrates modern technologies to deliver timely and pertinent information to its users.

POLICY STATEMENT

The college library is committed to providing equitable access to quality information resources, promoting information literacy, supporting teaching- learning processes, fostering research and innovation, and ensuring efficient library management through continuous quality enhancement and technological integration.

PURPOSE

The library policy aims to

- Provide comprehensive learning resources for academic programmes.
- To support teaching, learning, research, consultancy, and extension activities.
- Promote reading habits and lifelong learning.
- Ensure efficient utilization of library resources.
- Encourage ethical and responsible use of information.
- Facilitate digital access to scholarly resources.
- To promote continuous quality improvement in library services.

SCOPE

This policy outlines the guidelines and procedures for the effective and efficient

- Utilization of the library's resources and services.
- Undergraduate students
- Postgraduate students
- Research scholars
- Teaching faculty



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- Administrative staff
- Library personnel
- Alumni visiting faculty and researchers (with prior approval)

VISION

- To develop the college library as a dynamic knowledge resource centre that empowers learners through equitable access to quality information, advanced technologies, research support, and innovative learning services.

MISSION

The library shall

- To provide high quality print and digital resources
- Foster research, innovation, and scholarly communication
- Promote digital literacy and information literacy
- Offer user- friendly, technology- enabled library services
- Ensure continues improvement through quality assurance practices

OBJECTIVES

- Foster self-learning and lifelong learning habits among staff and students.
- Provide information literacy training to faculty and students for optimal utilization of resources.
- Support effective teaching and learning processes.
- Facilitate access to national and international scholarly databases.
- Provide digital library facilities.
- Acquire innovative technologies and tools to enhance user-oriented services.

LIBRARY GOVERNANCE

The library shall function under the overall supervision of the principal through the librarian and the library advisory committee.

The library advisory committee shall comprise

- Principal - Chairperson
- Vice Principals
- IQAC director



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- Deans/Heads of departments
- Librarian

LIBRARY COLLECTION DEVELOPMENT POLICY

- The library shall maintain balanced collection comprising
- The library purchases books and other curriculum-related educational resources aligned with the institutions syllabi.
- Additionally, the library purchases reading books that are helpful for function, national and international journals, e-book, e- journals, magazines, Competitive exams and inspirational books.
- Textbooks, reference materials, encyclopedias, Dictionaries, these and dissertations and manuals on pertinent topics will be purchased by the library.
- In order to access intellectual content, the library will also purchase online database and hard copies of the periodicals.
- The library encourage book recommendations from staff and students, subject to approval by the respective heads of department and the principal

Selection shall be based on

- Curriculum requirements
- Faculty recommendations
- Student demand
- Research priorities
- Budget availability

PROCEDURE

- The library selectively acquires books and educational materials aligned with the institution's syllabi and competitive exam preparation, with compulsory inclusion of inspirational books.
- Procurement efforts prioritize textbooks, reference materials, and handbooks relevant to various subjects.
- Both printed periodicals and online databases are actively invested in to offer access to scholarly content.
- The library encourages book recommendations from staff and students, subject to approval by respective Heads of Department and the Principal.
- Operating hours are Monday to Saturday, 9:00 am to 5:00 pm, with closures on Sundays and public holidays. Vacation and examination period adjustments are communicated through notices by the librarian.



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LIBRARY RULES AND REGULATIONS FOR STUDENTS

Borrowing Privileges

- A valid MKJC College student ID CARD must be presented in order to borrow any library materials.
- ID Cards are non-interchangeable and should be used only by the authorized cardholder.
- Each student is permitted to borrow a maximum of three books at a time, with a lending period of 7 days.
- Timely return of borrowed books is essential. Failure to do so will result in a fine of Rs. 2.00 per day. Overdue fines are applicable for late returns as per the library's fine policy.
- Borrowing and returning books must be conducted in person. Transactions should not be carried out through intermediaries.
- Reference books, CDs, syllabi, question papers, and periodicals can only be borrowed against the presentation of an identity card and are restricted for use within the library premises. If students wish to obtain photocopies of these materials, they should inform library staff.
- The library arranges for the photocopy of the reference book.
- In case of loss of books, the borrower must immediately inform the librarian of the same in writing
- Tearing off pages is a serious offence. Any person found in the act/evidence of such action will be seriously dealt with.
- It is imperative to maintain cleanliness in the library.
- The use of mobile phones is strictly prohibited within the library premises.
- An atmosphere of perfect silence should be observed at all times within the library.
- In the event of a lost book, the borrower is required to replace it with a brand new copy of the latest edition of the same book.
- Disregard of library rules, indiscipline and misbehavior will render the borrower liable to be refused access to the library.
- The librarian reserves the right to call back issued books at any time.
- The maximum allowable number of books for UG Students: 3, PG Students: 5, Ph.D Scholars: 10.
- Students are mandatory to use the library for at least 10 hours as per the autonomous regulation.

LIBRARY REGULATIONS FOR STAFF

- Books may be borrowed for the duration of one semester. Reference section materials may be borrowed overnight. The maximum allowable number of books for each staff is 12.



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- Borrowing and returning books must be conducted in person at the library.
- Transactions should not involve intermediaries.
- All borrowed books must be returned by the end of the semester. In case of a lost book, it must be replaced with a brand-new copy of the latest edition with the same author and title.
- Reference materials such as handbooks, encyclopedias, dictionaries, manuals, and CDs are strictly for in-library reference use only.
- Teaching staff are mandatory to use the library for at least 5 hours.

LIBRARY INTERNET AND E-RESOURCES USAGE

- The following activities are strictly prohibited within the library premises:
 - Connectivity sharing software
 - Sharing private Data
 - Hacking activities
 - Engaging in gaming
 - Watching movie trailers
 - creating or propagating viruses
- Intentionally damaging equipment, software or data belonging to the College

Any individuals found engaging in the aforementioned prohibited activities will face severe disciplinary consequences. This policy is in place to ensure the responsible and ethical use of internet and e-resources within the library.

LIBRARY CODE OF CONDUCT

- Maintain a quiet and respectful atmosphere within the library.
- Food items are strictly prohibited in the library.
- Quiet conversations are allowed, but loud conversations and offensive language are not tolerated.
- Respect the instructions given by library staff members.
- Personal belongings like bags and files should not be brought into the library.

RESOURCE USAGE

- Treat library materials with care to prevent damage.
- Photocopying and scanning services are provided for educational purposes, adhering to copyright regulations.
- Electronic resources such as e-books, e-journals, and databases are accessible within the college network and off-campus through remote login.



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LIBRARY SERVICES

- Library staff offer reference and research assistance.
- Interlibrary loan services are available for accessing resources from other institutions.
- Workshops and training sessions are regularly conducted to improve information literacy skills.
- Students are encouraged to make full use of the Library's digital resources, including **DELNET** and the **National Digital Library (NDL)**, for academic learning, assignments, projects, and research.

SUGGESTION BOX

- In addition to the library appraisal, a "Suggestion Box" is available in the library. It is opened once a week and all suggestions are duly considered and addressed.

LIBRARY EVENTS

- The library hosts book exhibitions and various events to encourage a reading culture and promote knowledge dissemination.
- Additionally, the institute provides funds to participate in book fairs and acquire new books for the library.

DONATIONS AND ACQUISITIONS

The library warmly welcomes donations of books, journals, and other relevant materials, ensuring that all acquisitions are thoughtfully chosen to meet the curriculum and research needs of the college.

WEEDING OF BOOKS

- A committee will be formed whenever there is a need for weeding out obsolete books.
- Weeding of books will be approved by the Principal.

STOCK VERIFICATION

- Stock verification is an annual process which will be conducted at the end of the academic year. It discloses the position of the loss of documents so that the replacement may be made in case of important document is lost.



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DIGITAL ICT

- OPAC- Online Public Access Catalogue
- RFID- Radio frequency Identifier
- EBLIS
- High-grade for Attendance

BEST PRACTICES

- User orientation for new staff and students
- Electronic display facility news and current events
- Wi Fi facility
- Separate career guideline section
- Ready reference section
- Digital library
- Web OPAC
- MOU (Memorandum of Undertaking)

QUALITY ASSURANCE

The library shall continuously improve its through

- User satisfaction surveys
- Annual library reports
- Performance indicators
- Feedback analysis
- IQAC Reviews
- Internal Academic and Administrative Audits (AAA)

LIBRARY SECURITY

The library shall implemented

- CCTV Monitoring
- Barcode/ RFID Security
- Visitor register
- Disaster preparedness plan



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GRIEVANCE REDRESSAL

Library users may submit complaints or suggestion through

- Suggestion box
- Online feedback form
- Direct representation to the librarian

All grievances shall be addressed promptly through established institutional procedures.

PRINCIPAL
Marudhar Kesari Jain College
for Women (Autonomous)
Vaniyambadi - 635 751.
Tirupattur District