

Shimurali Sachinandan College of Education Library

State-of-the-art academic library provides a congenial atmosphere for reading and research work with disseminated multilingual collection and personalized service. Library subscribes to various journals and magazines in print as well as electronic format. The library has an enviable collection of over 8480 books, 7 national journals, periodicals magazines and newspapers covering all parameters in the field of "Education" as well as "Teacher's Training Programme", and books of general interest.

The college also subscribes to various e-Resources like UGC INFLIBNET N-LIST where users can access to more than 6000 journals and 97,000 e-books. The library has a good collection of non-book materials too. Research Journal section provides an appropriate environment for literature survey and research review.

Library work is obligatory for the students. In the library both lending and reference facilities are available. There are some library rules to follow strictly. However well-trained and helpful library staff helps in efficient working of the library. Reprographic facility is available to students and staff at the library.

WORKING HOURS

Monday – Friday : 11:00 a.m. – 5:00 p.m.
Saturday : 11:00 a.m. – 2:30 p.m.

LEARNING RESOURCES

The library has a total collection of 8480 printed volumes including books, textbooks and reference tools. The collections of books is organized and arranged in the shelves according to standard (DDC) classification order. The details of the collection are mentioned below:

Textbooks / General Collection: The largest collection in the library, this includes textbooks books in accordance with academic curricula and is suitable for professional reading and research.

Reference Materials: While most books are available for loaning, this section has conventional reference tools, encyclopedias, dictionaries, thesaurus, handbooks, manuals, directories, yearbooks, etc. for ready reference and general information. Periodicals and books on career development are also available. Subject to copyright regulations, the reference material can be photocopied.

Journals and Magazines: National and international research journals with academic and research orientation; magazines of subjective value and general interests are also

subscribed by the Library. Besides this, library subscribes to daily newspapers including Bengali languages.

Light Reading: An impressive light reading collection including leisure, sports, fiction, personality development, etc. is available can also be borrowed.

Syllabus & Question Papers: Syllabus of programme offered at the institute and question papers of previous exams are also available for consultation.

Electronic Resources: Library has established access to a large number of online electronic information resources, such as e-journals, e-books, and various open source bibliographic collections for research purpose.

Non-book Materials: Non-book materials, like map, cassettes, etc. are available for reference use only.

Number of LRC Resources

- Books : 8480
- Journals & Magazines : 07
- Newspapers : 04
- Map : 34
- E-Resources : 6000+ e-journals
97000+ e-books

LIBRARY FACILITIES AND SERVICES

1. **Reference Services:** There are three main types of reference assistance; firstly, assistance or instruction in the use of the library, including location of materials, use of the library catalogue, use of ICT (Information & Communication Technology) to access information, and the use of basic reference sources; secondly, assistance in identifying library materials needed to answer a question; finally, providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.
2. **Open Access Facility:** Though Library maintains closed access system, users could reach the book shelves and pick up required books with the permission of the Librarian.
3. **Library Catalogue:** Library catalogue helps the users to know the resources available in the library. All books and non-book materials available at the library are visible by author's name, collaborator's name, title, series and subject of the documents, etc.
4. **Online Search Services:** Online database searching and discovery service is available at the library. Library subscribes to N-LIST (National Library and Information Services Infrastructure for Scholarly Content), an initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT now funded by UGC, as college component under UGCINFONET Digital Library Consortium. Users will have access for the e-resources (6000+ e-journals and 97000+ e-books).
5. **Reading Room Facility:** Library provides a congenial atmosphere for reading.

6. **Circulation Services:** Users can borrow their required book(s) and other library materials for home use.
7. **Subject Specialists / Bibliographers:** Subject specific reference services are provided in accordance with user demand.
8. **Purchase Requests:** Faculty members as well as students are encouraged to suggest new books for additions to the Library. Books recommendation form is available with the Librarian and users can recommend an item to be purchased by the library. Students are requested to route their recommendations through the concern teaching faculty member. Books useful to study or research recommended by the members will be procured by the Library at the earliest possible time. The acquisition display rack can be regularly checked for recommended titles acquired by the Library.
9. **Current Awareness Service:** New acquisitions of books are displayed at 'New Arrival's display shelf. Notices, announcements and information on seminars, workshop, etc. are displayed at the notice board located inside the Library.
10. **Reprographic Services:** Users can avail photocopy facility at the Library. Photocopy facilities are permitted only for reference materials.
11. **Library Instruction:** Library professionals provide helpful assistance to know the Library resources and services.
12. **Resource Sharing:** The Library members may request the Librarian for any document(s), not available in the Library, to borrow from any outside Library on interlibrary loan (ILL). Such members will abide by the terms and conditions of the lending Library and responsible for the document(s).

BORROWING RIGHTS

All categories of members are entitled to borrow books from the Library.

1. The Library Membership Card gives borrowing privileges at the Library.
2. Reference books and materials are not available for checkout.
3. Books can be renewed for seven days; those on high demanded will not be renewed.

BORROWING PRIVILEGE

1. The students can issue a maximum of 3 books at a time for a period of 15 days; books can however be reissued for a maximum of additional 7 days only in case it is not reserved by any other user.
2. Faculty members can issue a maximum of 10 books at a time for a period of 30 days; books can however be reissued for another 7 days provided it is not reserved by any other user.
3. Technical and administrative staff of the college can issue a maximum of 5 books for a period of 20 days; books can be re-issued for another 7 days only if not reserved by any other user.
4. Audio-visual aids will not be issued to students; students may however contact the librarian regarding the same.

HOW TO GET BOOKS IN THE LIBRARY

1. Selection of Books
 - a) Library Access Facility: Library maintains close access system but open access facilities are offered to the readers only in special cases and then users can reach to the shelves and select required books.
 - b) Subject-wise arrangement of books: Within each collection, books are arranged by their Call Number using Dewey Decimal Classification (DDC) scheme. The Library follows an APUPA pattern which involves arrangement the most relevant book at the centre, books of marginal relevance on both sides of the relevant book section and totally disconnected books far away from the centre.
 - c) Library catalogue can be used for checking particular titles by author's name, collaborator name, title, series and subject of the documents.
 - d) Subject labels are assigned to respective shelves or sections for easy retrieval of books.
2. Users will then have to submit requisition slip of the selected books at the circulation counter; books will be issued only from the circulation counter.
3. Users will have to show their respective Library Card.
4. After verification and necessary documentation, books will be issued to the users along with a gate pass, which has to be submitted at the exit at the time of leaving.

LIBRARY RULES & REGULATIONS

General Library Rules

1. Students are required to adhere to strict discipline, failure to do so or adoption of unfair practices may lead to confiscation of their cards or monetary fine or both.
2. The Library is strictly a 'Silence & No Mobile Zone'. Smoking, eating, sleeping and talking are strictly prohibited in the Library.
3. No work except reading, preparing notes or academic activities, will be allowed in the library reading room.
4. Students will have to return all books and reading materials only to circulation staff; they should on no account put them back on the library racks. However, the newspaper should be kept back on the newspaper rack.
5. Dog-eating the pages of a book, marking, underlining or writing with ink / pencil / permanent marker, tearing or taking out pages or otherwise damaging would constitute injury to the book. Any such injury to book is a serious offence. In case of injury to the book, the borrower will have to either replace the book or pay double the cost of the book.
6. Students are advised to check the books at the time of issuing. On return, if the book is found tampered with or damaged or mutilated, the onus would be on the student, who had issued it last.
7. In case of loss of a book by the borrower, he / she would have to replace the book with the same or latest edition. If replacement is not done within 15 days, the defaulter will be charged double the cost of the book.
8. Eatables are strictly prohibited inside the library, and violation of the same will entail in losing the right to use the library.

9. Students should put back the chairs in place when they finish their work in the library and co-operate to keep cleanliness in the library.
10. Playing games, online chatting, browsing of dating and social networking sites are strictly prohibited in the entire Library premises.
11. An opinion book is provided for recording any suggestion. Members are requested not to hesitate in consult the Librarian in case of any problem whatsoever.
12. A feedback box has been installed in the library reading room for any grievances.
13. Library clearance is mandatory before clearing all dues from the accounts section.

Membership Rules

1. The following persons shall become members of the College Library by default
 - a) All faculty members of the college
 - b) All regular students and research scholars of the college
 - c) All other regular employees (technical and administrative staff) of the college
2. Every student would be issued with a 'Library Membership Card. In case of loss of the same, duplicate lending card would be issued for which the students would have to submit FIR copy in this regard. For issue of a duplicate/new card, a minimum of 24 hrs intimation is required.
3. The loss of library card should be reported immediately in writing to the Principal/Librarian.
4. Library card is not transferable. Members are not to share their e-resource access User ID and Password with other students.
5. The Librarian reserves the right to suspend membership of any members found misbehaving or behaving in an indecent manner. The Library membership may be cancelled at the discretion of the Principal / Librarian for any illegal behavior of a member.

Entrance Rules

1. User would have to sign the 'User Register' while entering and departing from the Library.
2. Library Card is must while visiting and using the Library.
3. Users are permitted to carry only their wallet / money purse / loose sheets of paper / a pencil / a pen inside the library. All other personal belongings including bags, files and / or personal / checked-out books have to be left at the proper place. Library authorities are not responsible for loss of personal belongings / cash of the users.
4. Users must carry their own pens to fill-in the register and other necessary work.
5. Food or drinks is not allowed in the Library, however drinking water is available for the users at the corner of the reading room.
6. A non-member can use the library materials in the Library premises with the permission of the Principal/Librarian.
7. The user should maintain perfect order and discipline in the Library.

Rules Regarding Lending of Books, Journal, Magazines & Audio Visual Aids

1. The borrowing of books from the library is restricted to registered members only.
2. Members must come personally with their library cards at the circulation counter at the time of transaction.
3. As Library Work is obligatory for the students, they must borrow at least 30 books against his / her lending card and consult at least 25 reference materials within an academic session.
4. Reference books, journals (including old issues) and rare books will not be issued to students.
5. Newspapers / magazines cannot be taken outside the library.
6. The librarian may recall any book from any member at any time.
7. Books may be reissued only when it is not reserved by any other user.
8. The reservation would stand cancelled if the concerned member fails to collect book/s within a day from the date of intimation; however it would be the duty of the circulation staff to intimate the concerned member.
9. Students could place an order for a book of their choice by recording the same in the requisition form provided with the Librarian.
10. Users should not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the Library.
11. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the Librarian immediately.
12. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
13. Defaulter members will not be allowed to borrow any library materials.
14. No book shall be issued to loan, which librarian feels is not in a condition to be safely handled by the borrower.
15. The Librarian can recall any book from any member at any time.

CHARGES & FINES

1. In case of loss of the library lending card, a duplicate card will be issued for which the students would have to pay Rs, 50/- each. For issue of a duplicate/new card, a minimum of 24 hrs intimation is required
2. Fine of Rs. 1/- per day per book after due date will be collected from defaulter students for overdue books.
3. In case of injury to the book, the borrower would be required to either replace the book or pay double the cost of the book.
4. Books lost would have to be compensated by either replacing the book/s or paying double the purchase value of the book.
5. Library is strictly a "No Mobile Zone". If found, the cell phone will be confiscated and disciplinary measure would be taken by the library authority.

BEST PRACTICES AT THE LIBRARY

1. **LRC Committee:** The Principal, Teachers, Library staff, Head Clerk are members of the committee. The committee members meet in regular intervals, wherein matters related to the development of the Library are discussed and finalized.
2. **LRC Budget:** The Library receives fund from the college budget and the committee guides to use the fund judiciously.
3. **Stock Verification Policy:** Annual physical verification of books is done to sort out books that are damaged, outdated and need binding and repairing and books which are missing from the stack.
4. **Displaying New Arrivals:** Selected new arrivals are displayed on the stand meant for the purpose, and a list of books that have been added are filed and maintained.
5. **User Feedback:** Grievance / suggestion box has been kept at the Library and are timely addressed to receive grievance/suggestion from the users.
6. **Best LRC User Awards:** To motivate students for inculcating reading habits and to enforce proper use of Library resources and services, 'Best User Award' is awarded. Students are selected on the basis of following parameters:
 - a) Access to the Library
 - b) Transactions of books
 - c) Maintenance of discipline
 - d) General reading habits

USEFUL LINK OF THE ELECTRONIC RESOURCES

1. UGC INFLIBNET N-LIST:
<http://nlist.inflibnet.ac.in/>
Available 6000+ e-journals and 97000+ e-books
2. College website:
<http://www.sscollegeofeducation.org/>

FOR ANY QUERY AND HELP CONTACT

1. Mr. Sambhu Nath Halder (Librarian)
E-mail: sambhu.halder@gmail.com
2. Mrs. Bandana Nag (Library Clerk)
E-mail: nagbandana9@gmail.com
3. Mr. Prithwish Kar (Library Peon)
E-mail: prithwishkar@gmail.com