



Late Mohanrao P. Patil (Anna)

Hindmata Shikshan Mandal, Borgaon

MOHANRAO PATANGRAO PATIL MAHAVIDYALAYA, BORGAON

• Tal. Walwa, Dist. Sangli (M.S.) Pin 415413. •



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Recognized by UGC under 2 (f) & 12 (B) Scheme F. No. 8/696/2012 (CPP-I), NAAC Accredited: 'C' grade (CGPA 1.9)

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Dr. J. A. Mhetre (M.A., Ph.D.)

Principal

Mob. : 9860549811

Ref. No. : Date :

Hindmata Shikshan Mandal,

Mohanrao Patangrao Patil Mahavidyalaya, Borgaon**Library Development – Policies and Procedures****A) Purpose of Policy –**

This policy sets out the principles which guide the development of a quality library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and process of continuous.

B) Library Rules , Circulation Policy & Procedures

- 1) Students should have an I- Card with college seal and signature of Principal.
- 2) I- Card and Library card are mandatory for students while entering the Library.
- 3) Library card is not transferable.
- 4) Dictionary, Periodicals, Question Paper sets and other reference materials are issued only in the library on I- card
- 5) Students should return the issued books within 07 days. Students are permitted to borrow only 2 books for a period week. All books borrowed by students have to be returned before any vacation.
- 6) Admission is open to all readers in the library.
- 7) Open access for all members in to library.
- 8) Drinking or Eating any meal and mobiles are strictly prohibited in the library premises.
- 9) Every student must follow the library rules strictly.



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10) All cases of the infringement of above mention rules will be reported to the Principal for further action.

C) Library book purchasing, maintenance Policy & Procedure –

The faculty and students recommend books and other publications for purchase. Selection of reading material is driven by the needs of faculty and student. Selection of reading material is a collaborative work of teacher, students, library staff and library committee. The library would check for duplication and place the list of recommended books for the library committee for review. A few urgent requirements of books forwarded by the Chairpersons are processed. The library place orders with well recognized Vendors. Reference books are selected by the faculty and the library. The library conducts survey shall be examined for the purpose of repair, binding at the end of each academic year. And book if in torn or damaged condition will be sent for binding.

The main objective of Collection development and maintenance is to provide access to a current relevant collection that reflects the curricular needs of the students, faculty and staff of college.

D) Procedure of Conducting Library stock verification –

As per general rules physical verification of library stock is generally under taken once in a year for library, not having more than 20000 volumes. The library conducts the stock verification annually during the end of the academic year. The library department instructs those who have not submitted the books. The annual report is prepared every year.



J. A. Mhetre
Principal

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