

# LIBRARY PROFILE

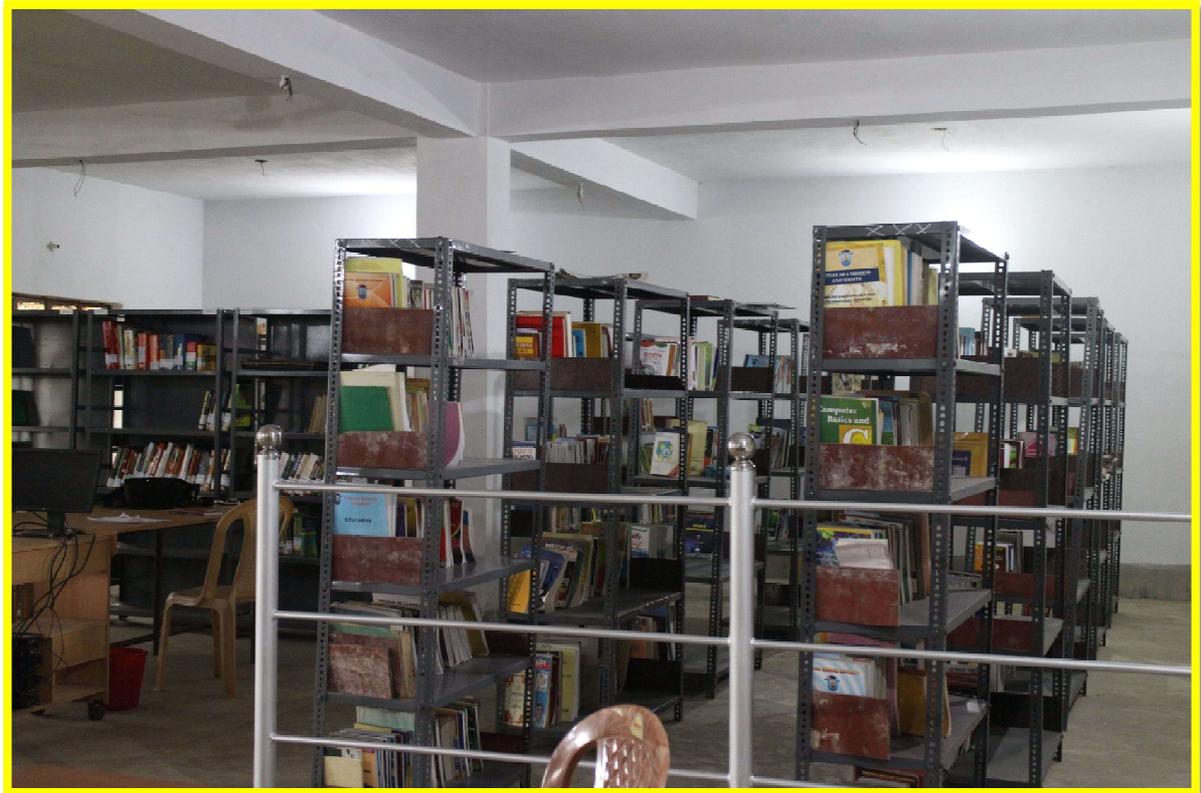
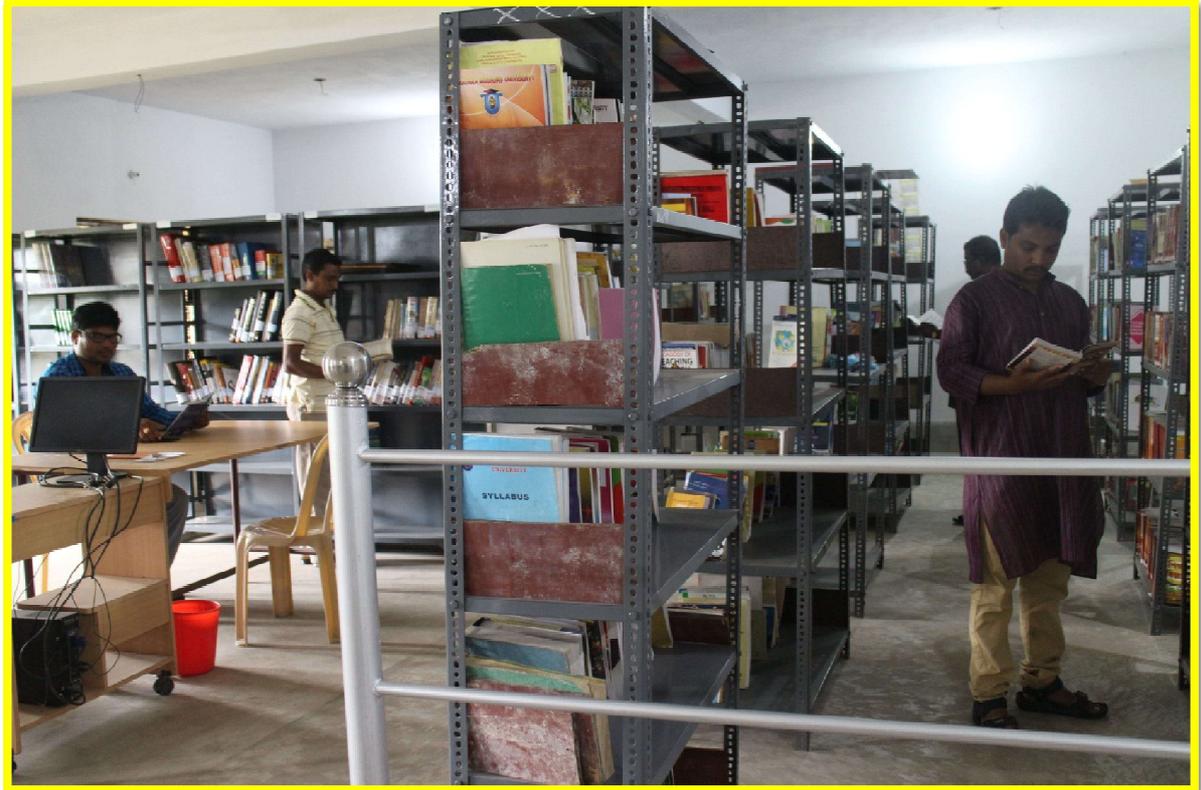


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**Ajodhya, Kanksa, Burdwan-713148**

**West Bengal**



**Library**

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## Total collection of books & journals in the Library

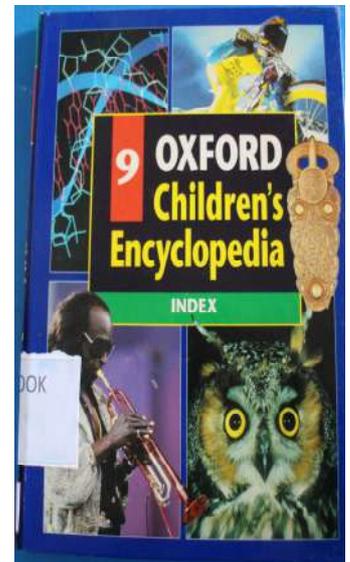
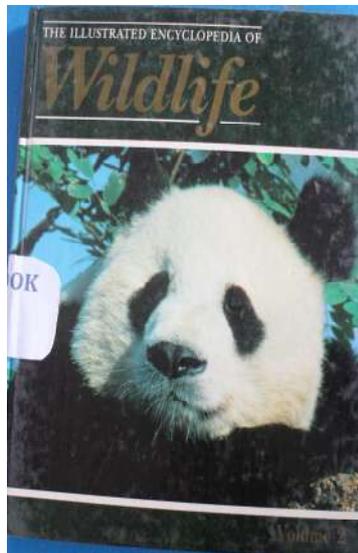
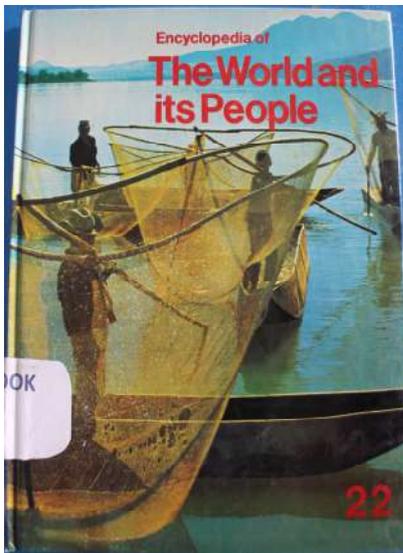
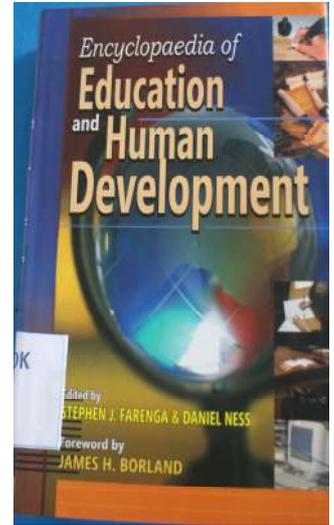
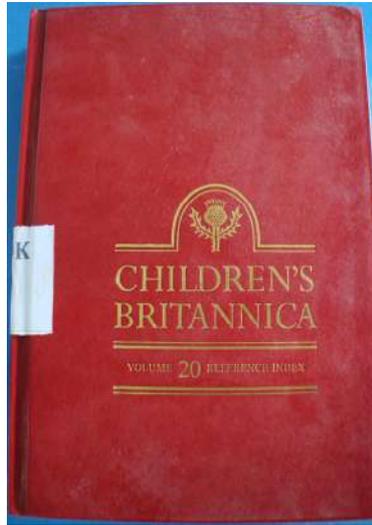
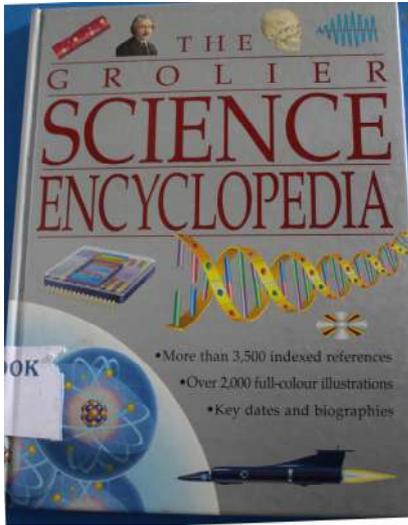
<b>Books (in volumes)</b>	<b>4015</b>
<ul style="list-style-type: none"> <li>• Text books</li> </ul>	<b>3565</b>
<ul style="list-style-type: none"> <li>• Reference books</li> </ul>	<b>500</b>
<b>Magazines</b>	<b>10</b>
<b>Journals subscribed :</b> <ul style="list-style-type: none"> <li>• Indian journals</li> <li>• Foreign journals</li> </ul>	<b>05 00</b>
<ul style="list-style-type: none"> <li>• Peer reviewed journals</li> </ul>	<b>05</b>
<ul style="list-style-type: none"> <li>• Back Volumes journals</li> </ul>	<b>25</b>
<b>E- information resources :</b> <ul style="list-style-type: none"> <li>• Online journals</li> <li>• CDs/DVDs</li> <li>• Database</li> </ul>	<b>01 05 04</b>

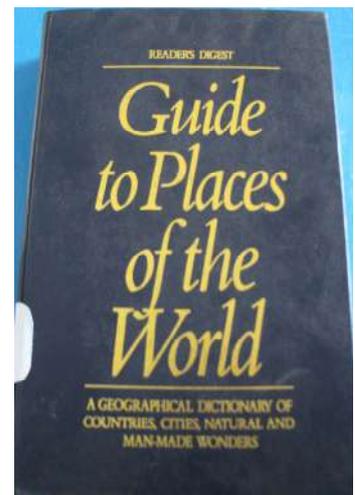
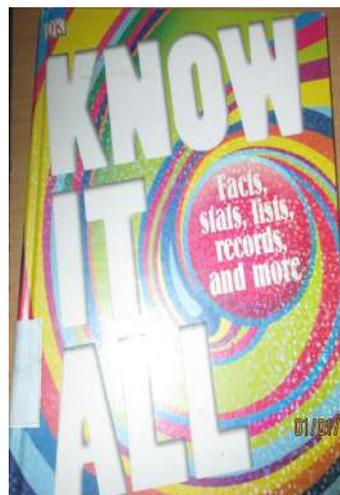
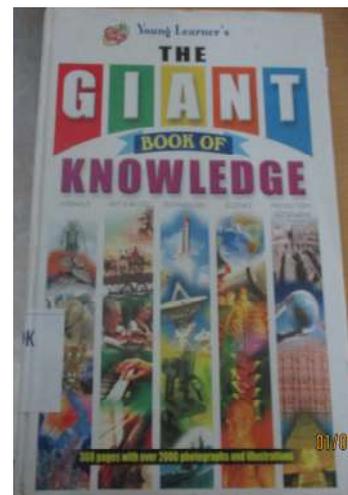
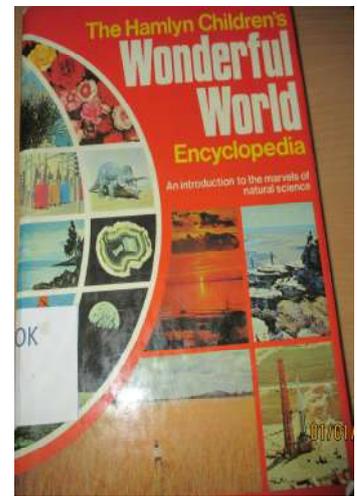
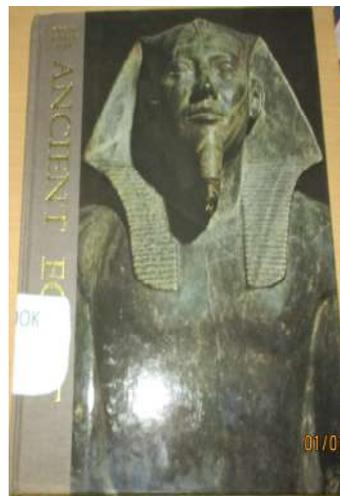
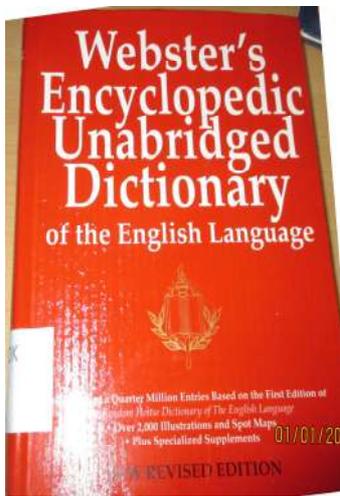
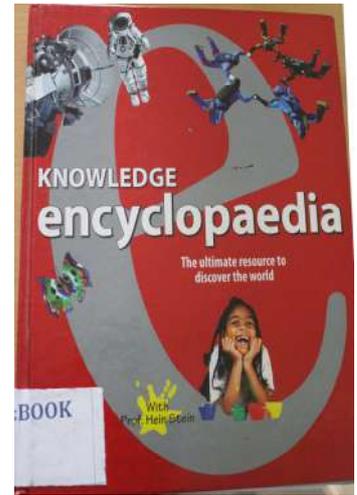
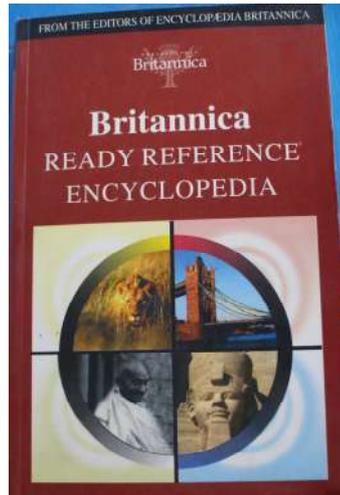
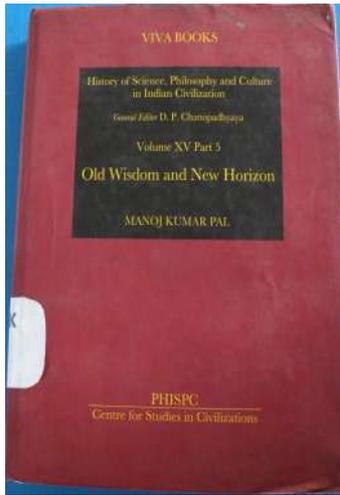


## NEW ARRIVAL

<b>Books (in volumes)</b>	
• Text books	350
• Reference books	100
<b>Magazines</b>	5
<b>Journals subscribed :</b>	
• Indian journals	03
• Foreign journals	00
• Peer reviewed journals	01
• Back Volumes journals	15
<b>E- information resources :</b>	
• Online journals	00
• CDs/DVDs	05
• Database	00

# Encycl opEdia



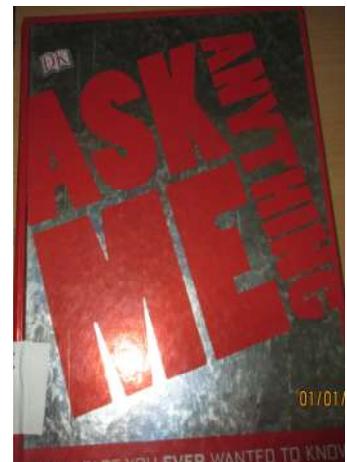
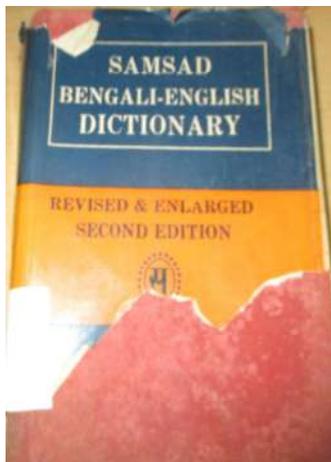
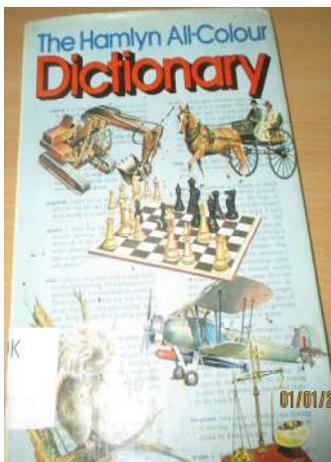
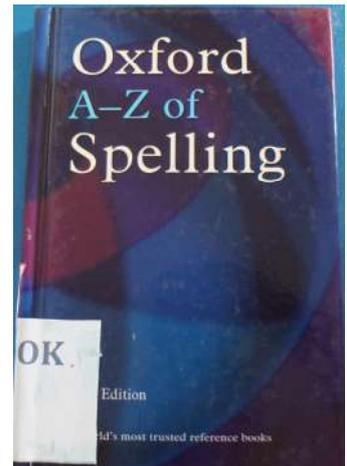
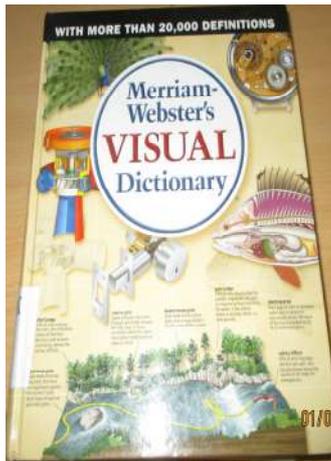
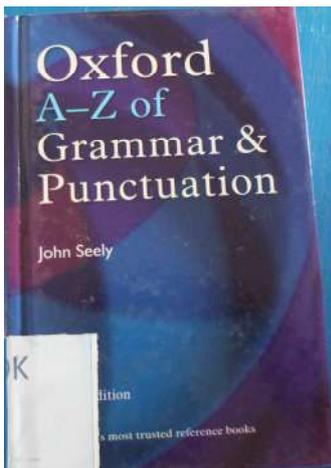
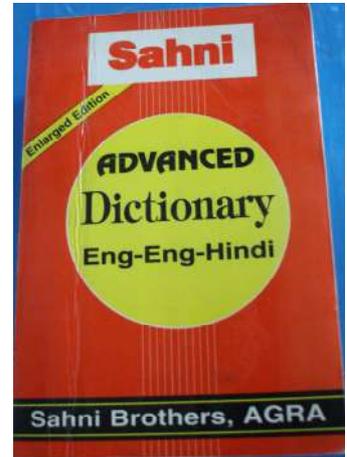
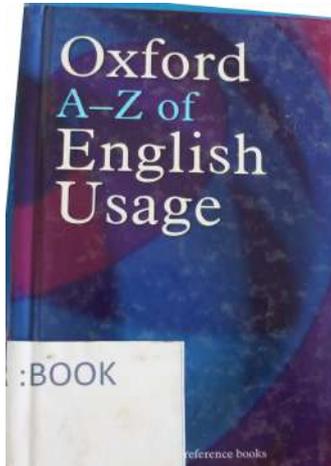
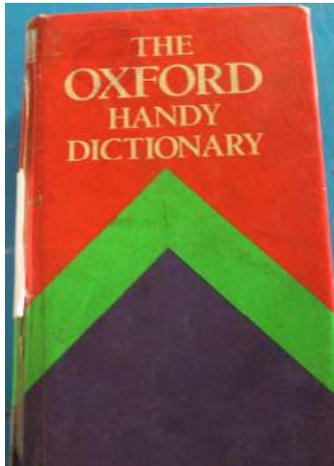


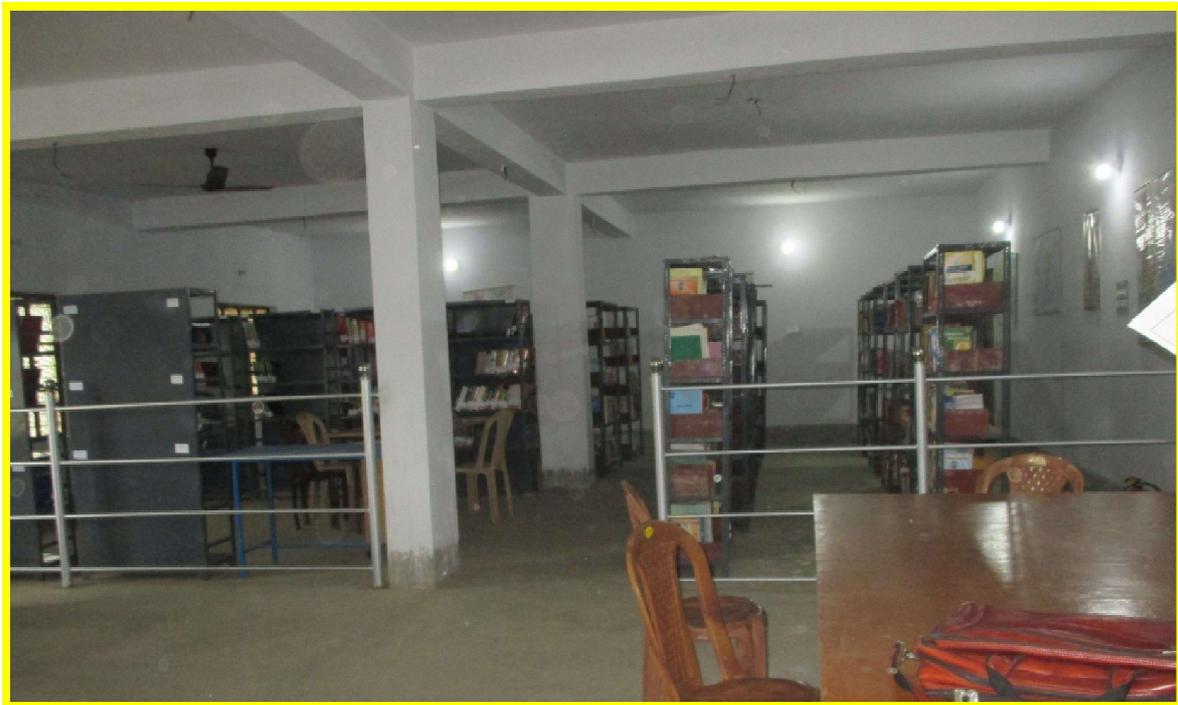


Reference Section



# DICTIONARY





## The News papers

SL No.	Name of the News paper	Language
1	The Statesman	English
2	The Sangbad Pratidin	Bengali
3	The Dainik Jagaran	Hindi





- ❖ All users are required to show all items to the Library staff before leaving the library.
- ❖ No student is allowed to enter the circulation area without the consent of the library staff.
- ❖ Good order must be observed in the library at all times for example placing of feet on the furniture. Eating and Drinking, Smoking, Sleeping etc. will not be allowed in the library.
- ❖ Group discussions are only allowed in the discussion room and the noise must be kept to a minimum level and should not disturb any other user in the library.
- ❖ Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library.
- ❖ Seats in the library may not be reserved.
- ❖ Users are not allowed to reshef books after removing them from the shelf. Leave the books on the table.
- ❖ No library equipment may be moved, modified or tampered without the permission from the librarian.



## **Borrowing Procedure:**

- ❖ Borrowing period is strictly between 10:30am and 3:00pm on weekdays (Except Saturday).
- ❖ A user must be a registered student in the current term to be able to use the library services.
- ❖ All students must present their Library card before borrowing any library materials.
- ❖ Library materials may not be removed from the library unless the library staff has properly issued them out.
- ❖ Students are allowed to borrow a maximum of four books for a period of two weeks.
- ❖ All borrowed materials must be returned on or before the due date.
- ❖ Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
- ❖ Students with overdue materials and overdue fines will not be allowed to use the library services.
- ❖ All reference materials must be returned at the specified time.

### **The following materials can only be used within the library:**

- ❖ Reference books
- ❖ Newspapers
- ❖ Journals and magazines

### **Damage/ Loss Of Library Materials:**

- ❖ All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing.
- ❖ Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
- ❖ Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.
- ❖ Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

### **Overdue Charges/ Fines:**

- ❖ General collection books Rs. 1 per day
- ❖ Books not returned at the end of the term Rs. 500 per book

### **Exclusion from The Use Of The Library:**

- ❖ The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations.
- ❖ The library staff has the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.

**Admission:** The following people are allowed to use the library

- All registered students of the College
- Faculty and other staff in the College
- Known members of the community and those with a genuine need have limited access to the library

**Borrowing:** All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.

**Loan periods:** The length of time that books may be borrowed is as follows:

- **Students:** Four books for two weeks; renewable once
- **Faculty:** Six books for four weeks
- **Other staff:** Two books for two weeks

**Damage and loss of library materials:** Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs. Marking of books and other library materials will be regarded as damage.

**NB:** These rules and regulations are subject to review by the library committee from time to time

## **FUTURE PLANE**

- **Total collection Books & Journal fully digitize of Library.**
- **To equip the Library with e-books.**
- **Updating the Library with reference to M.Ed., M.A. in Education & educational Research.**



**Librarian Issuing Books to the Students**

