AMALA COLLEGE OF NURSING
AQAR (2023-2024)

CRITERION 4 – Infrastructure and Learning Resources

Key Indicator 4.3– Library as a learning Resource

Metric No. 4.3.1- Library is automated using Integrated Library Management System (ILMS)

SUBMITTED TO

National Assessment and Accreditation Council

SOP FOR LIBRARY

LIBRARY POLICY

Purchase of books/ journals

- Books and journals are purchased based on the concurrent academic needs, expert suggestions and recommendation under library advisory committee after discussion.

Library membership

- On admission the library membership is given to the students as well as teachers through KOHA library management software by creating an user ID and password.

- Digital membership patrons to be maintained for each member.

User entry

- Library entrance and exit must be done digitally.

- Each member should enter and exit from the library through separate pathways.

- ID cards must be scanned for the entrance to library.

Issue of Books / Journals / Kindle /Projects / CD, DVD

For UG course

- Unless otherwise mentioned, books are issued for a period of 3 days. Before the due date, the students can renew the permission to retain the book for another 3 days.

- Books must be returned on or before the due date.

- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.

- Repeated failure to return the books on time may lead to cancellation of the library facility.

- Before borrowing a book, the student should make sure that the book is in good condition.

ACON Library Policy Version1.Revision No
Date of Revision: Issue Date: 01.12.2023 Validity Date : 30.11.2024
Next Revision Due Date:01.12.2024

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- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.

- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

For faculty

- Unless otherwise mentioned, books are issued for a period of 10 days. Before the due date, the students can renew the permission to retain the book for another 10 days.

- Books must be returned on or before the due date.

- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.

- Repeated failure to return the books on time may lead to cancellation of the library facility.

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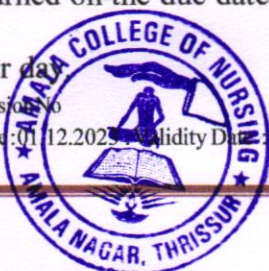
PG students

- Unless otherwise mentioned, books are issued for a period of 3 days. Before the due date, the students can renew the permission to retain the book for another 3 days.

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- Repeated failure to return the books on time may lead to cancellation of the library facility.

- Before borrowing a book, the student should make sure that the book is in good condition.

- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.

- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

PhD scholars

- Unless otherwise mentioned, books are issued for a period of 10 days for in house scholars. Before the due date, the students can renew the permission to retain the book for another 10 days.

- Books must be returned on or before the due date.

- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.

- No books will be issued for part time scholars.

- Repeated failure to return the books on time may lead to cancellation of the library facility.

- Before borrowing a book, the student should make sure that the book is in good condition.

- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.

- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

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Issue of Reference books

- The rare as well as new edition books that are kept in the Reference shelf

- Reference books are to be used in the library itself by the students.

- Faculty can issue the reference book for a period of 24 hours.

Issue of journal / magazine

- Journals / magazines on the display rack (latest issue received) are to be read in the library

Issue of CD /DVD

- CD /DVD are issued to both faculty and students for a period of 3 days.

Bound volumes

- Bound volume are issued to both students for 3 days and faculty for the period of 10 days.

- Borrowers are expected to replace volume on time.

- Journals are binded after 1 year. Text books are binded when they are about to get damaged

Annual stock verification

- Stock verification and checking is done by the library staff itself.

Computer accessing policy

- Students can access the computers facility in the library

- Register must be filled prior to use with in time and out time

- Total duration of browsing must be mentioned

Wi-fi policy

- Students can access the wi-fi facility in the lap top or computers only.

- Mobile phone pairing is not allowed for the students

Delnet policy

- Students must access to the Delnet system in the library for reference and further browsing.

- Data bases are available every time for each student and faculty within the campus wi-fi connection, hence the remote access is available for the students.

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Library orientation policy

- Library orientation is given to all the new students and teachers during the orientation days

- When there is any innovative updation are made in the library, arrival of new books, introducing new computing or any other facilities, user orientation must be done.

Library maintenance service policy

- Library maintenance service is done through the iApps system in Hospital Management System.

- A register to be maintained to ensure the completion of maintenance work

Library advisory committee meeting

- Library advisory committee meetings to be conducted every 6 months

- Chief librarian must prepare the report, minutes etc.

- A meeting minutes register must be maintained

- Library budget is discussed and done in library advisory committee.

Principal

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