

LIBRARY POLICY AND GUIDELINES

ST. ANTHONY'S COLLEGE, SHILLONG

1. ABOUT

The *St. Anthony's College, Shillong, Library* resources, facilities and services, fulfil the information needs of the college community, the scholarly world, and the locals in general. It has a dual mission of providing access to information while ensuring the required standard in the preservation of the collections available in the library, and its other resources. To this end, the Library ensures an easy access of its services, to all concerned members, while implementing optimum standards in ensuring the efficient maintenance of its resources and facilities.

2. LIST OF RESOURCES IN THE LIBRARY

The Library has the following number of *books, printed journals, e-journals, e-books, magazines, encyclopaedia, and newspapers and rare collections.*

Books	Printed Journals	E-Journals	E-Books	Magazines	Encyclopaedia	Newspapers (local & national)
42,875	26	4	500+	28	26	8
Rare Collection of Palm-leaf manuscripts					41 Numbers	

3. WI-FI, INTERNET AND THE USE OF COMPUTER FACILITIES

The library is Wi-Fi enabled and has a Computer Lab, equipped with internet connection for the use of the students and faculty of the college. The set-up is meant solely for study and research purposes. The **Internet User Guidelines**, framed by the Library Committee, are intended to ensure that the downloading and viewing of the material concerned, adheres to the said purposes alone, so as to enable optimum opportunity for all beneficiaries to access the said services accordingly, as and when required.

4. WRITING DESK SERVICES

The Library Writing Desk has been set up to provide assistance to the students of the college, in minor thesis work and writing of term papers. It also provides students with input and assistance with research methodologies that can be used for their said assignments.

5. RESEARCH FACILITY

The St. Anthony's College Library makes it a priority to support research scholars. Upon producing a valid ID card and a letter of recommendation from their said supervisors, the scholars concerned can avail of a convenient work station and access to the resources available, including its internet services.

6. LIBRARY INTERNSHIP POLICY

The library also provides a system of Internship. The *Library Internship Policy* and terms of eligibility are as follows:

- **Policy Statement:**

To establish a framework to guide interns in comprehending library management systems and the administrative work involved.

- **Purpose:**

To provide interns with a hands-on environment for understanding concepts and practices taught; and develop the required competence for the said field.

- **Objectives:**

- To provide opportunities to link the academic theory of Library Sciences to the practical work involved, by providing a supervised hands-on internship setting.
- Enabling interns, gain leadership skills and develop good working-relationships within a team, thereby inculcating in them an understanding of a productive work environment.
- The internship is also intended to help interns demonstrate an ability to perform certain jobs, and discover skills in themselves, that might have been unknown to them.
- To provide interns with a working knowledge of various job processes and/or duties.
- As interns learn to work with the various library resources, it helps them identify, gain clarity and/or confirmation of the professional paths that they can pursue, in the said field, thereby contributing to their future career goals.
- While keeping track of the requirements of the internship, an intern can also advocate their own learning systems and processes.
- To develop an awareness of their own strengths, weaknesses, values and interests to help them better align both their personal and professional growth.

- **Eligibility:**

Prospective professional interns must have a Masters in Library & Information Sciences or an equivalent qualification.

- **Target Set for the Intern:**

The work-hours for interns are normally set between 9.00 am to 4.00 pm. They are given duties at various divisions of the Library (reading room, stack area, acquisition division, etc.), on a rotation basis. A set target is designed for each intern. 75% of their total working hours are expected to be dedicated in reaching the set target, while 25% of the remaining hours are spent in accomplishing other tasks, in different sections/divisions of the library, and for any unforeseen, urgent duties within the library, that could benefit with the assistance of the interns concerned. These are allocated, when required, by the library coordinators.

7. LIBRARY USAGE AWARDS TO STUDENTS

The College has instituted an award for maximum usage of the library and its resources. A total of two awards will be given- One to a student from the undergraduate section, and one from the postgraduate section. The following rules will be adhered to, in relation to identifying the winners of the said awards:

- The Award will either be in cash/books or other incentives as decided by the college library committee.
- The award will be given on an annual basis.
- In order to qualify for the same: access to library resources, time spent in the library (through Log books) and use of online journals/e-books will be considered.
- Time spent in the computer section, for online browsing in general, will not be considered as time spent, in accessing the library resources.
- A student qualifying for the award, if found wanting in aspects related to discipline and conduct in the college in general, will be disqualified from receiving the award.
- The decision of the library committee with regards to the library awards is considered as the final decision.

8. POLICY FOR ADMISSION TO THE LIBRARY

CATEGORY	REQUIREMENT	ACCESS
STUDENT	Valid ID CARD	Full access
FACULTY	Valid ID CARD	Full access
ALUMNI	Registered members only	Reference Section only.
FULL MEMBER	Deposit of Rs.2000/-(refundable)	Full access

RESEARCH SCHOLAR	Valid ID CARD	Reference Section only
VISITOR	Permission of the Librarian	Reference Section only

9. POLICY FOR THE BORROWING/LOANING OF BOOKS

To avail of the services of loaning and borrowing of books, a valid *College Identity Card*, with an RFID tag installed in it, has to be produced. Only upon verifying the same, shall the said member, be allowed to access the library and borrow the required books from the section that allows for the same.

10. LIBRARY RULES

Library Services	Requirements for SAC Students, Faculty, Staff, and Affiliates
Library Catalogue and Resource Discovery	<p>Accessible to all users for searching resources in the library.</p> <p>Access to the library's licensed electronic resources including databases, e-journals, and e-books requires a login OPAC, connected through LAN</p>
Use of INFLIBNET, JSTOR, Delcon, JGATE, including access to SAC Library electronic resources, including databases, e-journals, and e-books whether on-campus or off-campus	Requires logging in, with the User ID & Password
Scanning; Printing; and Copying Services	<p>The library allows for the scanning of printed material. A USB flash drive can be used for saving of the scanned documents, or the said data can be emailed to the said user's email account, upon request.</p> <p>For printing and copying services, one needs to visit the reprography section of the library.</p> <p>The cost concerned for scanning, printing and copying is determined by the library committee, and is subject to change from time to time.</p>
Accessing library collections	A valid College ID Card is required for both students and staff, and they must be either currently enrolled,

Library Services	Requirements for SAC Students, Faculty, Staff, and Affiliates
	<p>or employed in the college for access to these collections of resources. The ID Cards are non-transferrable to other persons.</p> <p>Members with an overdue of a sum of Rs.500/- or more due to late returns/losses or damages incurred by them, to the library resources and services concerned, will not be allowed to access the said collections, till the overdue is either fully or partially paid off.</p>
Online booking of material and renewals	Available upon requests made to the librarian.
In-person renewal of library items	<p>A valid College ID Card is required for both students and staff, and they must be either currently enrolled or employed in the college. The ID Cards are non-transferrable to other persons.</p> <p>Borrowed books maybe renewed if no one else has requested to borrow the said books, upon their return on the stipulated date, and if the borrower owes the library an amount less than Rs.50/- towards any incurred anomalies by the borrower.</p>
Non-circulating collections	<i>Non-circulating collections</i> including reference materials, closed stack collections, and many other such journal collections are meant for use only in the library.
Placing a recall request for items checked out to other borrowers	<p>Only items checked out for six weeks or longer may be recalled, if asked to be borrowed by someone else. In order to do this, a valid ID Card with access is needed.</p>
Retrieve from Shelf Service for items with <i>available status</i> in Library Catalogue	A valid ID Card will be required.
SAC Publications, Research and Translation Centre	The SAC Library is open to all researchers including those who are not members of other institutions affiliated to SAC. Access to this set of collections is

Library Services	Requirements for SAC Students, Faculty, Staff, and Affiliates
	on-site only, in the library’s reading room. Those not from the college, will need to register for a User Account first.

11. POLICY INAPPLICABLE FOR THE FOLLOWING

Individuals no longer enrolled as students, or employed with St. Anthony’s College, Shillong, will not be able to access the services and facilities available in the library, as described in this policy. However, exceptions may be made to Researchers and prominent Alumni of the College.

12. POLICY FOR BORROWING, RENEWING AND RETURNING OF BOOKS

- **Loan Periods**

Items	Faculty and Staff	SAC PG Students	SAC Undergraduate Students	
Books	1 year (subject to recall after 2 weeks)- 8 Books	15 days (subject to recall after 2 weeks)-5 books	15 days (subject to recall after 2 weeks)-3 books	
Unbound journals		Varies in special circumstances, but is usually meant for library use only		
Bound journals published 2 or more times per year		Varies in special circumstances, but is usually meant for access within the library only.		
Reference Books	Not for borrowing/circulation. But can be borrowed only under special circumstances for a maximum period of 2 weeks	Cannot be borrowed but can be accessed within the library only.	Cannot be borrowed but can be accessed within the library only.	Cannot be borrowed but can be accessed within the library only.
Course Reserves	-	Each item can be borrowed for a specific period of 7 days only. No renewals are allowed.	Each item can be borrowed for a specific period of 7 days only. No renewals are allowed.	-

- In order to borrow books, the college students, faculty and staff, present their *College ID Card*, while others specified present their *St. Anthony's College Library Borrower Card*.
- Upon borrowing books, it is the responsibility of the member concerned to return or renew the said items on or before the due date, to avoid overdue charges.
- The items are to be returned at the library service desk.
- For any other issues related to the library, not mentioned within this policy, the library service desk can be approached with the concerned inquiries.

- **Renewals**

Active members of the library with no overdue charges or other lapses, as per mentioned in this policy, may renew the borrowed material, that they have in their possession. This has to be done by the

due date concerned, upon which, their loan period will be extended. The SAC Library service desk, has to be approached for getting the needful done. Items recalled, or requested by another user or if declared as lost, cannot be renewed.

Tentative period of time for renewals is as mentioned below:

Items	Faculty, Staff, Affiliates	SAC PG/Undergraduate Students and Reciprocal Borrowers
Books	2 renewals	2 renewals
Unbound journals	If item in circulation, no renewal.	
Bound journals published 2 or more times per year		

13. FINES, FEES, AND CHARGES FOR LOST BOOKS

Items	Declared Lost in the following circumstances	Maximum Charge Per Item
Books	30 days overdue	Item replacement cost (varies as per item concerned); plus existing cost of the item and overdue fine.
Unbound journals	30 days overdue	Item replacement cost (varies as per item concerned); plus Rs.200/- and overdue fine.
Bound journals published 2 or more times per year	30 days overdue	Item replacement cost

- **Fines:**

Patrons are expected to return borrowed items by their due dates. Thereafter, an overdue fine of Rs. 5/- is charged per day, per material concerned. If any of the said material is part of the *Course Reserves* category, these are fined at the rate of Rs. 50/- per day.

- **Recalls**

If a book/material has been borrowed for 2 weeks or longer, they are eligible for immediate recall by other borrowers. After the first recall notice has been issued, a time period of 7 days is allowed for the items to be returned. These items can no longer be renewed.

Besides the points mentioned here, the library service desk can be approached at anytime for more information about Fines, Fees, and Lost Item Replacement Charges, including charges for damaged material.

14. BOOKS OR MATERIAL NOT FOUND ON THE SHELVES

The member/patron concerned can avail of one of the services as mentioned in this policy, if books, materials are not found in their stipulated places. However, they are first advised to seek assistance at the library's service desk, in case said material is actually available in another section or has just been returned.

15. RESPONSIBILITY OF PATRONS

Patrons are responsible for all material borrowed by them. Besides adhering to due dates, they are expected to take responsibility for liabilities incurred due to loss, theft, or damage of the said material, when in their possession.

16. SUSPENSION OF PRIVILEGES

If patrons/members have accumulated a number of charges due to late returns/losses or damages incurred by them, they shall no longer be permitted to borrow anymore material, until their said charges are cleared.

17. LOST OR DAMAGED LIBRARY ITEMS

When purchasing materials, the Library determines their appropriateness according to the collection development policy, chooses correct editions, and appropriate bindings, and satisfies all licensing requirements. Hence, patrons are responsible for replacement of lost or damaged material.

18. PERSONAL BELONGINGS

The Library assumes no responsibility for personal belongings of concerned members/patrons left within the library premises. However, if any such belongings are found, it will be placed for sometime at a service desk and then given to the desk at the reception. Thus, individuals seeking personal belongings lost in the library, should contact the Reception Desk.

19. LIBRARY PRIVACY POLICY AND PROCEDURES

The Library protects the privacy of those who use the library. The staff at the library are not to disclose the registration information about borrowers, their requests for information and materials, and their concerned transactions. Any information required about a said patron/member will have to be collected from the College Office.

- **Information considered as private includes:**

- A patron's name (or whether an individual is or has been a registered borrower)
- A patron's physical address
- A patron's telephone number
- A patron's e-mail address
- A patron's library circulation record and its contents (including Course Reserves and Inter-library loan transactions)

20. LIBRARY STAFF MAY HOWEVER USE THE INFORMATION CONCERNED TO DO THE FOLLOWING:

- Provide the due date for return of a particular item (without disclosing who currently has it)
- Recall any checked-out item (without disclosing who currently has it)
- For academic purpose within the college or with agencies if the college so finds it important and mandatory.

21. COLLECTION DEVELOPMENT:

A *collection development policy* is a framework for describing library collections and establishing a formal set of guidelines for developing and supporting collections. The purpose of this *collection development policy* is to provide guidance to the library and other faculty responsible for the selection, acquisition, evaluation, and maintenance of the library material concerned.

- **Goals**

The collection supports the curriculum and programs, as defined by the College.

- **Selection Responsibility**

Overall responsibility for the selection, development, and maintenance of the collection, rests with the faculty of the various departments, and is overseen by the Library Committee.

- **Selection Guidelines for all resources**

To meet the stated goals, the library will provide access to representative materials, in all areas of knowledge, focusing on subject areas related to, and in support of the College's academic curriculum. A *standard collection development criterion* will be applied to all formats consistently. The considered criterion may include:

- Need
- Demand
- A variety of academic levels, to serve a wide range of interests and abilities.
- Opposing sides of controversial issues to aid students with critical thinking.
- Strength of present holdings in the same or similar subject areas.
- Suitability of format to content and compatibility with college-owned equipment.
- Authoritativeness of the author, or reputation of the publisher.
- Usage statistics of similar items.
- Availability of funding.
- Its value over the years.

- **Other Considerations**

- Duplicate copies of the material concerned are purchased, or accepted as gifts, only under special circumstances determined by demand, usage, reference, or reserve statistics.
- While the need for retrospective items is recognized for some fields of study, the emphasis is on purchasing current items, with perceived long-term worth.
- Lost and stolen material will be replaced, if available and deemed to be pertinent, as funds allow. If the original material is no longer available, it may be replaced by other relevant material on the same topic.

- **Selection Priorities**

- The current curriculum needs; subjects that require constant updating; and areas in need of development, hold top priority in selecting the said library resources
- Annual publications and reference books come next in the order of priority.
- Subject areas, the content of which do not undergo change constantly and material not related to the curriculum, hold a lesser priority.

- **Periodicals**

Periodical subscriptions require and receive substantially more consideration, than the purchase of a single monograph. This is due to the annual encumbrances of subscription costs. The library is committed to funding subscriptions in electronic formats, as and when available, without compromising on the standards set for electronic resources.

- **Electronic Resources**

Electronic resources refer to library material, requiring Internet Technology to gain access. Among these, the priority is given to the following resources:

- Resources that support the college curriculum.
- Complete texts.
- Resources offering low-cost thresholds and consortium pricing.
- Resources that offer IP authentication rather than having to use a username and password.
- Resources that provide remote access and offer unlimited simultaneous users to access these, at a reasonable cost.
- Resources that offer free technical support and training when required.
- Resources providing statistical reports, using regulated standards.
- Resources that provide perpetual archival access to information that has already been paid for even if the subscription is cancelled by either parties concerned.

- **Newspapers**

The library subscribes to local and select state newspapers, as well as a selection of national newspapers.

- **Collection Development Budget**

The Library Committee sets a budget for the library on an annual basis. The library then holds the responsibility to allocate the said budget, in the development of material for each individual academic department, and program of the college. These allocations, per department, may be adjusted upon consultation between the department, and the library committee depending on the budget available.

22. LIBRARY COMMITTEE

The Library committee of the College is a body constituted by the Governing Board of the college to look into the general administration of the library. It holds the responsibility of ensuring an efficient functioning of the library, and the formulation and execution of short-term and long-term plans of the library. The members of the said committee are expected to work in close tandem with the librarian and the other staff of the library as per the policy specified here and in keeping with the rules of the parent institute. The committee is revamped as and when required.

23. GENERAL LIBRARY RULES/CODE OF CONDUCT

- Upon entering the library, one is expected to submit the **IDENTITY CARD**, and **RECORD THEIR ENTRY** using the **biometric device** installed at the Library Reception Desk.
- **Members and Patrons intending to use the library resources are not to bring with them other personal books, bags, files, diaries, or question banks**, except for the borrowed items concerned that need to be returned to the library. All personal belongings need to be deposited at the Reception Desk. One is, however, allowed to bring in plain sheets of paper and pens.
- **Exchange of library books** among patrons and members for any reasons concerned is strictly not encouraged.
- It is the responsibility of the one who borrows a book, to personally return them and to ensure that no damage is caused to the books concerned.
- Books from the *Reference Section* are for consultation only and are not meant for lending.
- Current or back issues of Journals/periodicals/ magazines etc., which have been bound and preserved are also meant only for reference and not given on loan.
- Books lost, defaced or damaged in any way will have to be replaced by the borrower.
- No book shall be retained by the students, during the university exams and winter vacations.
- The library is a silent zone, and all who enter are required to maintain the protocol concerned, for the benefit of all, using the library. There are special rooms attached to the library for group discussions/study/research and these may used when needed.

- Anyone seen marking, defacing or damaging library materials are expected to replace the same with its' latest edition along with a fine of Rs.1000/- only.
- In specific circumstances, when any suspicious activity is observed, the Library committee/staff reserves the right to request the said member(s)/Patron(s) to agree to be searched in person and among the belongings that they hold with them, at the moment. This shall be done in accordance to the necessary protocol expected, in the event of any such exceptional circumstances.
- Books/Articles maybe searched by logging into the college intranet.
- Students are permitted to borrow only TWO BOOKS at a time.
- All members are to carefully read the rules concerned, with regards to return, renewal and the overdue charges incurred for borrowed library books.
- **Visitors other than member/patrons are not allowed in the library without permission** from the librarian/management.
- Library rules and regulations are subject to review and change by the library committee.

24. GRIEVANCES

All matters of grievances regarding matters considering to the library is to be settled within the policy and rules applicable to the library. If any matter is considered beyond it, the aggrieved may approach the grievance cell of the college.

25. AMMENDMENTS

The library committee may make amendment or additions to the above policy, if the same is felt necessary and important.



Br. (Dr). Albert Longley Dkhar
Principal

Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India