Library
Policy

SANATAN DHARM COLLEGE, MUZAFFARNAGAR (U.P.) INDIA

Affiliated to Maa Shakumbhari University, Saharanpur

From the Principal's Desk

I am delighted to introduce our Library Policy, which underscores our commitment to providing a rich and conducive learning environment through our esteemed library resources.

Our Library Policy serves as a guiding framework, outlining the rules and guidelines that ensure equitable access, effective utilization, and responsible conduct within our library. Through this policy, we aim to create a nurturing and inclusive library environment that caters to the diverse needs of our college community. It emphasizes the importance of respecting library materials, maintaining a peaceful atmosphere, and promoting a culture of academic integrity.

Additionally, our Library Policy promotes information literacy and research skills, empowering our students to become critical thinkers and lifelong learners. It emphasizes the role of the library staff in providing guidance, assistance, and information literacy programs to enhance the research capabilities of our college community.

Let us embrace the wealth of knowledge that our library offers and recognize it as a sanctuary for intellectual exploration, research, and academic growth. By upholding the principles outlined in our Library Policy, we collectively contribute to creating a vibrant and knowledge-centric learning environment.

(Sudhir Kumar Pundir)
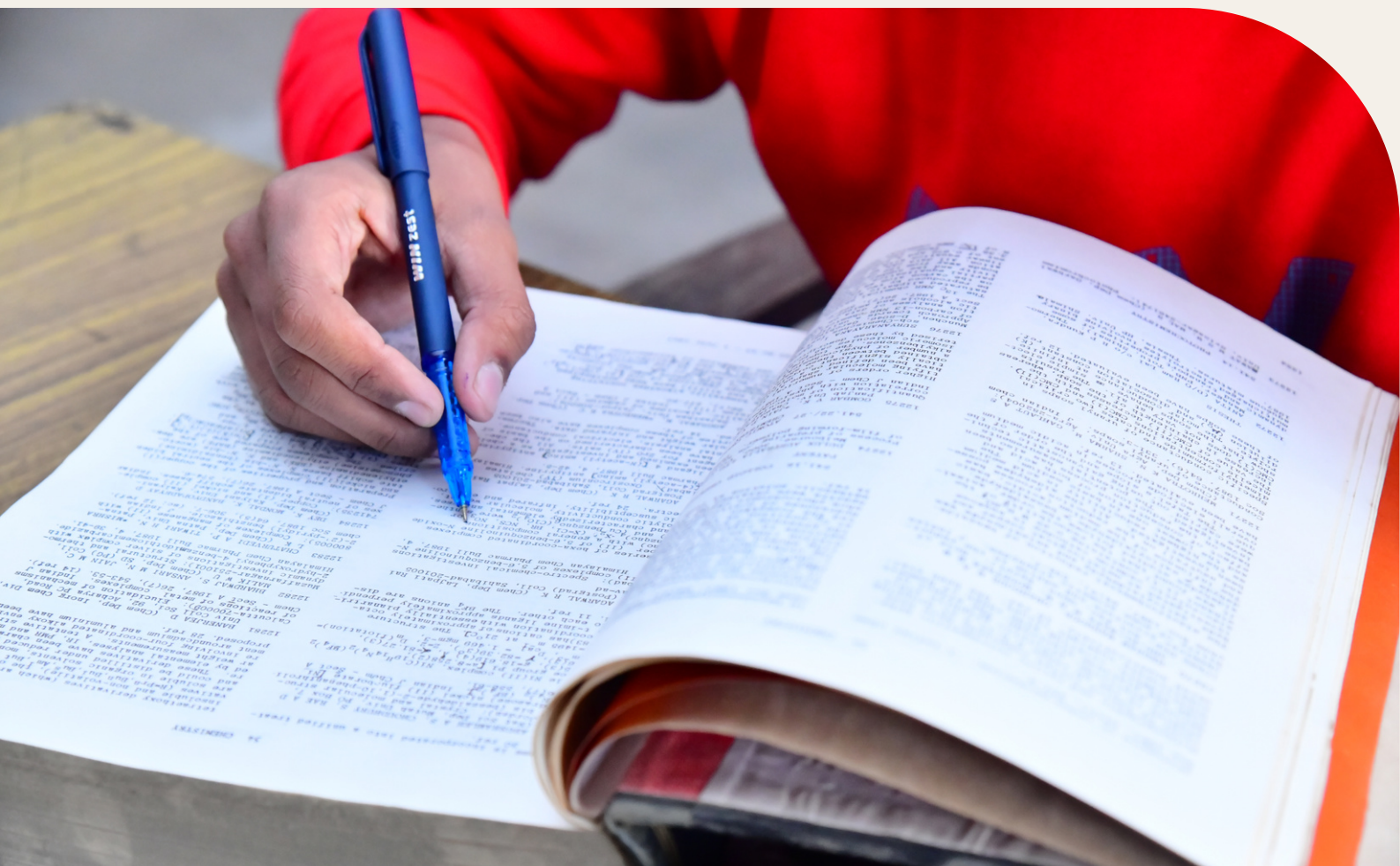
Education is the tool that breaks down all barriers.

About

The college offers a Central Library since 1949 that meets the intellectual demands of both professors and students by housing the most recent publications and subscription databases. The library is home to more than 86,870 volumes, 317 theses, 11 newspapers (04 in English, 07 in Hindi), 11 magazines, 2500 periodicals, and 3000 journals. Through the publisher's websites or the INFLIBNET website, the collegiate research community has had direct access to several full-text electronic journals and databases since 2016. To automate its operations and convert its collection data, the library also purchased SOUL 2.0 software from the INFLIBNET Centre in Gandhinagar in 2016. The library provides electronic books and journals for remote access, giving students greater access to resources wherever they are.

In partnership with the library at C.C.S. University, Meerut, e-Shodh Sindhu has been made simple to use, allowing students to take advantage of the opportunity to read both current and archival issues of reputable publications. In addition, information on numerous programs from several publishers and aggregators is also made available. Links to the Maa Shakumbhari University, Saharanpur, digital library are available on the S.D. College website. The students get access to numerous e-books and e-journals as well as the "World E-Book Library," "National Digital Library," and other resources.

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Rules and Regulations

- In the library, there must be absolute quiet and order.
- Only authorized members with an ID card are permitted entry to the library. After presenting a letter of introduction from their supervisor, head of the department, or institution to the college librarian, other users (outsiders) are permitted to access the library for study.
- Each user is required to sign the register that is provided at the door.
- Books, journals, periodicals, xerox copies of printed materials, and other personal printed reading materials are not permitted within the library.
- Bags, umbrellas, personal books, and other items must be stored at the property counter.
- Taking pictures, smoking, sleeping, using a cell phone, or speaking loudly within the library is completely forbidden.
- Readers are not permitted to annotate, highlight, dog-ear, write on, torn pages, or otherwise tamper with library materials.
- Theses and dissertations cannot be copied.
- Spitting is not permitted anywhere in the library.
- Newspapers and periodicals are only permitted to be read in the library at designated tables; they cannot be transported to other reading locations.
- No library materials may be checked out without authorization.
- Readers shelving books and magazines should not disturb the recommended arrangement.
- In no area of the library building are announcements, marketing materials, wall writing, etc. permitted.
- Members who are leaving the library should show the items they have checked out or borrowed from the Library.
- Anyone who breaks the library's rules and regulations risks losing their privilege of membership.

Requisites for Membership

- Faculty members, students, research scholars and non-teaching staff at the college are eligible to join the library. They may apply for membership on the fully completed mandated membership form which is available in the college library.
- At the library's entry, members must provide their identity cards.
- After submitting an introduction letter from their supervisor, head of the department, or institution, teachers and research scholars from other universities and institutions are eligible for consultation services for a limited time.
- A "No Dues Certificate" must be obtained from the library if a member departs or retires.

"Develop a passion for learning. If you do, you will never cease to grow."

Lending Guidelines

- The following items cannot be issued: manuscripts, reference books, books, and textbooks stocked in the reading room, rare books, theses, dissertations, journals (including loose issues and bound volumes), periodicals, newspapers, and non-print materials.
- Demand-driven books might not be renewed.
- The books released under their names are the responsibility of the readers.
- Before borrowing, readers must ensure that the books are in good physical condition; otherwise, they will be liable for any damage that occurs subsequently or when the books are returned.
- Before leaving the counter, the borrower must ensure that the books that were loaned are in good condition. If not, they must immediately notify the circulation-in-charge of the library and obtain a signature at the damaged location(s). Otherwise, the borrower risks being held accountable and must replace the book(s) with a new copy in good condition.
- The borrower will be required to buy a replacement book from the open market if they lose one or fail to return the provided book(s). If a book cannot be purchased on the open market, the borrower will be charged in the following way-
    - a)20 times the value of books published before 1960.
    - b)10 times the value of books published between 1960 and 1980.
    - c)5 times the value of books published from 1980 to 2000.
    - d)3 times the value of the books published in the year 2000 and after that.
- If a different user is interested in the book, it won't be renewed.
- The library books will be issued for 14 days, any borrower who does not return a book to the library by the due date will be charged an overdue fee of Rs. 10 per day per volume, and no more books will be provided until the overdue book is returned.
- The transfer certificate at the time of leaving the college will be issued to the students only after returning the issued library books and clearing all library dues.
- The library incharge is authorized to recall any book/s at any time if required, even before the due date of return.graph text

Instructions for using E-Resource

- Only academic purposes should be carried out on the library's computers.
- It is completely forbidden to talk with or date online or browse social networking sites. The defaulters will face harsh disciplinary measures.
- Computer gaming is completely forbidden throughout the whole library complex.
- Readers utilizing the E-Resource Division must have their Identity Cards on them at all times. On request, they must produce their ID card.
- It is not permissible to alter the configuration or display of the computers located in the library.
- It is not permissible to use laptops with computers already installed in the e-resource division.
- The removal or unplugging of computer cords, network cables, or other devices or accessories is not permitted inside the library.
- It is not permitted to use a personal keyboard, mouse, etc. within the library.
- Students must take good care of their mobile phones, wallets, CD/DVD ROMs, and other items.
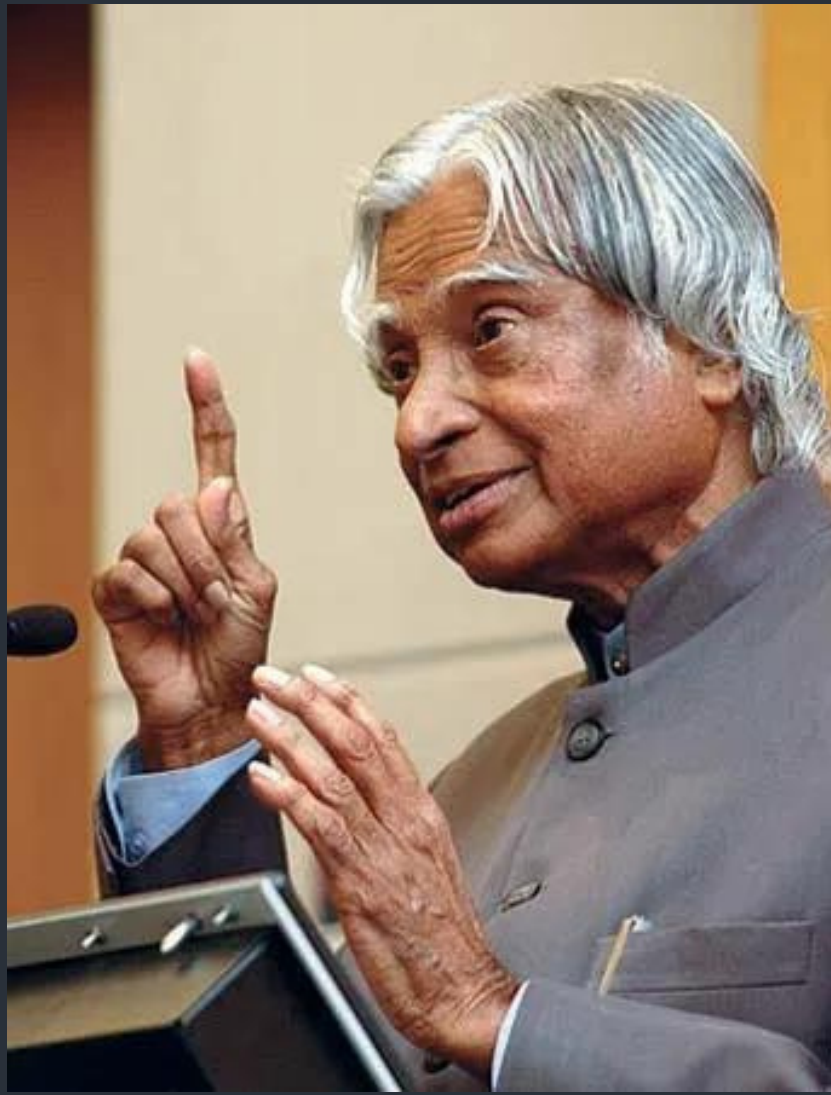
Working Hours

The hours, when Central Library will be open are-

During working days - from 9:30 A.M. to 4:30 P.M.

During vacations - from 9:00 A.M. to 3:00 P.M.

"The purpose of education is to turn mirrors into windows."

"Teaching is a very noble profession that shapes the character, caliber, and future of an individual."

– Dr APJ Abdul Kalam