

Procedures and Policies for Maintaining and Utilizing the Library at SBVR Degree College, Badvel

Introduction:

The SBVR Degree College Library is a vital resource for students, faculty, and staff. This document outlines the procedures and policies that govern the maintenance and utilization of the library to ensure it remains a vibrant and accessible learning environment for all.

Maintenance:

• Collection Development:

- The library will maintain a balanced and current collection of resources catering to the academic needs of its users.
- New acquisitions will be based on user requests, faculty recommendations, and curriculum demands.
- Regular weeding of outdated or unused materials will occur to optimize space and maintain relevance.

• Physical Maintenance:

- The library premises will be kept clean, well-lit, and comfortable for users.
- Regular maintenance of furniture, equipment, and infrastructure will be ensured.
- Measures will be taken to preserve library materials, including climate control and pest control.

• Technology Integration:

- The library will invest in digital resources and technologies to enhance user experience and access to information.
- Online catalogs, e-journals, databases, and other digital tools will be readily available and well-maintained.
- User training on accessing and utilizing online resources will be provided.

Utilization:

• Membership:

- All current students, faculty, and staff of SBVR Degree College are eligible for library membership.

- Membership details should be updated regularly, and expired memberships should be renewed promptly.
- **Borrowing and Return:**
 - Clear guidelines will be set for the number of items and borrowing duration based on user categories.
 - Renewal options will be available, and overdue fines will be implemented to ensure timely book return.
- **Conduct and Usage:**
 - Respectful behavior towards staff and fellow users is expected within the library.
 - Activities like eating, drinking, smoking, and loud conversations are strictly prohibited.
 - Proper care of library materials and equipment is mandatory.
- **Services and Access:**
 - The library will offer services like reference assistance, interlibrary loan, photocopying, and computer access for research purposes.
 - Assistance with online resources and information literacy skills will be provided.
 - Accessibility features for users with disabilities will be available and well-maintained.

Enforcement and Review:

- Clear signage and communication will be used to inform users about the library's procedures and policies.
- Regularly reviewing and updating these procedures and policies will ensure their effectiveness and adaptability to changing needs.
- Feedback from users will be actively sought and incorporated into improvement plans.
- Consequences for violation of library policies will be communicated and enforced fairly and consistently.

By adhering to these procedures and policies, SBVR Degree College Library can continue to be a valuable resource and a space for intellectual growth and discovery for its users. We are committed to maintaining a high-quality, accessible, and welcoming library environment for all members of the college community.