



PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras
(Re-accredited by NAAC with A+ Grade)

LIBRARY POLICY

Central Library of Anna Adarsh College for Women serves the faculty and the students of U.G, P.G, M.Phil, and Ph.D research scholars of various disciplines by offering a wide range of Books and E-resources. The library uses AutoLib, an integrated management system that ensures efficient day-to-day functioning, circulation and inventory management.

Mission

To develop our curate unique collections and information resources to disseminate the flow of right information at the right time to our users.

Vision

To explore and implement innovative technology and services to evolve into a centre of excellence for knowledge by providing digitized knowledge-based services.

Working Hours of the Library

On working days : 8:00 A.M to 5.30 P.M.
Before Examination Days : 9.00 A.M. to 5.00 P.M.
During Examination Days : 8.00 A.M. to 5.30 P.M.
During Vacation : 10.00 A.M to 4.00 P.M.
Library does not function on Government Holidays.

Rules and Regulations of the Library

- Entry is permitted with ID card only.
- Perfect silence should be observed in the library.
- Members are requested not to bring their belongings inside the library.
- On leaving the library, all users are requested to extend their cooperation for the inspection of all books and items taken from the library.
- Overdue charges will be applicable for books returned after the due date.
- If an issued book is lost / damaged it has to be replaced as per the AAC norms.
- Students who require No due certificate from the Library have to submit their library membership card.



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Cyber Rules of the Library

- Digital library systems to be used only for online educational resources.
- Not to install or uninstall any program or service in any computer at digital library.
- Printing is not allowed within the library and if necessary, contact the librarian.
- Patrons are responsible for complying with the limitation of copyright act.
- Use of digital library systems for online shopping, chatting are strictly restricted.
- Keep Digital library clean and silent.
- Violation of these rules will call for punitive action against the erring student.

Services offered by the Library

- Book and Magazine lending
- Internet Browsing / Digital Library
- Service to the Students with Disabilities
- Timely reference Service in person and on-line
- Instant assistance in searching resources by library staff
- Material support for Research Programs
- Individual and group orientations
- Reprography
- Book Bank

Borrowing Privileges

Staff having a privilege of borrowing four books at a time for a period of four weeks, UG students one book and PG students two books for a period of two weeks. Due dates are extended once for a period of two week. Members are allowed to reserve the books which are not on the shelf and are notified upon availability.

Budgeting Policy and Procedures

The library budget is established by the Management as a part of the regular budget process. Each department is allotted a considerable amount for purchase of subject centric books. The book, periodicals, Institutional Membership, subscription of E-resources, AMC etc. are included in the budget. Factors involved in determining a department's level of support include total enrolment, majors, Allied, Electives, Soft Skills etc. The book requirements are received from the departments and the quotation are received from 2 to 3 publishers and the final decision is made by the Principal and Management based on the availability and the cost.



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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. Then the bills are processed for payment with the accession numbers entered against each item then the bills are submitted in the finance department after Principal's approval for payment.

Procedure of Conducting Library Stock Verification

Stock verification in the Central Library is carried out annually involving the library committee members of respective departments, students and library staff. Inter-Departmental Library Stock Verification is done every year. The missing and withdrawn books are brought to the knowledge of the Principal and concerned departments are requested to replace the same. The report is duly checked and signed by the Principal.

Weeding Policy

Library materials such as Books, Journals, Magazines and DVDs are being weeded once in five years based on the criteria viz. space limitations, low or no usage, badly deteriorated or damaged and materials in obsolete formats. The Librarian in agreement with the library committee shall make the final decisions regarding the disposition of materials withdrawn from the collection.

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