



# EWING CHRISTIAN COLLEGE

*(A Christian Minority Institution of the Church of North India)*

*(An Autonomous Constituent College of University of Allahabad)*

## **THE CENTRAL LIBRARY**

### **1. ABOUT COLLEGE LIBRARY:**

The library is housed with in a spacious area comprising of two floors. The ground floor consists of various sections i.e. Librarian Room, Membership Section, students help desk, periodical section, Reference section, book drop box, Reading and record room. Along with this here are two exclusively dedicated areas, one as P G LIBRARY equipped with a dozens of computers for postgraduate students and research scholars and another exclusive area with books dedicated to the Father of the Nation, GANDHI LIBRARY. The first floor consists of the Technical section, Book Bank section, E- Resource Room, Reference section and Faculty Room, E-Resource Room for all students having about a dozens of computers equipped with Wi-Fi connectivity and is under surveillance by CCTV Cameras.

The college library has more than 1,67,000 books centrally placed at the central library apart from the libraries in several departments exclusively for postgraduate and research students. The library has an excellent collection of text, general and reference books to support academic requirements of students & faculty members. The collection covers broadly science discipline i.e. Botany, Zoology, Physics, Chemistry, Mathematics, Electronics, Biophysics, Biotechnology, Microbiology, Statistics, Anthropology, Life science etc. It also covers almost all the streams of the arts such as Philosophy, Economics, Geography, Hindi, Political Science, History, Sanskrit, Teachers Education and commerce discipline.

#### **Library Sections:**

- Circulation Section
- Technical Section
- Acquisition Section
- Reference Section
- Periodical Section
- Documentation section
- PG Library
- Gandhi Library

The college library has provided impetus to library services with the introduction of new and modern ICT infrastructure. The library is computerized and books are coded and made easily accessible through ALMS (AdLib, Advance Library Management System).

## **2. VISION:**

The Central Library of ECC seeks to serve the information needs of the staff and students of ECC by providing access to information in all formats.

## **3. MISSION:**

The Central College Library, located at the centre of the campus, aims to empower the teaching mission and intellectual culture of the Ewing Christian College community. It seeks to nurture the budding scholars to instill confidence in dealing with increasing amount of information in an ever- changing array of formats.

## **4. OBJECTIVES**

- ◆ To develop the collection of the library by acquiring books and periodicals in print as well as in digital format.
- ◆ To serve the clientele of ECC irrespective of caste and class.
- ◆ To develop the habit of self-learning and lifelong learning.

## **5. PURPOSE OF POLICY**

This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

## **6. RULES AND REGULATIONS**

The ECC Central Library provides the best information services to student and faculty and scholars. These rules and framed to ensure that all the members may take the maximum utilization of the Library facilities. The students, faculty members, research scholars and staff members of College are eligible for membership. By using any facility of the Central Library, a user/member agrees to abide by the following rules and regulations.

1. General Rules and Regulations
2. The Library Advisory Committee (LAC)
3. Library Membership
4. Book Borrowing and Renewal Rules
5. Return of the book after the due date
6. Loss and damage of Library resources
7. Digital Library access facilities
8. Discussion Rooms facilities
9. Library Information and Digital Notices

### **General Rules and Regulations:**

- ❖ Strict and absolute silence shall be observed in the Library.
- ❖ Students can keep the books for one week at a time.
- ❖ Books should be returned on or before the due date, which is marked on the first page of the books issued.
- ❖ A fine of Rs. 1.00 will be imposed per day for late returning of books.

- ❖ Books will be issued only against the production of library tickets.
- ❖ The loss of Library Tickets should be brought to the notice of the Librarian in writing immediately. A fine of Rs.40/- will be charged per card lost.
- ❖ The Library will be closed on Sundays and on Government holidays.
- ❖ Reference books, magazines, journals and dailies cannot be taken out of the library.
- ❖ The library remains open from 9.30 a.m. to 5.20 p.m.
- ❖ No one is allowed to pass on the library books to anyone in or outside the college. He/ She will do so under pain of fine or of suspension of membership from the Library.
- ❖ Students or staff who leave the college for any reason in the middle of the term should return the books before they leave the college or no dues certificate will not be issued.
- ❖ Writing or underlining in a book or tampering with a book in any manner is strictly prohibited.
- ❖ Research scholars are invited to make use of the research cubicle available in the library.

#### **General Administration and Management:**

- ❖ Library and Information System Management is the fundamental and core facility which helps the users in identifying and accessing various knowledge resources available in the library, in print and electronic forms.
- ❖ The Library Advisory Committee (LAC), headed by the Principal and consisting of Librarian, faculty and student representatives of the college meets periodically to review the functioning of the library and assess the requirements pertaining to Library facilities and services.

#### **Roles and Responsibilities of Library Advisory Committee (LAC)**

The Library Advisory Committee suggests, recommends and reviews the developmental activities of the library. Library Secretary of the Library Advisory Committee is responsible for implementing the suggestions and recommendations of the Committee. Faculty members of the LAC are nominated by the Principal of College for a two-year term. The Member Secretary convenes periodic meetings of the Committee in consultation with the Principal. He/she prepares the agenda and minutes of the meetings and is responsible for the implementation of the meeting outcomes. The present LAC consists of the following members:

- |                                       |                     |
|---------------------------------------|---------------------|
| <b>1. Dr. Arun S. Moses</b>           | (Chairperson)       |
| <b>2. Dr Ashok Kumar Pandey</b>       | (Library Secretary) |
| <b>3. Dr. Anil Kumar Tewari</b>       | (Member)            |
| <b>4. Mr. V H K Milton</b>            | (Member)            |
| <b>5. Dr. Prem Prakash Singh</b>      | (Member)            |
| <b>6. Dr. Jyoti T. Hermit</b>         | (Member)            |
| <b>7. Dr. Aruneya Mishra</b>          | (Member)            |
| <b>8. Lieutenant Dr. Amitabh Shad</b> | (Member)            |
| <b>9. Dr. John Kumar</b>              | (Member)            |

**Library Membership:**

All bonafide students of ECC, teaching, non-teaching and other members of the staff of the college are entitled to become member of the library. To become a member of library, bonafide students should fill a form available with the Library Office. The registered members are issued Library Card corresponding to their entitlement.

Students are required to keep their Identity Cards with them for inspection whenever they visit the library. Library staff is authorized to ask them to show the same at any time. A serious view is taken of unauthorized entrants. The Library members have following entitlements:

| S. No | Category                                      | Number of Books |
|-------|---|-----------------|
| 1     | Faculty Members                               | 20              |
| 2     | Non-Teaching Staff                            | 4               |
| 3     | Master's Degree Student and Research Scholars | 6               |
| 4     | Under graduate Students                       | 6               |

The books from Text Books Section can be borrowed for 7 days only. An overdue fine of Rs. 2/- per day will be charged if the books are kept above overdue period.

**Book Borrowing and Renewal Rules:**

Book Borrowing/Circulation Policy will help and support to the Library users for their academic and teaching learning activities, research and reference work. The members borrow the books through self-issuing ADLIB software of the college which can be downloaded from Google Play Store or they may directly come to the Library for the issuance of book. One time online renewal is permitted through ADLIB and they are not required to bring the book for their first time renewal. If they fail to return or renew the books, members have to pay penalty charges for the delay. Faculty members are permitted to borrow the books for a semester.

**Book Renewal Policy:**

- Library offers the facility of one-time online renewal through ADLIB.
- Already over-due books not possible to renew through online.
- The borrower not to bring the books physically for renewal.
- More than one renewal is not permitted.
- If the book due date falls on holiday of the Library, the next working day will be taken as the due date.
- The Borrower is responsible for any loss or non-return of any books issued against his / her original (or) duplicate ID Card.

**Return of the book after the due date**

- Overdue charges for late submission:
- The following over-due charges will be collected from the students and research scholars the book(s) are not returned by them on due date.
- First week Rs.1 per day per book
- Second week Rs.2 per day per book

- If the member does not return till 57th day the double the cost of the book will be collected.

### **Loss and Damage of the Library Resources:**

- The borrower will be responsible for loss of any book(s) and other resources issued against his/her ID with biometric authentication.
- If any book is lost or damaged beyond repair, the borrower shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the University Librarian.

If a member loss or damages of Library resources, he/she should report the loss through e-mail (librarian@ecc.ac.in) otherwise he/she have to pay the fine from the date of documents are due for return.

- If the lost item does not any price without any price, the borrower will be charged the requisite replacement cost.
- If the item's original price is in foreign currency, the compensation will be calculated based on the current exchange rate.

### **Stock verification**

Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

### **Library Budget**

Budget is an important document for planned and successful operation of a library. It is coordinates between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc. It does not have source of cash or direct income, like other commercial organizations have when we talk About library finance.

### **Budgeting Policy**

The budget for the library should help students to become life-long learners The budget for the library should assist student in their abilities to become Independent learners

### **Budgeting Procedures**

#### **Collection Maintenance**

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

#### **Consumables**

- Processing resources such as barcode lables, date due slips etc.
- Peripherals such as DVDs, CDs, batteries etc.
- Promotional activities such as display materials etc.

## **Maintenance**

Audio-visual Hardware  
Computers  
Printers  
Biometric machines

## **Subscriptions / Memberships**

Journals  
Associations

## **Library Collection Development Policy**

The library buys books and other learning materials which are related to syllabi.

Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured. Library will buy textbooks, reference books and handbooks on relevant subjects. Library will also buy printed periodicals and online database for accessing scholarly content. Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

## **Collection Maintenance**

**Weeding:** The same criteria will apply to weeding as are applied to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal: 1. Superseded editions

2. Worn, mutilated, and/or badly marked items
3. Duplicates of seldom used titles
4. Outdated and/or inaccurate information

**Replacement:** The Library will not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and the availability of newer and better materials on the subject.

## **Miscellaneous**

**Copyright:** SUSLA Library will abide by all regulations of relevant sections in the Copyright Revision Act of 2007. Faculty and staff may also download a copy of

“Know Your Copy Rights” FAQ: @ [www.knowyourcopyrights.org/faq/](http://www.knowyourcopyrights.org/faq/)

## **7. LIBRARY INTERNET/E-RESOURCES USAGE POLICY**

Downloading or printing of the entire book or journal is strictly prohibited. The Library follows the internet usage policy of the college. Use of VPN, Proxy servers, and private firewalls, tunneling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library. Strict disciplinary action will be taken against those who engage in such activities.

## **Advance Library Management System**

### **Library Software:**

It is fully automated with integrated software (**AdLib**) and has utilized information of Books and Journal to ensure that resources are accessible easily. The library has fully computerized its most actively used collection, which is searchable through AdLib, the computer catalogue; AdLib is extremely user-friendly and enables searches to be conducted with ease and speed. The OPAC allows search by author, title, subject, call number, keywords, and Boolean search. The Call Number indicates the location of the book on the self. It also gives the availability status of documents, whether a particular document is available or on loan.

AdLib offers following facilities to its stake holders -

1. AdLib can be used through Mobile App or website is available on GOOGLE PLAYSTORE.
2. Unique ID and password to each user for accessing AdLib.
3. Online database of all the books available in library.
4. User can go through the online database or search for required book in database available in AdLib.
5. User can reserve required book through AdLib and hold this reservation for 24 hours to get issue book in physical form.
6. User can list his required book as favorite if all the copies of required book is already issued. Once any copy of that book is submitted, user will get instant notification to reserve that book.
7. User can access e-books, e-research papers and articles through N-List facility via AdLib App.

### **Link to download android version of AdLib App -**

[https://play.google.com/store/apps/details?id=com.adlib.flutter\\_app](https://play.google.com/store/apps/details?id=com.adlib.flutter_app)

### **Registration for AdLib App –**

Every bonafide student, Faculty and Staff of College will get automatic registration by Administration.

### **User Id and Password -**

For Students – Your Enrollment number is Used Id and your registered mobile number is Password.

For Faculty and Staff – Your registered number work as User id and Password both.

With the fast growing collection, both in digital and print form, the library has committed itself to provide the best possible core collection. Its collection development policy is formulated keeping in view of the College and its departments' strategic plan in mind. The college has subscribed to the NLIST Program of Inlibnet exclusively for the post graduate students, research scholars and college staff.

### **DIGITAL LIBRARY:**

National Digital Library <https://ndl.iitkgp.ac.in>

Shodhganga <https://shodhganga.inflibnet.ac.in>

Shodhgangotri <https://shodhgangotri.inflibnet.ac.in>

National Science Digital Library <https://nsdl.oercommons.org>

### **Library Internet / E-Journals and E-book Service**

The library provides individual user ID and its password to users for making use of eresources for INFLIBNET N-LIST, Delnet and Other databases are made available through IP Based.

### **N-LIST Programme:**

The college library subscribed NLIST Programme (National Library and Information Services Infrastructure for scholarly content): extended access to e-resources to colleges in India for library users. These resources are accessible through NLIST website <http://nlist.inflibnet.ac.in/>

The List of resources provided by NLIST is broadly divided into two categories.

### **E-Journals (Full Text):**

- American Institute of Physics (18 titles) <http://journals.aip.org/>
- American Physical Society (10 titles) <http://publish.aps.org/browse.html>
- Annual Reviews (33 titles) <http://arjournals.annualreviews.org/>
- Cambridge University Press (224 titles) <http://journals.cambridge.org/>
- Economic and Political Weekly (EPW) (1 title) <http://www.epw.in/>
- Indian Journals (180+ titles) <http://www.indianjournals.com/>
- Institute of Physics (46 titles) <http://iopscience.iop.org/>
- JSTOR (2500+ titles) <http://www.jstor.org/>
- Oxford University Press (206 titles) <http://www.oxfordjournals.org>
- Royal Society of Chemistry (29 titles) <http://www.rsc.org/Publishing/Journals/>
- H. W. Wilson (3000+ titles) <http://search.ebscohost.com>

### **E-Books:**

- Cambridge Books Online (1800 titles) <http://ebooks.cambridge.com>
- E-brary (83000+ titles) <http://site.ebrary.com/lib/inflibnet>
- EBSCoHost-Net Library (936 titles) <http://search.ebscohost.com>
- Hindustan Book Agency (65+ titles) <http://portal.igpublish.com/iglibrary>
- Institute of South East Asian Studies (ISEAS) Books (382+ titles) <http://portal.igpublish.com/iglibrary>
- Oxford Scholarship (1402+ titles) <http://www.oxfordscholarship.com/>
- Springer eBooks (2300 titles) <http://link.springer.com>.
- Sage Publication eBooks (1000 titles) <http://knowledge.sagepub.com>.
- Taylor Francis eBooks (1800 titles) <http://www.tandfebooks.com>.
- Myilibrary-McGraw Hill (1124 titles) <http://lib.myilibrary.com/>

### **RATIONALE:**

Library provides access to printed and online resources which are helpful and supportive for learning and teaching program in ECC campus.

## **8. LIBRARY POLICY IMPLEMENTATION, EVALUATION AND REVIEW**

This policy is a working document of Ewing Christian College and the college acknowledges that it will be reviewed by taking update from all stakeholders (Students, Research scholars, faculty members, Library Secretary, Principal and The Librarian) before the next review date and if there is any change made in IB/CIE guidelines.

### **Members involved in drafting the policy:**

1. Principal, Ewing Christian College.
2. Library Secretary



3. Members of the LAC
4. Librarian of The Central Library and Departmental PG Library In-charges.
5. Faculty members and other stake holders

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