



BISHOP HEBER COLLEGE

(Autonomous and Affiliated to Bharathidasan University)
(Nationally Reaccredited with 'A' Grade by NAAC with a CGPA of 3.58 on 4 point scale)
(Recognised by UGC as 'College of Excellence')

Puthur, Tiruchirappalli-620 017, Tamilnadu, India

Library Policy and Guidelines

Preamble

Library is the crux in the Learning resources. It serves as the storehouse of the knowledge, a platform for updating one's research avenues. Hence, the College has drafted the following policy and guidelines to effectively utilize the Library resources.

Vision and mission of the Library

Vision

The Vision of Library is to connect, Collaborative partner and create a learning space for teaching, learning and research endeavours of faculty and students.

Mission

Bishop Heber College Library serves as a supporting agency to the College community in their pursuit of knowledge by providing access to information in different accessible format.

I. Book Procurement Policy

- Books and other reading materials will be procured to the College Library on the recommendations of respective HOD's and subject experts. However, general books will be selected by the Librarian
- Staff and Students can also recommend New Books/Periodicals to the added to College Library by using the prescribed Books/Periodicals Recommendation Slip
- Only latest editions/new copies are to be selected
- Only authentic book publishers/distributors/sellers should be entertained
- The given budget should not be exceeded and the expenditure has to be closed prior to the deadline set by the Bursar/Librarian





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- Book Recommendation Slip: Users can suggest books to the library using a prescribed form available with the Librarian. The Librarian will in turn check its availability and procure the same

II. Lending Policy (Issue and Return)

- Students of the Undergraduate Programmes will be given 2 Library tickets and those of the P.G. Programmes 3 tickets each. U.G. Students will be issued 2 books each and P.G. Students 3 Books each at a time. 6 tickets will be issued to M.Phil. / Ph.D. Scholars. Students can borrow and return books between 08.30 am and 03.00 pm on all working days and a special counter will function between 03.00 pm and 05.00 pm.
- Students can keep the book for two weeks at a time
- Books should be returned on or before the due date, which is marked on the last page of the books issued
- A fine of Rs.2/- will be levied per day for late returning of books
- Books will be issued only against production of Library tickets and Barcoded Students' Identity card
- Loss of Library tickets should be brought, in writing, to the notice of the Librarian immediately. A fine of Rs.200/- will be levied per card lost
- Students should make amends for any loss of or damage to the Library Books, Magazines or Library Property

III. Policy for accessing e - resources

- All students, research scholars and faculty members can use the available online databases for accessing e-resources
- The College Library is Wi-Fi enabled and Students/Staff can register their Laptops in the IT Support Division to avail this facility
- The following facilities are available for use:
 - N - LIST
 - DELNET





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- National Digital Library of India (NDLI)
- NDLI - Club

IV. Plagiarism Checking Procedure

- The prescribed 'Requisition Form' for Plagiarism check can be collected from the college library
- The softcopy of the thesis/project/article/ document should be sent in PDF format excluding list of References / Bibliography
- It should be mailed by the Research Supervisor to the Librarian
- In case of multiple documents, the Research Supervisor may send ZIP files/ compressed files
- The documents shall be sent at least 5 days prior to the project submission deadline
- The report after similarity checking will be mailed by the Librarian to the Research Supervisor

V. Policy for Clearance

- Students or Staff who leave the College for any reason in the middle of a term should return the books before leaving the College and obtain clearance (No Due Certificate) from the College Library

CONCLUSION

In conclusion, having a well-defined library policy and guidelines is crucial for the effective use of library resources. Bishop Heber College has established policies covering various aspects of library operations, including book procurement, lending, e-resource access, plagiarism checking and clearance procedures. These guidelines will aid students, faculty, and staff in utilizing the library resources efficiently and effectively.




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