

# NAIPUNNYA SCHOOL OF MANAGEMENT

A Project of the Archdiocese of Ernakulam - Angamaly  
Affiliated to the University of Kerala

Accredited by NAAC with A Grade

An ISO Certified Institute



## LIBRARY POLICY

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Policy Code: **L B P 2 8**

**Books are infinite in number and time is short; therefore, the secret of knowledge is to take what is essential. Take that and try to live up to it.**

**---- Swami Vivekananda**

## 1. INTRODUCTION

In the classical language Sanskrit, Naipunnya means 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the student. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya got affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

## 2. POLICY STATEMENT

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of the institution. It collects, manages and disseminates the information to its users according to their need. The library is situated in the heart of the campus incorporating modern technologies to provide readers right information at the right time. The Library Policy is intended to be a living database that grows and improves over time.

The policies may be updated, modified, expanded, revised, supplemented / replaced from time to time.

All teaching, non-teaching and students of Naipunnya School of Management will come under the purview of this policy.

### **3. VISION & MISSION**

**Vision** - We aspire to enhance our students into most talented and knowledgeable users fit for an evolving world.

**Mission** - Provide a dynamic learning environment by integrating modern technologies into the academic fold thereby moulding digital citizens.

### **4. OBJECTIVES**

- To provide every member an opportunity to make the best use of reading material available in the form of books, periodicals, journals, newspapers, e-resources and other non-book materials.
- To help teachers and students of the institution to prepare for their instructional courses and to keep abreast current developments in various subject areas.
- To lend a hand in acquisition, processing, storage, and retrieval of publications related to academic courses of the College.
- To provide timely and accurate information to its users.

### **5. LIBRARY COLLECTION DEVELOPMENT POLICY**

- i. The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- ii. Library will buy textbooks, reference books and handbooks on relevant subjects.
- iii. Library will also buy printed periodicals and online database for accessing scholarly content.
- iv. Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

## **6. LIBRARY BUDGET**

Budget is an important document for planned and successful operation of a library. It is coordinates between the policies, information of exchange programmers and finance and administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc.

## **7. DIGITAL LIBRARY POLICY**

Digital Library or Electronic Library is a focused collection of digital objects that consists of text, visual material, audio material, video material, etc. stored in electronic media formats along with the means for organizing, storing, and retrieving various files and media contained in the collection.

## **8. LOSS OF DOCUMENTS**

- i. If the book issued to a member is lost, the member should replace with the fresh copy of the same book. If not, he must pay the present price of the book and an additional fine which is prevailing at that time. In case of out of print/ rare books the worth of the book and the fine will be decided by the Library Advisory Committee.
- ii. For any sort of damage done to the book issued, Librarian will be responsible to fix the fine that the member has to pay.
- iii. While returning a book if there is any sort of tampering with the barcode sticker or spine label pasted on the book, he/she is liable to pay the existing fine.
- iv. Fine will be collected in the library and the librarian will report and pay that to accounts section.
- v. If any students have any dues in the library, they won't get clearance from the library for semester registration.

## **9. WEED OUT POLICY**

The maximum number of books can be written off in a year 0.5% of the books in circulation.

## **10. INSTITUTION REPOSITORY**

### **D Space**

D Space is most often used as an institutional repository-a platform that provides access to previous year question papers.

## **11. STOCK VERIFICATION**

Stock verification is an annual process which will be conducted by the academic year end or before the upcoming academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

## **12. BOOK SELECTION AND PURCHASE**

Bodhi Library follows a strict book selection policy in order to make use of the available budget profitably to meet maximum readers' requirement. As part of this policy, our college Library has a book selection committee headed by the principal.

## **13. ROLES AND RESPONSIBILITIES**

### **i. THE LIBRARY COMMITTEE**

Members of the Library committee include the Principal (Chairman), Librarian (Secretary), IQAC Coordinator, Academic coordinator, Asst. executive director, a student representative (nomination) and members of the teaching faculty (representatives from

each department). The committee shall meet at least two times in a year. Some of the functions of the Library Committee are:

- To formulate suggestions for the improvement of the library.
- To formulate Library policies and objectives.
- To take decision on the financial matters of the library.
- To formulate development programmes and activities of the library.
- To regulate purchase, stock verification and decisions regarding the removal of old and unusable books, lost books, etc.
- Approve the recommendations of the Librarian.

**ii. DUTIES AND RESPONSIBILITIES OF LIBRARY STAFF**

- Checking in and out books, managing holds, and assisting patrons with borrowing materials.
- Helping patrons find information, answering questions, and providing guidance on library resources.
- Arranging books and materials on shelves, maintaining order, and ensuring proper cataloguing.
- Assisting patrons with computer use, printers, and other technology available in the library.
- Planning and conducting events, workshops, or programs to engage the users.
- Acquiring new materials, cataloguing items, and weeding out outdated or damaged items.
- Providing a welcoming and helpful environment, addressing patron concerns, and resolving issues.
- Handling paperwork, managing library memberships, and keeping records up to date.
- Staying informed about new library technologies, resources, and trends to better assist patrons.

## 14. LIBRARY RULES AND REGULATIONS

- i. The library is open from 8.30 am to 5pm on all days except Sundays.
- ii. Students and Staff must scan their ID Card on the E-Gate Register.
- iii. All PG students shall be issued a maximum of six books and UG students a maximum of three books at a time, which should be returned on the seventh day from the date of issue. Late return will be fined.
- iv. Any damage or loss of book will have to be compensated either through replacement or through remitting the cost of the book as fixed by the librarian.
- v. Journals, magazines and reference books are not to be issued to students for outside reference.
- vi. An atmosphere of perfect silence and studious seriousness should be maintained in the library throughout the working hours.
- vii. Students are expected to keep their bags outside.
- viii. The book will be issued only on produce of the student's ID card.
- ix. Library should be kept clean.
- x. Marking, underlining or tearing pages is forbidden.
- xi. The use of cell phones in the library is forbidden. Users are not permitted to smoke, chew or consume food in the library.
- xii. Any violation of the library rules and regulations will result in disciplinary action.
- xiii. Members shall not bring their personal belongings to the library. Adequate storage facility is provided at the entrance of the library. However, the library is not liable for the loss of items stored.
- xiv. The librarian reserves the right to recall any book issued to the borrower even prior to the due date of return ,if necessary.

**xv. Lending of Books**

<b>Category</b>	<b>No of books</b>	<b>Loan period</b>
Students - UG	3	7 days
Students – PG	6	7 days
Teaching staffs	7	15 days
Non-teaching staffs	3	15 days
Researchers	5	10 days
Researchers (from outside the College)	3	7 days

**xvi. Digital library**

- Internet / Digital facility is for all students.
- Playing games, chatting, downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.
- Printing/Scanning will be provided on payment

**15. LIBRARY SERVICES**

i. Library Internet / E-Journals and E-book Service

The library provides individual user ID and its password to users for making use of e-resources for INFLIBNET N-LIST, Delnet and Other databases are made available through IP Based.

- ii. Library Website communicates library information and updates to the users. [View](#)
- iii. Reprographic Facility- Used to take copy of learning materials.
- iv. Book Bank Facility-Text books are issued to economically backward students per semester.
- v. Inter Library Loan (ILL)- If any books are not available in the library, there is a facility in Delnet to loan books from other libraries.
- vi. Computer Facility – Computer with high speed internet facility available for users.



- vii. Automated system – E-Gate system and All books are barcoded.
- viii. Suggestion Box-A suggestion box in a library serves as a valuable tool for patrons to provide feedback, recommended new books or resources and suggest improvements. Librarians can use these suggestions to enhance collections, services, and overall user experience.
- ix. Career Corner - Different type competitive exam books for exams like NET, SET, JRF, Civil Service Exams and other GK Books are available in the Library.
- x. Question Bank - Previous year question papers are available for reference.
- xi. Bound Volumes - Back volumes of the Journals and Magazines are kept in bound form. Researchers, Faculties and Students can use this for reference and learning.
- xii. User Orientation - Library conducts orientation programme for new users. It is to enable them to use library resources effectively.
- xiii. Periodical Service - The magazines and journals are made available to library users. They can not be issued out of the library.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.



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