



**SADHU VASWANI MISSION'S**  
**St. Mira's College For Girls, Pune**  
**An Autonomous (Affiliated to SavitribaiPhule Pune University)**  
**Reaccredited by NAAC- A Grade, cycle 3**  
**[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA,**  
**BBA(CA)]**  
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POLICY TITLE: Library Policy	
Policy Number:	8
Description of the Policy	Directives for the provision of an environment which is productive and conducive to college staff, students for better leaning in a college library.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/ Non-Teaching
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines



*Jayab*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

# St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

## Library Policy

### Purpose:

College Library strives to achieve the educational directives of the College by providing an environment that is productive and conducive to individual and group learning. The following policies are in place to ensure that the library environment facilitates learning and collaboration.

### Policy:

#### **Library Membership and Borrowing Privileges**

- Students and staff need to register with the library for membership by presenting the Fee Receipt and Appointment Order respectively. Student Membership is valid for one academic year and needs to be renewed every year.
- I-cards are a must for all library transactions.
- Students are entitled to borrow two books for a period of seven days.
- Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for the rest of the period.
- Re-issuing facility is available provided the item is not already reserved by other students.
- Members must return all the library material issued to them for consultation before leaving the reading room.
- The Employee who leaves the College due to retirement or other reasons should return all their borrowings and procure **No Dues** certificate from the library.
- If any book is not available in our library, institutional membership facilities can be used.
- Relaxation of Issuing Limit
  - Issuing Limits will be relaxed in cases of students participating in competitions like debates, elocution, essay writing, article writing, etc.
- Use of Audio-visual Material
- Students can view CD/DVDs in the library only.

#### **Other Library Members**

Apart from current St Mira's College faculty- staff and students, others who can be members of the library are: Ex-staff, Ex-students, Parent



Body, Sister Institutes, and any other information seekers with the permission of the Principal.

### **Access to E-resources**

Members can access E-resources under NLIST and EBSCO Databases-Academic Search Elite, Literary Reference Center and Master File Elite.

They need to get a login ID and Passwords from the library.

### **Loss/Damage of Reading Material**

- Members are responsible for the physical condition of any items checked out on their card. Before leaving the circulation counter please check the sound condition of reading materials. If any damage is found, please bring the matter to the notice of the library assistant.
- In case of loss or damage of reading material, members are liable to replace the copy or pay the designated fine for the book in print.

### **Record of Visits**

- Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
- Bags shall be deposited at the property counter without fail and members are requested not to keep their cash, mobiles and other valuable items in their bags.

### **Special Services**

Special services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

### **Terms of Use for Online Resources**

1. Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual/license agreements between the College and the publishers/suppliers.



*G.H. Gidwan*  
Principal

St. Mira's College for Girls