



**Karnataka Sangha's
Manjunatha College of Commerce**
Kanchangaon, Khambalpada
Thakurli (East) – 421201



LEARNING RESOURCE CENTER

LIBRARY MANUAL

2024



College Website: <https://www.ksmanjunathacollege.edu.in/>

Library Website: <http://librarymcc.weebly.com/>

Library Email: manjunathalibrary4@gmail.com

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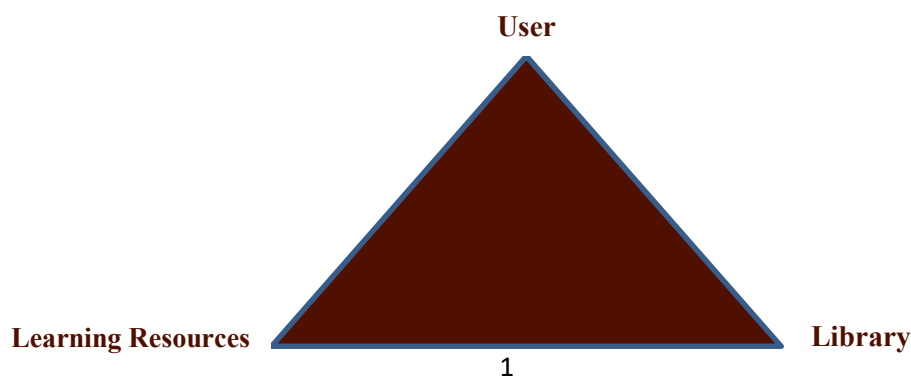
1. Introduction:

Manjunatha College Learning Resource Center has always been striving hard to meet the expectations of its users. A qualified professional run the library assisted by other support staff. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the learning resource center so as to further improve its efficiency, utility and services. This manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, management of other academic support facilities should be offered.

Library manual is a source of information, a constitution which lists out all sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. Lot of efforts go into the preparation of the manual.

2. Role of Library:

Library plays a very critical role in supporting the academic programmes of the college. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr.S.R.Ranganathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.



3. Brief Introduction of Manjunatha College Learning Resource Center:

The college was established in the year 1999. At the beginning there was a small room for library with a very limited collection of books & periodicals. Now it is situated on the ground floor of our college building with two big rooms measuring 1000 sq ft each. The College Library is a treasure house of knowledge comprises ever growing collection of more than 16000 books and around 371 bound volumes of journals both national and international subscribed by the college over the years. It also subscribes to more than 50 Journals and magazines. Content pages of important journals are indexed in excel sheet, which are proving very beneficial to the users looking for their topic of interest. To aid these print versions of journals, library also has subscribed online journals and e-books through NLIST programme of the INFLIBNET. All these valuable resources are well organized in the 2000 Sq. Ft. Area, where more than 80 users can sit at a time and they are monitored by CC TV Cameras.

4. Library Staff:

S.No.	Name	Designation	Qualification
1.	Mr.Shashikant C.Gudodagi	Librarian (Associate Professor's Scale)	B.Sc., M.L.I.Sc, SET, PGDLAN
2.	Mr.Kalpesh Bhoir	Library Clerk	M.A M.Lib
3.	Mr.Dinesh S Gohil	Library Attendant	HSC Appeared
4.	Mr.Deepak Kene	Peon	SSC

5. Library Working Hours:

The library remains open from 08.30 AM to 5.00 PM (Monday-Saturday).

Borrowing Hours: 09.00 AM to 4.30 PM (Monday-Saturday).

6. Library Orientation Program:

Library conducts an orientation programme for the 1st year students of our college. During this programme we give information about our library, its collection and services and also guide them to make optimum use of the library resource. The live demonstration is also given to students in using e-books & e-journals subscribed through N-LIST consortium. The orientation also focuses on making use of SOUL OPAC/WEBOPAC for searching required book from the library collection.



7. Book Exhibition:

Library conducts book exhibition on different occasions such as National Library Day, Womens Day, Vachan Prerana Din, Marathi Bhasha Din, Hindi Diwas etc. The objective of these kind of book exhibitions is to make students aware of the collection of variety of books and information sources available in our college library. These kinds of events also play an important role in developing the reading habit among readers.



8. Library Budget:

Library budget means the financial allocation to procure documents and provide access to the information resources. Once the college office confirms the final number of students for each programme for the Academic year, the Librarian shall prepare the programme-wise Library budget considering the library fee collection. The annual library budget of the library has the following components:

- Books
- Print Journals/periodicals (Renewal and new subscriptions)
- Online Journals/ e- Books (Renewal and new resources)
- Binding and other maintenance expenses.

9. Library Advisory Committee:

The Library Advisory Committee supports the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The Library Advisory Committee acts as a channel of communication and dialogue between the library and its users. The main objective of the Library Advisory Committee is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management.

Frequency of Meetings:

The Committee shall meet at least two times in an academic session.

Quorum:

50% of its members will form a quorum

Responsibilities: The responsibilities of the Committee shall be as under: -

- To provide general direction to the library
- To supervise the allocation and utilization of funds for purchase of books and journals for the library

- Evaluate the suggestions made by the library users
- To maintain liaison between the library and the various Academic Departments
- To consider and put forward the views of faculty members, students and Research Scholars regarding their problems and solutions sought thereof etc.

10. Collection Development:

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. No library can afford to buy all the published documents. Therefore, selection and procurement are important functions of a library for a balanced collection of documents for potential use.

Book Selection Procedure:

- ❖ Library resources such as books/CD/DVDs can be selected from any one or all of the following sources.
 - Reviews published in different Newspapers, magazines, websites etc.
 - Bestseller's list published
 - Recommended books from the syllabus
 - From book display/book exhibition/book fair by the vendors
- ❖ Member of Teaching, Non-teaching staff/research scholars/students may recommend to the librarian to purchase the books. Librarian may also select the books from the above-mentioned sources.

Periodic Maintenance of Books

It is essential that each acquired document in the library should be kept physically fit for use. Maintenance of library resources includes shelving, dusting and cleaning, repairing damaged books as and when necessary. The library staff are instructed to handle the

library resources carefully during processing, shelving and conveyance of documents. In view of this the following steps are taken:

- Shelves should not be fully packed. Too-full shelf can cause damage the document when a reader tries to remove a volume.
- Huge volumes should be kept flat.
- Dust should not be allowed to deposit on the documents. Dusting and cleaning of books carried out routinely.
- Proper cleaning, fumigation and exposure of sunlight to the documents also help in reducing the effect of insects in the library
- Proper pest management can also minimize the problems caused by the above insects.

Binding:

Binding work of library materials is done through the commercial binders available in the local market. The library decides the specification, type of binding, colour of binding for each type of document, etc. The library prepares a list of documents to be bound. These documents are handed over to the vendor for binding. After the bound volumes are received from the binder, the library verifies each document.

11. Library Collection:

S.No	Details	Total
1	Senior College (B.Com, BMS, BAF, BBI & M.Com)	14127
2	Junior College	2389
3	Book Bank Scheme	166
4	CD'S/Non Book Materials	75
5	Bound Volumes	371
6	Subscribed Journals/Periodicals	56

12. List of Journals/Periodicals:

S.No.	Periodicals	Periodicity	Language
1	Abhigyan	Quarterly	English
2	Akshara Saraswathi	Monthly	Kannada
3	Banco	Monthly	English
4	Banking Finance	Monthly	English
5	Bharatiya Shikshan	Monthly	Marathi
6	Careers 360	Monthly	English
7	Chanakya Varta	Fortnightly	Hindi
8	Civil Service Chronicle	Monthly	English
9	Competition Affairs	Monthly	English
10	Competition Success Review	Monthly	English
11	Digit	Monthly	English
12	Down to Earth	Fortnightly	English
13	Economic & Political Weekly	Weekly	English
14	Economic Challenger	Quarterly	English
15	Education World	Monthly	English
16	Edutracks	Monthly	English
17	Electronics for You	Monthly	English
18	Employment News	Weekly	English
19	Finance India	Quarterly	English
20	Frontline	Fortnightly	English
21	Grihashobha (Hindi)	Fortnightly	Hindi
22	Grihashobha (Kannada)	Monthly	Kannada
23	Hindustani Jhaban	Quarterly	Hindi
24	India Today	Weekly	English
25	Indian Journal of Agricultural Economics	Quarterly	English
26	Indian Journal of Finance	Monthly	English
27	Indian Journal of Marketing	Monthly	English
28	Inquest of Bharateeya Shikshan	Bi-Monthly	English
29	Kurukshetra	Monthly	English
30	New India Samachar (Kannada)	Fortnightly	Kannada
31	New India Samachar (Marathi)	Fortnightly	Marathi
32	OPEN	Weekly	English
33	Outlook Money	Monthly	English

34	Prabandhan : Indian Journal of Management	Monthly	English
35	Prajnan	Quarterly	English
36	Pratigyogita Darpan	Monthly	English
37	RBI Bulletin	Monthly	English
38	Reader's Digest	Monthly	English
39	Science Reporter	Monthly	English
40	Shikshan Sankraman	Monthly	Marathi
41	Southern Economist	Fortnightly	English
42	Span	Quarterly	Hindi
43	Sportstar	Fortnightly	English
44	Stress Today	Bi-Monthly	English
45	Taranga	Weekly	Kannada
46	The Chartered Accountant	Monthly	English
47	The Indian Banker	Monthly	English
48	The Insurance Times	Monthly	English
49	The IUP Journal of Account Research and Audit Practices	Quarterly	English
50	The IUP Journal of Bank Management	Quarterly	English
51	The IUP Journal of Management Research	Quarterly	English
52	The Management Accountant	Monthly	English
53	University News	Weekly	English
54	Vinimaya	Quarterly	English
55	Yoga & Total Health	Monthly	English
56	Yojana	Monthly	English

13. News Papers Subscribed:

S.No.	Newspaper	Language
1	Hindustan Times	English
2	Indian Express	English
3	Mumbai Mirror	English
4	The Economic Times	English
5	The Hindu	English
6	Times of India	English

7	Loksatta	Marathi
8	Maharashtra Times	Marathi
9	Navbharat Times	Hindi
10	Karnataka Malla	Kannada
11	Udayavani	Kannada

14. Rules of the library:

1. Strict discipline must be maintained in the library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
2. Silence must be observed in the library.
3. One Book will be issued against Reader's Ticket for seven days only.
4. Reference material should not be taken outside the library.
5. Newspapers and Periodicals/Magazines are only for Reading in the library.
6. It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip attached in the book depriving other students. In order to prevent such students from keeping Library books with them beyond due date, the fine charged will be as follows:

First week after the due date: Rs. 1/- per day
For second week after the due date: Rs. 2/- per day
7. In case a Reader loses a book he/ she should replace the book with new one.
8. Membership card is nontransferable. Students must not lend their Readers Ticket to any other student to borrow books from the library. Library facilities will be withdrawn for students misusing cards.
9. Use of mobile phones in the library is strictly prohibited.
10. Users are not allowed to carry eatables/drinks inside the library premises.

11. The College Leaving Certificate/No Objection Certificate (NOC)/Transfer Certificate will be issued to student only after he/ she has returned the library books and cleared all library dues.
12. When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the circulation counter staff before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
13. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.

15. Circulation Section and Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important as it is the prime contact point for the users to the library. Efficient functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library.

15.1 Major Activities of the Section are:

- i. Issue and returns of books
- ii. Attending the Users query
- iii. Registration of new Library Members
- iv. Operation of “Circulation Module” of Library Management Software.
- v. Maintenance and updation of data related to users at Circulation desk
- vi. Assisting the users to access Web-OPAC

15.2 Membership:

1. Students
2. Teaching Staff
3. Non –Teaching Staff
4. Research Scholars

15.3 Borrowing Privileges for Faculty/Students/Ph.D. Scholars/Non-Teaching Staff:

Borrower	No. of Books Entitled	Loan Period
Teaching Staff	25	1 year
Non-Teaching Staff	05	2 months
Research Scholars	02	15 days
Students	01	07 days

15.4 Documents that can be borrowed:

- Books from the general shelf can be borrowed
- Old loose issues of journals/periodicals (only for Staff)
- CD ROMS and DVDs can be borrowed for a short period (only for Staff)

15.5 Documents that cannot be borrowed:

- Journals Bound Volumes, Latest loose issues of journals/magazines are to be referred within library premises and are not available for issuing out
- Dissertations/Project works submitted by students are not issuable
- Multi volume books, Encyclopedia, Dictionaries etc

15.6 Renewals/Reservations and Over Due charges:

- For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book consecutively two times only. The library has the right to recall a book if the same is required by another user.

- An over-due charge of Rs.1 per day for first week and Rs.2 per day afterwards shall be charged against each book not returned within the due date.

15.7 Loss/mutilation/damage to books by Students:

- Borrowers are responsible for the books they borrow
- Books lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of book concern.
- The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be). If the damaged book belongs to a set, then the user is responsible for the entire set. In case, lost/mutilated/damage book is out of print, the borrower is liable to pay 5 times of the actual cost of the book.

16. Library Services:

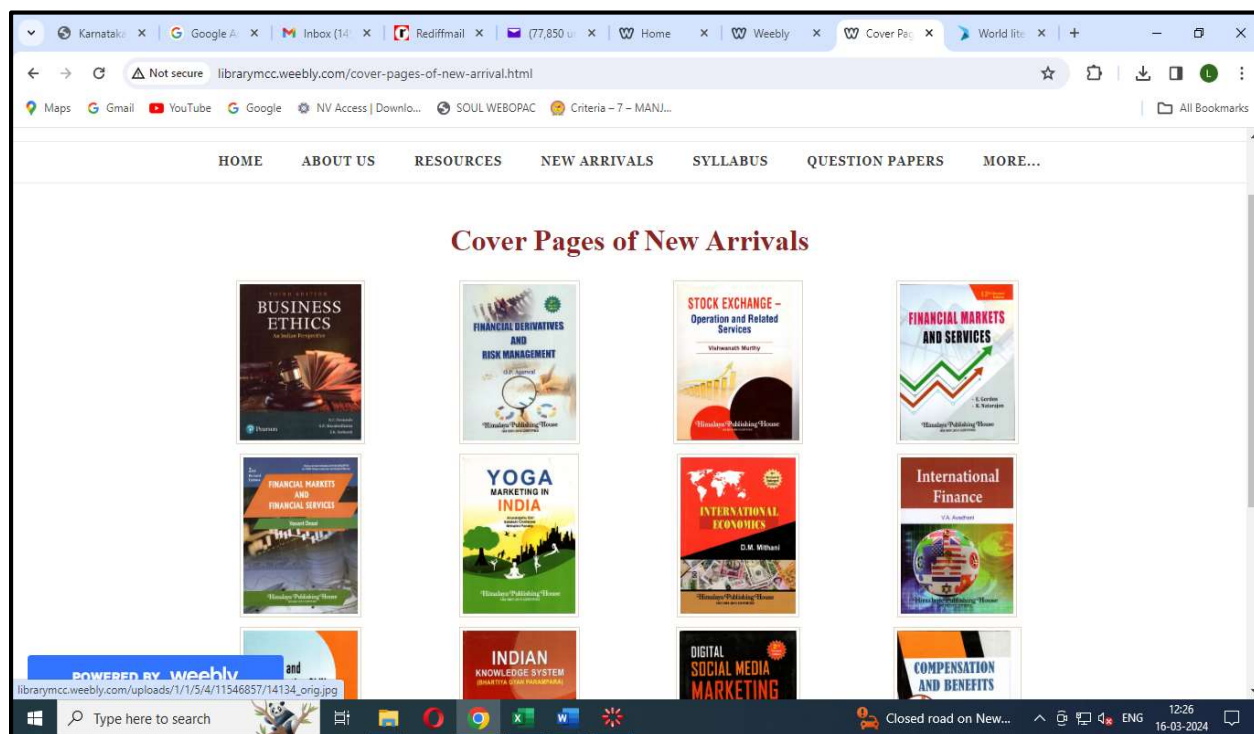
16.1 Lending Service: Books are issued using SOUL 3.0 automated library management system. Barcode reader helps the circulation counter staff to issue and return the books, just by scanning the barcode of the book & respective barcode on the member card. To get issue the required book, students have to follow the below mentioned steps:

- Search the OPAC for required books
- Note down the Class No. & Accession No. of the Book
- Give the details of the book to the staff at circulation desk
- Deposit readers card to take the book for home issue.

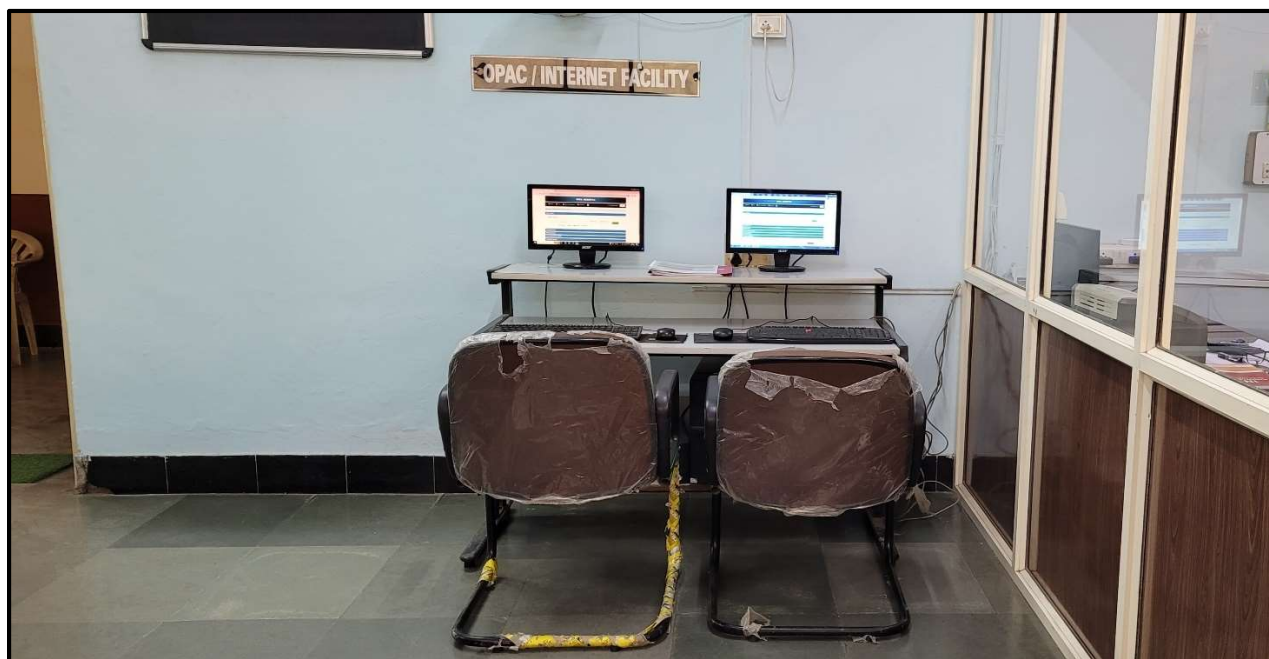
16.2 Reading Room: There are two reading sections in the college library. One separate dedicated reading space is provided for the teachers. Another is for students of our college, where they can consult the text book, reference books, journals, career guidance books etc.



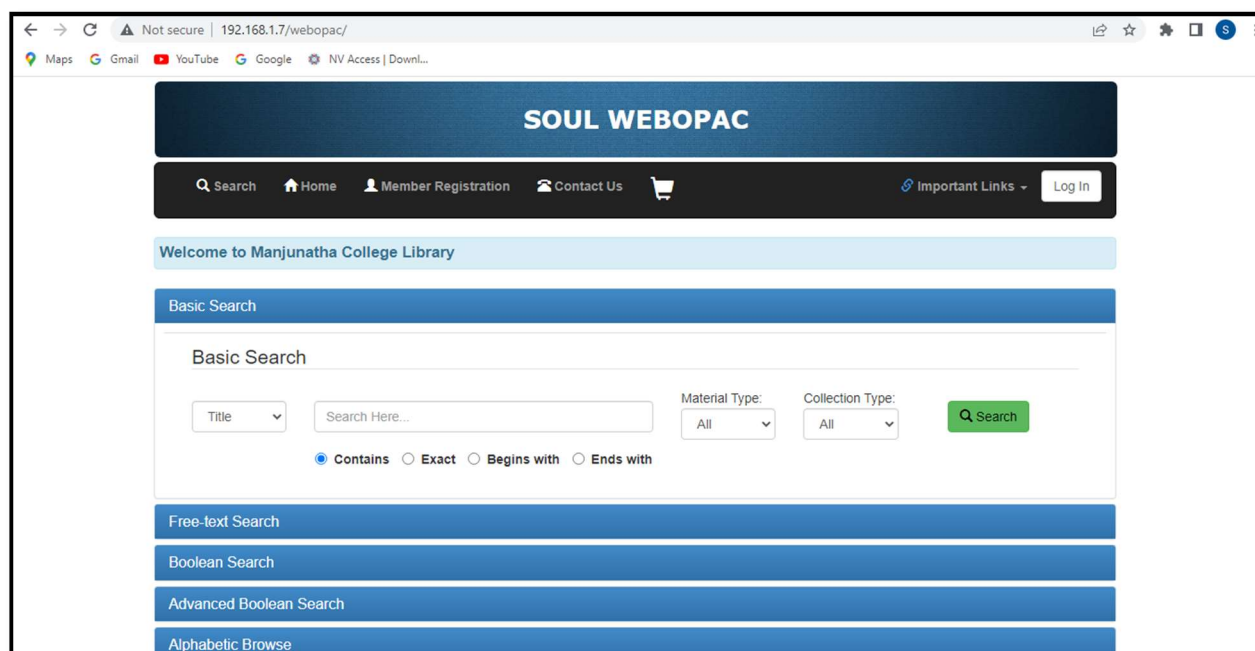
16.3 New Arrivals Display: There is new arrivals display rack where the newly arrived books and periodicals are displayed. A list of new books is also been affixed on the library notice board. New arrivals list is also uploaded on the library website.



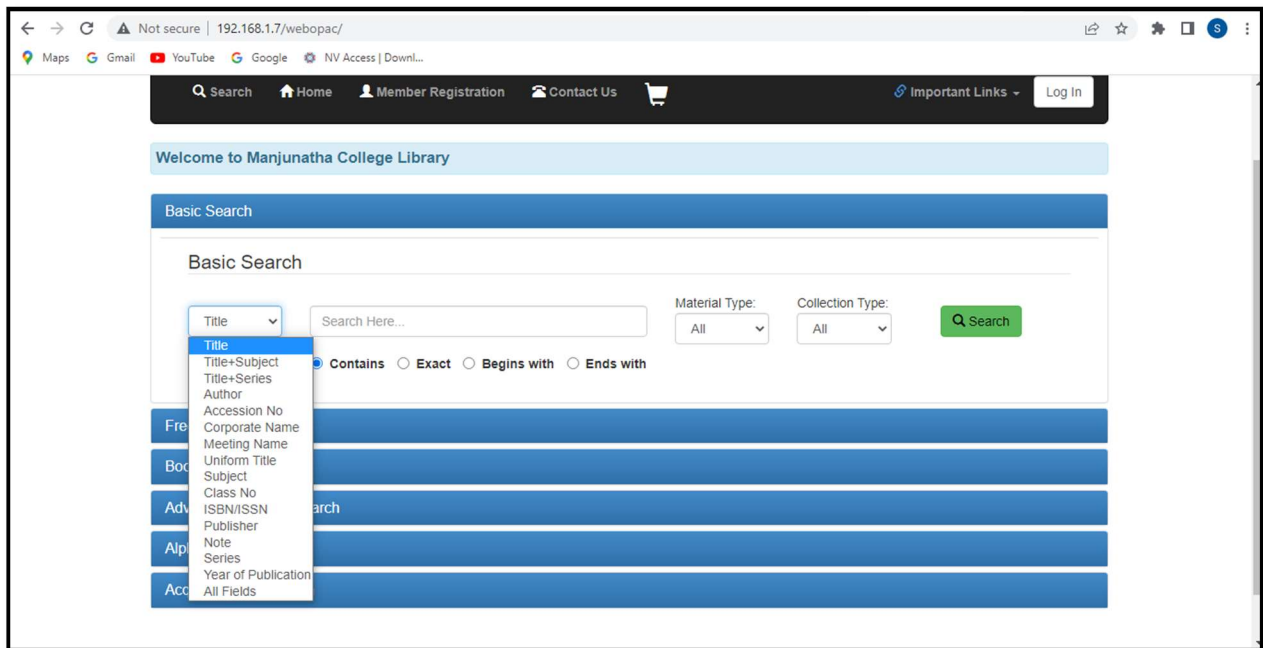
16.4 Online Public Access Catalogue (OPAC)/WEBOPAC: The full database of all the books is created by using SOUL 3.0 automation software. Users can search the required books through OPAC/WEBOPAC. It also helps the users to know the status of library books. At present this facility is available only at library premises, soon it will be made available online.



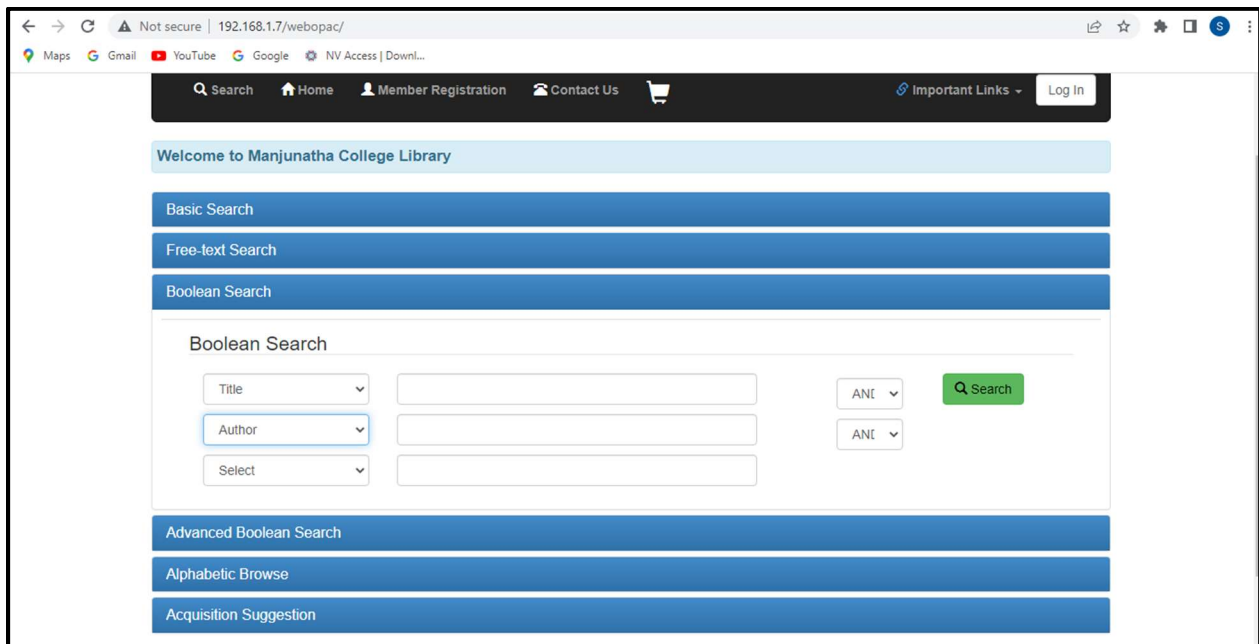
This is SOUL webopac, through which user can search the library book collection.



User can search library catalogue by different fields such as Title, Author, Accession number, Subject, Class No., Publisher, Year of Publication etc



The Boolean operators AND, OR and NOT can be used to reduce the search results.



To get the book issued, the user needs to search the required book using webopac and provide the class No. & Accession No. of the book to the circulation counter staff.

16.5 Internet Service: Two dedicated computers are kept in the library for the students to access internet for their academic purpose. One computer is also kept in the faculty section for the use of faculty members.



17. ICT Services:

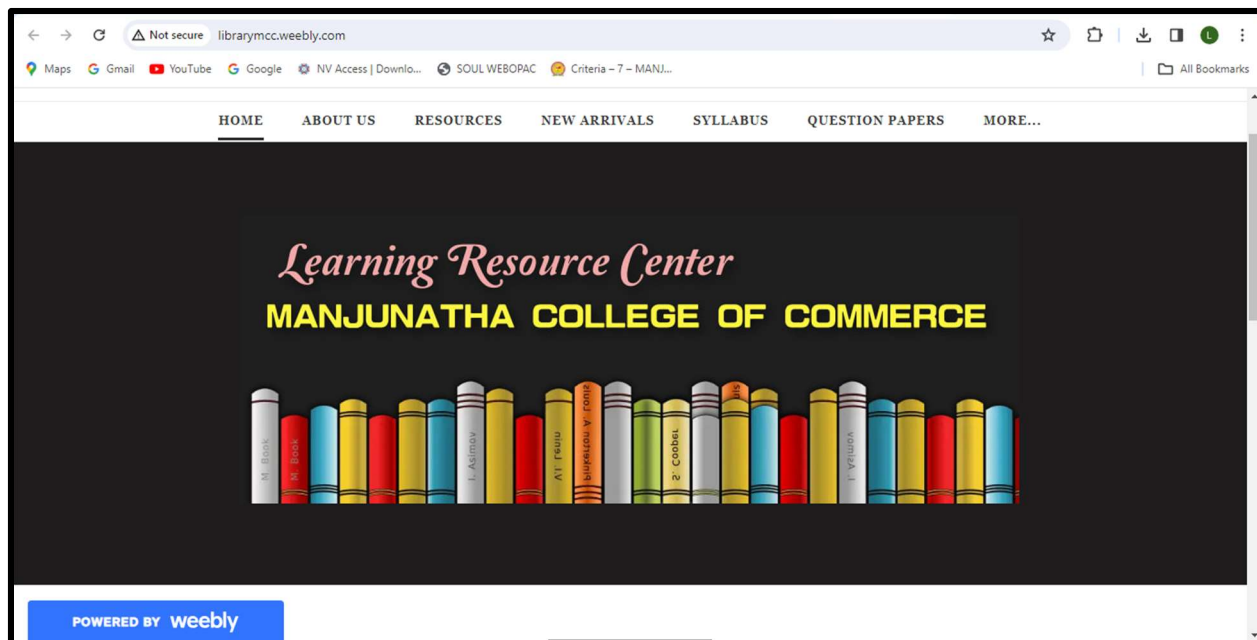
17.1 Digital Library Services:

Digital Library is an electronic library is a library in which collections are stored in electronic media formats (as opposed to print, microform, or other media) and accessible via computers. The electronic content may be stored locally, or accessed remotely via computer networks. Greenstone digital library is an open-source repository software package typically used for creating open access repositories for scholarly and/or published digital content. The Greenstone digital library repository software serves a specific need as a digital archives system, focused on the long-term storage, access and preservation of digital content. Digital Library Provides

- In house publication.
- Old Question Papers
- University Syllabus

17.2 Library Website:

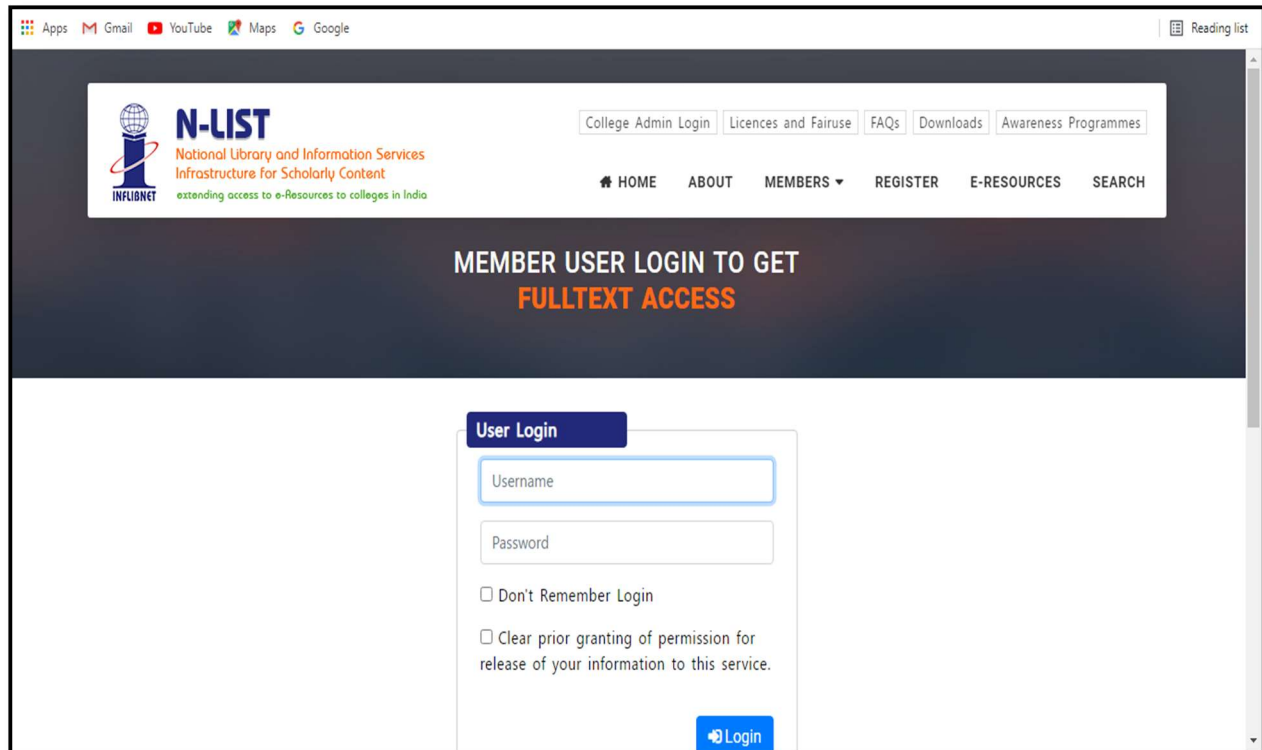
College library has developed & maintaining its own library website to cater, the needs of its students. The website provides information regarding our library and its services. It also provides useful information regarding number of online resources, new arrivals, Old Question papers, syllabus and many more. The library website can be accessed from the link <http://librarymcc.weebly.com/>.



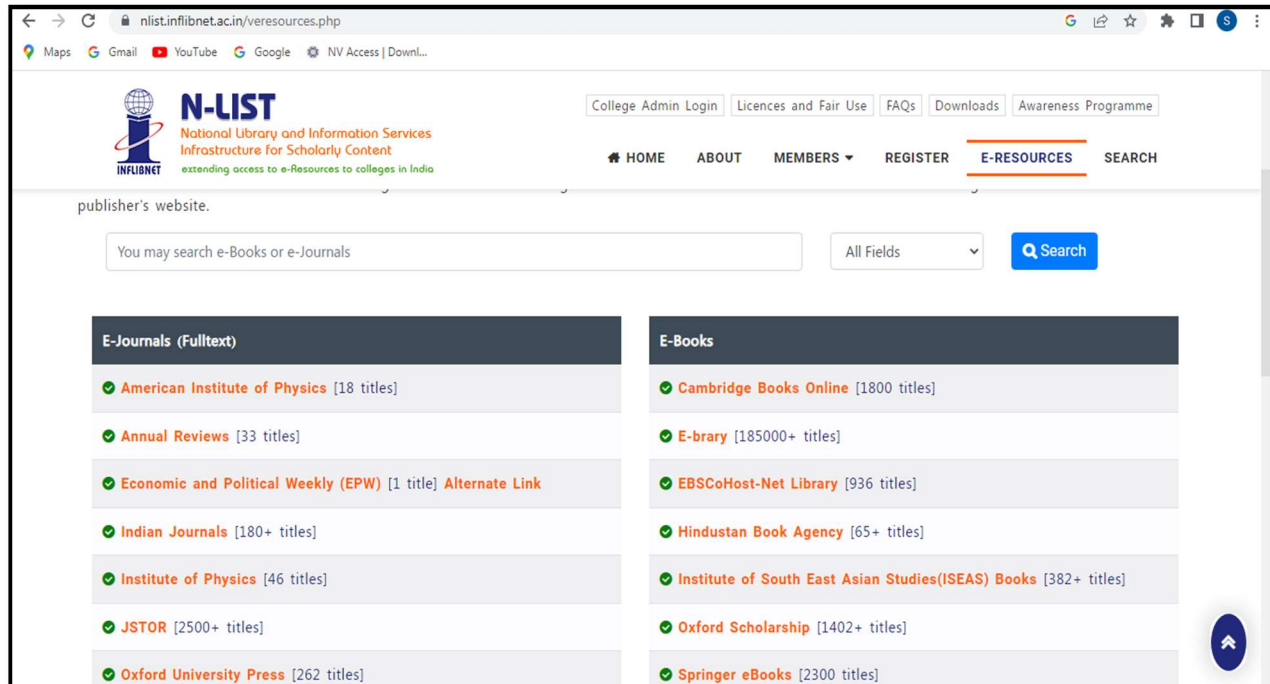
17.3 E-Resources:

Library subscribes to NLIST consortium from INFLIBNET to access 6000+ e-journals, 1,99,500 e-books under NLIST and 6,00,000 e-books through NDJ. These resources proves to be very helpful for the students to complete their projects and assignments. To get access to these e-resources user needs to fill the google form available on our college library website (<http://librarymcc.weebly.com/nlist.html>). As soon as library register your name with NLIST, you will receive Email from NLIST with password and the activation link. User name will be your email ID. The user can login with their credentials through the below given link

<https://nlistidp.inflibnet.ac.in/idp/profile/SAML2/Redirect/SSO?execution=e1s1>



After the login, the below given screen containing number of e-journals & e-books will appear.



You may select any publisher of your choice and search the required topic or information.

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The college subscribes many e-journals, e-books and bibliographic databases for use by authorized users, which generally includes students, faculty, research scholars and staff of a subscribing institution. The terms and conditions for using these resources are spelled out in electronic resource license agreements. It is the responsibility of individual users to ensure that the use of electronic resources are used for personal, educational and research purposes only and does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles are as follows:

Permitted	Not Permitted
<ul style="list-style-type: none">– Viewing, downloading, copying, printing and saving a copy of search results– Viewing, downloading, copying, printing and saving individual articles– Using e-resources for scholarly, educational research, teaching, private study and clinical purposes– Sending a copy of an article to another authorized user (i.e. current faculty, students or staff)	<ul style="list-style-type: none">– Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted– Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted– Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content)– Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted– Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access)

18. Stock Verification:

Every year library conducts its physical verification of the library stocks to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. This process is usually carried out during the summer vacation i.e in the month of May/June, when students and staff members are on their vacation. During this procedure, each and every documents are taken out of the shelves and their bar codes are scanned to find out the missing documents. Annual stock verification is done under the guidance of librarian, along with the support of other library staff. At the end of the stock verification, the detailed report is submitted to the Principal, seeking guidance regarding the write off of the missing documents.

Procedure:

- 1.The barcoded books are scanned into an Excel file.
2. While scanning the barcoded books, every care is taken to physically check the book for any damage and are removed from the bookshelf.
3. Add the accession numbers of books issued, earlier missing, withdrawn books to the same excel sheet.
4. Arrange all these accession numbers in ascending order.
5. Find out the missing numbers
6. Once we get the missing numbers, again cross verify these books availability by checking on their respective shelves.
7. After exploring all possibilities to find the missing accession numbers, we presume that these books are missing.
- 8.The detailed Report is prepared and submitted to the principal and it will placed in the CDC meeting for seeking approval to write-off.
9. After approval, these books are weeded out from the active library collection and the necessary entries made in the software and Accession Register.

19. Weeding Out Policy:

The library of any institute needs weeding out of publications/ resources to accommodate new resources.

Books: The following types of books can be weeded out.

- Mutilated/Damaged and irreparable, outdated books
- The old syllabus text books with multiple copies that are not being used for past several years (retaining one copy of each title)
- The book missing/untraced in two consecutive stock verifications.
- The book borrowed but not returned by the staff/student who left the college without taking no dues certificate from the library.

Periodicals, Newspaper & other Items: The following types of periodical(s), Newspaper(s) & other Items can be weeded out.

- Duplicate issues of the Journals
- Newspapers
- General Magazines

Disposal: After getting approval from the concerned authority, the disposal is carried out by following below mentioned procedure.

- “WITHDRAWN” stamp is affixed on the edges, on the title page and on the secret page of every book/journal/magazine/bound volume to be weeded out. Affix the date stamp also.
- These withdrawn items are displayed outside the library for certain period for staff/students to pick the volume of their choice. These will be given free of charge on first come first served basis.
- Directly sell newspapers, books & magazines to the vendor and deposit the amount in the account section.
