Criterion 1: Curriculum Aspect

1.1.1. Library Section
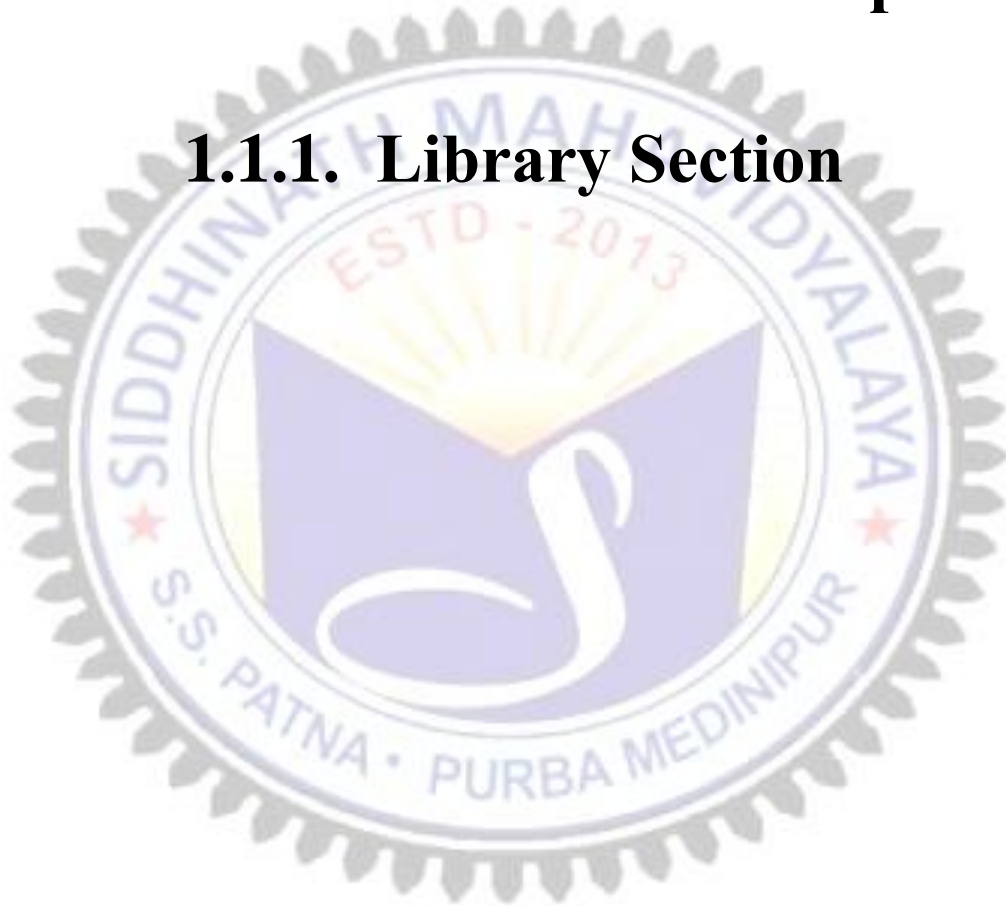
NIRMAL CHANDRA MAITY MEMORIAL CENTRAL LIBRARY
SIDDHINATH MAHAVIDYALAYA

About Library:

"A Library is a treasure for those who can read, but it is a mother lode of peace for those who can understand". The Central Library is the primary information resource center and repository of ample resources for teaching, learning, and research activities. Our beloved college, there is a central library namely Nirmal Chandra Maity Memorial Central Library on the first floor of the Administrative Building. The approx. total area of the existing library is 75 sq ft. At present, a collection of above 4927 (Four thousand nine hundred twenty-seven) books, reference books, and magazines, newspapers are also available. The reference section has a collection of reference books, encyclopedias, dictionaries, etc. The books are classified according to the four-volume "Dewey Decimal Classification" 23rd edition has been procured to put updated classification numbers. The students can borrow books from the library for a specified time. Within the library are different sections like the Processing & Technical Section, the Circulation Section, the Stack Section, Periodical Display Section, and Newspaper Display Corner. The library follows an open-access system. The library's membership is open to all students, teaching and non-teaching staff of the College. The Library and the Reading Room are open on all working days except National and gazette holidays from 10.00 a.m. to 5.00 p.m. 24 available seats in reading space are provided for students and a separate area is demarcated for faculty members for their study in the library. Within the reading room is a 'Periodicals' Section', where magazines and journals are displayed, and a 'New Arrivals Section' to display newly purchased books to catch the library users' attention. Borrowing facilities are extended to all the members of the library. It is Partially automated with KOHA (Library Management Software). All the users can browse our Online Catalogue (WEBOPAC) 24X7 beyond the college campus. Other than the central library some of the departments have a departmental library. Stock verification of libraries is done regularly. There is a baggage counter for keeping personal belongings. The library is enabled with internet connectivity. University Question Papers have been scanned and are available from the library website. The Library Orientation programme is conducted regularly to guide the users properly so that the right book reaches the right user at the right time. The Library Sub-committee acts as an advisory body and helps in decision-making regarding collection development and quality enhancement of library services. The library staff are always available at the circulation desk. They carry on their duties with dedication to provide better services to members.

Library Sections

Nirmal Chandra Maity Memorial Central Library is divided into different sections such as the Processing & Technical Section, Circulation Section, Periodical Section, Stack Section, Reading Room Section, and Newspaper Reading Section.

Processing & Technical Section

In this section, Library house-keeping operations like acquisition, cataloguing, and classification of books are done using Dewey Decimal Classification (DDC 23 ed.).

Circulation Section

The circulation section is the gateway between the users and the documents, so it plays a major role in any Library. The circulation section is the section that performs all the processes related to lending materials owned by the library to its users. Library Members can get their books issued & returned from this counter. Students and Faculty members can obtain necessary information about the library books from the circulation counter.

Periodical Section
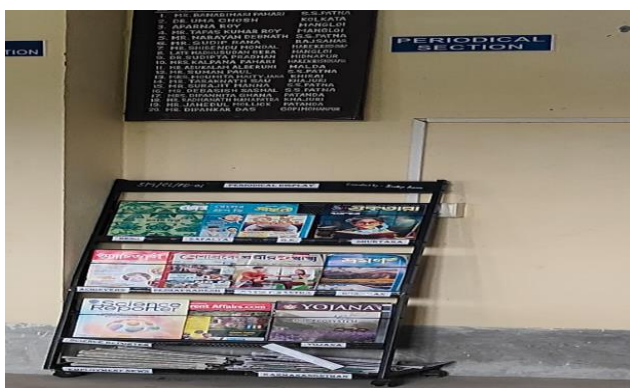
The Periodicals Section is a place where needed information could be found in journals, magazines, newspapers, and other serial literature. The periodical section collects and manages Journals, Magazines, etc. All these documents contain firsthand information on current developments of a branch of knowledge.

Newspaper Reading Section

In this section, bilingual (English, Bengali) newspapers are kept for the readers near the entrance of the Library.

Reading Room Section

The library has a reading area for the Students and Staff. Where, Staff and Students can sit, study and prepare reading material.

Stack Section

This is the most important section of the library. Its function is the display and maintenance of books that are issued on loan. The whole section is arranged in three floors. Members have the facility of open access to most of the collections available in this section.

Library Management Software

Name of ILMS software : KOHA

Nature of automation (fully or partially) : Partially

Version : 21.11.01.000 (For details)

Year of Automation : 2023

Library opening hours:

☐ For regular college students 10:00 AM to 05:00 PM

Library collections:

☐ 4927 books.

☐ 4 Newspapers

☐ 9 Magazines of competitive examination

Reading Room Section:

☐ 24 students' capacity Reading Section

☐ Teachers' reading Section

Web OPAC:

☐ Central Library has WEB OPAC. It is the online public access catalogue that is accessed remotely

Departmental Library:

☐ The college has 12 departmental libraries.

☐ 940 books are available in the departmental libraries

☐ Departmental students can access the departmental Library

Question Banks:

☐ The central library has an old question paper repository.

Career Guidance:

☐ Career and study-related information is disseminated among library users through an OPAC and WhatsApp group.

Membership

All the bonafide students, teaching and non-teaching staff become members of the Central Library. All the registered members get the books as per their entitlement. Honours student issue 2 books and general students issue 1 book for 15 days. Teaching and non-teaching staff can borrow 5books and 3 books at a time for 90 days and 30 days.

Library Rules

1. The working hour of Central Library is 10.00-5.00 pm from Monday to Saturday.

2. The library is open on all working days, except holidays.

3. A library card is mandatory at the time of checking out of books from Central Library.

4. Library membership cards are non-transferable.

5. In case of loss of the card, a duplicate card may be issued on payment of Rs. 25/-

6. The pass course students can check out only one book at a time and the honours course students can check out two books at a time.

7. Students can renew their borrowings if they appear within the library's due date.

8. Users are not allowed to carry eatables/drinks inside the library premises.

9. A student can renew his/her collection up to a maximum of 2 times if the collection is not in demand by others.

10. Teaching staff can borrow 5 books at a time for a period of 90 days. Non-teaching can borrow 3 books at a time for a period of 30 days.

11. Personal belongings like bags (shoulder, sling), umbrellas, etc. should be deposited at the counter. These are not allowed inside the library.

12. The library shall not be responsible for any loss or damage to the user's personal belongings.

13. Documents in a reading room like syllabus, daily newspapers, and old question papers, magazines are not for home issues. The documents have to be returned on the same day of issue.

14. All faculty, and staff of Siddhinath Mahavidyalaya are entitled to become library members.

15. Suggestions on all aspects of library services are welcome.

Library Fine

1. Per day one (1.00) rupee fine will be charged after 15 days of the due date of returning books.

2. Library fine is applicable for all types of users of Central Library.

Contact Us:

Librarian	**Library Clerk**
Dr. Sudipta Pradhan	Mr. Biplab Pahari

Email: smcentrallibrary21@gmail.com