



**MAHATMA GANDHI VIDYAMANDIR'S
Pharmacy College, Mumbai Agra Road, Panchavati
Nashik, Maharashtra- 422003**

Approved by: AICTE and PCI, New Delhi

Recognized by: DTE, Mumbai, Govt. of Maharashtra

**Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of
the UGC act,1956**

B.Pharm Program accredited by NBA upto June 2025

ISO Accredited: 9001:2015

LIBRARY POLICY

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Library Rules:

1. All Students must make use of the library facility to enrich their academic excellence.
2. Only bonafide students are allowed to enter the college library on the strength of a valid Identity card, which must be produced as and when it is demanded by the library staff or college teaching staff.
3. Complete silence must be maintained in & near the library.
4. Using the cell phone in the library is strictly prohibited.
5. In case of any difficulty readers can approach the librarian.
6. Co-operation of the students is earnestly sought in observing the rules.
7. One book will be issued for reading in the library against the Identity Card.

Timing of the Library –

The college library remains open in between 9.00 a.m. to 5.30 p.m.

Identity Card Rules -

1. The student should bring with him/her this card without fail to the college and present it whenever required.
2. Library Books will be issued only on presentation of this card.
3. This card is not transferable.
4. If this card is lost, the student must intimate to the principal immediately in writing.
5. If this card is lost duplicate identity card will be issued on payment of Rs. 50/-
6. Books will be issued for reading in the study room in the library on producing the Identity Card. Books are not to be taken out of the library on any account.
7. Only bonafide students are allowed to enter the college library on the strength of a valid Identity card, which must be produced as and when it is demanded by the library staff or college teaching staff.

Home Lending –

- 1 Library books will be issued to the regular students for home lending.

- 2 Three books will be issued for home lending against the Borrower Card. Pure reference books, loose issues of periodicals, magazines and newspapers will not be allowed out of the library or for home lending.
- 3 A fine of rupees 2/- will be charged for every day of delay.
- 4 The book may be issued for a week more provided there is no demand for the book from other students.
- 5 Books newly acquired for library will be available for a reading in the study room as soon as they are ready for use. They will be available for home reading after fifteen days of their being ready for use in the library.
- 6 They should return all the books to library immediately after their external examination.

Reading Room –

- 1 Books will be issued for reading in the study room in the library on producing the Identity Card. Books are not to be taken out of the library on any account.
- 2 At the time the book is issued for reading in the study room or for home reading, the student must satisfy himself/herself that the book is not damaged or that the pages are not missing. If there is a damage or loss of pages, it must be brought to the notice of the library staff. Otherwise they held responsible for any damage or loss or torn pages.
- 3 If the book is lost or damaged by the students or if the pages are missing from the book, the value of the book shall have to be paid at the current price. If the book is rare or out of print & the cost of the book is too low, amount decided by the Principal / Librarian must be paid.
- 4 Bonafide students and the teaching staff can use the library. No Ex-student or no outsider will be allowed to the use the library except by the approval of the Principal.

Home Lending facilities for the staff of the College –

- 1 Teaching staff may borrow five books at a time. Additional books can be borrowed by the teaching staff for their use with the permission of the Principal / Librarian.
- 2 Books must be returned to the Library within 30 days from the date of issue. If necessary with permission of the Librarian they can keep for 15 days more.

- 3 Pure reference books are meant exclusively for use in the library only & the same cannot be issued for home lending except with the permission of the Principal or Librarian for use of overnight only.
- 4 No latest issue of any periodical / magazine / newspaper can be issued for home lending only 02 back issues of any periodicals will be issued for home lending at a time for a week.
- 5 Teachers are requested not bring walkman or any electronic instruments and eatables inside the library.
- 6 The staff of the college is also requested not to use cell phone when they are in the library, or keep it in silence mode and speak softly on the cell, in order to maintain silence.
- 7 All the books taken for home lending must be returned to the library before March 31 of every academic year for stock verification.
- 8 If the books is lost or damaged by any staff member, the same must be replaced or the current price of the book must be paid. If the book is rare or out of print & the cost is too low, suitable amount decided by the library committee must be paid.

Issue of journal

- Journals on the display rack (latest issue) are to be read in the library.
- Only one journal will be issued at a time.
- If a journal which been issued to a student is urgently required, the library may call back the same from the student.
- If a journal not returned on time, the borrower will have to pay an overdue charge at the rate of Rs. 2/- per day for the first five days and thereafter Rs. 10/- per day.

Issue of CDs

CD to be browsed in the library.

Projects

- Projects reports are to be used in the library.
- At the time of borrowing projects reports, the student has to surrender his/her ID card at the counter. After returning the same, the ID card can be claimed.

Access to other libraries

- SPPU sub centre Nashik , library used for research work.
- Loknete Vyankatrao Hiray Arts, Commerce and Science College Library.
- MGV's Institute of Management and Research.
- Kusumagraj Pratisthan Library (Granth Peti).

Reservation Policy

- The faculty and Students can reserve the book which are issued to others.
- The reserved books should be collected within 2 days, else the reservation will stand cancelled and book will be issued to other immediate member.

Research Support Tools

- Inlibnet N-List – most heavily used database – covers journal articles, all Subject books, different reports.
- NDL(National Digital Library) of India sponsored by MHRD.
- Plagiarism Software – X-Plagiarism
- Campus 360 Software – OPAC (online public access catalogue)

Fine and Lost Book Policy

Students are responsible for the books they check out from the library. If a book is lost, damaged or stolen the student will be responsible for paying the full replacement cost of the book. The library is not responsible for notifying borrowers that books are overdue. Class CR through message sent to the students as a courtesy.

If a borrower believes that they have returned book that is being billed as overdue or lost, they should inform the main circulation desk. Library staff will search for the book twice or more, but the book will remain on borrower's record until it has been located. If the book is found within the library by library staff, the book will be removed from the borrower's record. If the book is not found in the library, the borrower will be responsible for the replacement charge.

Stock Verification

In stock, the collection comprises, Books, journals, project reports, bound volumes, non printed materials etc. The stock verification report of the collection development activities presented before the library committee. The loss or the missing of documents was supported by the problems to have strict vigilance and all details mention in the report. The approved stock verification report with permission to withdrawal of write off books for which remarks are made in the database and disposal of damaged documents as per permission of higher authority.

Weeding Policy

Weeding is an essential, continuing library practice in which books are removed permanently from the library's collections. Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful.

All books withdrawn from the collection should be remarked on accession register. The Librarian in agreement with the library committee will make the final decisions regarding the disposition of books withdrawn from the collection.

Binding

Keeping library books in good, usable condition is essential. A decision is made on each work book- whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions.

- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Reprographic facility

A photocopy machine available in the library all the times for use for the faculty and library staff.

Budgeting Policy and Procedures –

Budgeting Policy

A realistic budget is required for an institution to maintain adequate resources for its curriculum.

- The budget must relate to the management level strategy of developing and implementing programs within the library which promote student well being motivation.
- The budget for the library should help students to become lifelong learners.
- The budget for the library should assist student in their abilities to become independent learners.

Policy statement –

- Collection maintenance
- Collection development
- Recurrent resource costs
- Capital expenditure

Collection maintenance

- Keeping the collection at its present scenario.
- Necessary to replace 10% of the collection annually.

Collection development

- Total 70: 30 ratio, 70% curriculum and 30% other books.
- Priority given to curriculum initiatives.
- Priority given to the updating of various sections of the collection
- Users demands are considered.

Consumables

- Processing resources such as barcode labels, due date slips, borrower card, I card, book card, book pocket , CDs means all stationeries.
- Promotional activities such as display materials etc.

Subscription

- Journals
- Databases

Maintenance

- Campus 360 Software
- Plagiarism Software
- Internet

Professional Development

- Up to date meetings
- Library committee meetings

Capital Expenditure

- Computer Hardware
- Binding Books and Journals
- Furniture
- Library Maintenance
- Books Purchase
- Journals subscription

Purchasing Policy

- Hard copies of Books, journals and Database
- Audio-Visual aids

Sources of Purchase

- Online Search
- Faculty suggestions (Recommendation form)
- Book reviews
- Direct contact with publishers on new arrivals
- Visit other libraries
- Publishers catalogue

Selection Criteria

Library collection development guidelines are used in the selection of resources.

- Relevance of Content
- Quality of content
- Demand copies
- Availability of resources
- Cost
- Space and storage issues
- As per Syllabus

Responsibilities for selection

The responsibility for selecting library materials rests with the Librarian (actual selection is a collaborative effort), operating within the framework policies .

Maintenance of Collection

Duplication

The library will avoid, for the most part, duplication of titles. If demand is heavy, a duplicate copy will be purchased if necessary. The extent of duplications determined by need, budget, and proximity of other collections and purchased as per request of the faculty.

Replacement

The library will not automatically replace all books withdrawn because of loss, damage, tear. The need for replacement will depend upon demand for specific title.

Book Purchasing Procedure

- The Faculty and students recommended books and other publications for purchase.
- The Library Committee decide and review recommendations for purchases and when needed.
- The library would then check for duplication and place the list of recommended books before the library committee for review.
- The library places orders with well recognized vendors.

Bill Processing

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item. The bills are submitted in the finance department for payment.