Library Policy
Kumaraguru College of Liberal Arts and Science Policy

The goals of KCLAS Library is

- to provide good access to information in a manner appropriate to the needs of customers and to maximise the use of existing Library resources
- to provide optimum academic support for Library customers' teaching, learning, and research
- to provide for the special requirements of customers
- to exploit fully communications and information technology
- to exploit opportunities for regional, national, and international collaboration.

Collection Management Policy

Overview

- KCLAS Library supports the current research and teaching of the College through the effective acquisition and management of printed and electronic resources.
- To maximise support for, and use of, existing resources a nominated Academic Liaison Librarian will work with individual academic departments to ensure the effective management of collections and provide formal and informal training in their use.

Information resources

- The Library will:
    - Provide access to a range of information in the most appropriate format to support the current and planned research and teaching needs of the College including: books, journals, specialist reports, government agencies' publications, legislation, statistical data, images, published and unpublished research, manuscript and archival materials, music scores, CDs, DVDs and videos.
    - Provide rapid access via electronic provision or suitable loan periods, to information sources deemed essential by academic staff.
    - Ensure that information provided electronically is available to all authorised users
    - Provide, through its own holdings or through participation in co-operative schemes with KCT library, access to information required by researchers.
- The selection of information resources is primarily the responsibility of academic staff in conjunction with Library staff. Resources purchased should reflect the current research and teaching interests of the department.

Acquisition of information resources

Budgets

- The central library fund of KCLAS will support the spending of departmental allocations and should be overseen by the nominated Departmental Library Representative along with the College librarian
- The Library will supply regular statements on the availability of funds. Additional reports on fund balances can be supplied on request.
- Departments should aim to spend 50% of the departmental allocation by January each year and 100% by the end of April.
- Any departmental allocations which remain unspent at the end of April each year will be returned to central Library funds and used to purchase high cost, multi- disciplinary e-resources identified on the Library's Desiderata list.

Selection and purchase

- The Library actively encourages recommendations for book purchases from users at all levels and will implement processes to facilitate this (for example via More Books or Recommend a Book schemes). The suitability and appropriateness of resources suggested via such routes will be assessed by the relevant Academic Liaison Librarian, where required.
- The Library will continue to work with publishers to purchase suitable material and an efficient manner. The Academic Liaison Librarian may, at their discretion, use departmental allocations to purchase resources which match the teaching and research interests of the department or supplement existing provision (for example, through the purchase of annual e-book update packages).
- Suggestions for materials to support research should normally be made via the nominated Departmental Library Representative. Departments should make their own internal arrangements on how this is organised and whether expensive purchases (such as journal subscriptions) require the approval of the Board of Studies.
- The Academic Liaison Librarian for the Department is responsible for liaising with appropriate library staff and suppliers to ensure the most cost effective access to information resources.
- In consultation with Departmental Library Representatives, Book Approval Plans will be implemented where possible as a means of acquiring relevant materials in a more timely and efficient manner.

Multiple copies

- Multiple copies of reading lists items are acquired according to a model, linking likely demand with expected student numbers for the course or module.
- To maximise access, the Library will determine the most appropriate loan period(s) for multiple copies and ensure where possible that a range of different loans are available.
- Where demand is demonstrated to be high (e.g. a high number of reservations), the Library will take appropriate action including changing the loan period of existing copies, ordering additional print copies or ordering an electronic version.

Gifts/ Donations

Donated items are accepted in accordance with the criteria set out in the Library's Gifts Policy.
KCLAS Library welcomes the from the generosity of its friends and benefactors. Many important, valuable and useful gifts, and numerous donations of money to purchase library materials, have enriched both its teaching and its research collections. To this day, gifts to the Library of relevant publications and collection items in all formats are welcomed and encouraged.
When considering any offer to donate material to the Collections of KCLAS Library, the following guidelines apply:

- Donations are welcomed which fall within the scope of the Library's Collection Management Policy, if they are of academic value and if they contribute significantly to the usefulness of current teaching and research collections or the Library's established strengths.
- College encourages all academic staff to donate a copy of any academic publication written or edited by them to the KCLAS Library.
- Donations are accepted without obligation to the donors and on the understanding that upon receipt the material becomes the property of the KCLAS Library.
- The Library will determine the most appropriate way to treat any donated material. Donations will normally be dispersed and items will be shelved with materials on the same subject or in other sequences rather than kept in separate, discrete collections. The processing of donated material is usually, though not always, given a lower priority than that accorded to purchased stock.

- Donated material is subject to the same de-selection criteria as other library materials. KCLAS Library reserves the right to dispose of any gifts it deems unsuitable or unwanted.
- Potential donors should contact the Library in advance, by e-mail, fax, letter or telephone

Retention, Relegation and Disposal

- The Library's aim is to provide timely access to information required to support research and teaching. This will be through a mixture of physical stock held within the Library, access to e-resources and access to wider research resources via schemes such as Document Delivery or co-operative borrowing schemes.
- Print resources will need to be reviewed on a regular basis to ensure that they remain relevant. As a general principle, the Library will hold on the main sequence shelves all material actively being used for teaching and research. Resources which do not meet these criteria will be relegated to store or disposed.
- Disposal of such material is an essential part of collection management. It ensures that collections remain relevant, ensuring space for new purchases and allows the library to respond to changing user needs.
- Criteria for relegation or disposal will also be based on additional factors, including:
    - Availability of electronic or other suitable alternatives to print materials
    - Whether the subject is currently taught or researched within the College
    - Physical condition
    - Declining usage from evidence of borrowing or consultation within the Library
    - Publication date
    - Currency, particularly in disciplines where information dates rapidly
    - Space constraints and shelf occupancy levels
    - Continued validity of older material, for example key contributions to theory.

(1) Retention of resources on main sequence shelves within the Library

- Printed texts will remain on the main sequence shelves where there is evidence of their use through borrowing or consultation within the library; they contain up-to- date information or are required for reference consultation.
- The Library Management System will be used to generate lists of little-used items. Appropriate processes will be established to ensure that in-house use (i.e. where a book is not borrowed) is recorded.
- Books which are on the main sequence shelves but have not been borrowed for 8 years (will be transferred to the store sequence
- Users will continue to have direct access to all items held in the Store sequence and they will remain borrowable.
- Volumes which form part of a series will normally be kept together in the same location.

(2) Relegation to Library stores

- Older print journals with low usage but which are not available from a secure, trusted electronic archive or repository will be removed to the open access store sequence. Users will continue to have direct access to these volumes.
- Duplicate copies of texts will normally be discarded and only one copy retained in the open access store sequence.
- Facilities will be provided in the Library Store for users to record in-house use of a Store item. These statistics will be included in any decisions on the disposal of material.

(3) Recovery from store

It is recognised that as teaching and research interests may change, materials held in the store may once again become key resources. Where there is evidence or reasonable expectation of increased usage due to this, the

Library will work with departments to ensure the managed return of relevant items to the main sequence shelves.

(4) Disposal

- The maintenance and storage of unused materials represents a significant cost to the Library in terms of maximising space and staff time. As such, it is not possible to retain all materials indefinitely.
- Printed abstracts and journals which are available from a secure electronic archive managed by a trusted repository or supplier and/or where titles have been identified for disposal will be disposed of.Outdated reference books or reference books which are available electronically via a secure, trusted electronic archive or repository will be disposed of.
  Books which have been removed to store under 6. iii above and not used for a further four years will be disposed of.
- Where possible, discarded items will be disposed of using ethical and environmentally-friendly methods, promoting the re-use or recycling of materials, as appropriate.

  Exceptions

- It is recognised that, over time, some older materials may become important for historical scholarship and retain some future value as a potential primary resource. As such, the Library will apply the disposals policy in a consistent, but sympathetic manner.
- Any valuable, unique or rare materials will be retained (including primary data reports and excavation reports, literary texts only available in single editions etc.)
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Library Access

KCLAS Community

A valid KCLAS ID Card permits access to KCLAS and KCT Library.

Kumaraguru Users

- Users registered with KCT or KCT.BS have free access to KCLAS Library facilities for all open hours with valid KCT/KCT.BS card
- The current policy does allow borrowing of books

Working Hours

Working Hours: 8.30 a.m. – 6.00 p.m.
Transaction Timings: 9.00 a.m. – 5.00 p.m.

Library will be closed during Government and Institutional holidays.

Security of Collections and Appropriate Conduct

The preservation, safeguarding, and stewardship for the collections are the responsibilities of all members of the KCLAS Community and its visitors. To achieve these goals, the Library has developed a security policy that is respectful of the individual's right to access to materials and - at the same time - protects the Library's unique and irreplaceable assets.

The following incidences are considered violations of the Library's security policy for its collections and are applicable at all of the Library's school & department libraries and special collections:

- Intended or attempted theft of library materials, including the concealment of library materials in personal effects (e.g., bags, outer garments) or on one's person

- Removal of security devices from library materials or other mutilation of materials for the purpose of avoiding detection at Security Checkpoints
- Defacing, mutilating, or damaging library materials, equipment, or property
- Theft and/or possession of materials stolen from the Library
- Encouragement of another to steal, mutilate, or damage Library materials
- Sale of stolen Library materials is an egregious act that may subject its perpetrator to actions by the Library, the College, and local law enforcement
- Refusal to show College or other identification upon request of Library Staff, Library Security
- Refusal to allow a check of personal possessions and books prior to departing the Library
- Sequestering library materials within the Library to restrict its use by others
- Remaining in the Library after closing hours
- Transferring of library/ ID cards to others
- Entering nonpublic or Library Staff areas without proper authorization
- Refusal to follow the direction of Library Staff during an emergency or a similar situation involving a breach of security
- Bringing beverages into Library areas is not allowed
- Leaving bags, parcels, and packages on the premises
- Covering or in some way disengaging security cameras and other security devices
- Falsely reporting an emergency
- Departing the Library using emergency exits outside of times of emergency
- Conduct that is disturbing to other readers or detracts from the research, scholarship, and study environment of the Library
- The libraries include quiet study areas, where students are asked to respect the rights of others by working quietly and leaving mobile phones turned off.
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Disciplinary action, including, but not limited to, suspension of Library privileges, etc., will be taken when any of the Library's security policies are violated. The monetary value of the material taken and/or damaged is not a consideration in pursuing action by the Library, College, and/or local law enforcement.

Borrowing Books

- A student can have 3 borrowed books.
- Books are issued for a period of 14 days for students and one semester for faculty
- A borrowed book may be renewed for one more period, if no other user has reserved the same.
- On special request, Reference Books, Current Periodicals are issued on overnight basis.
- All books borrowed must be returned at the end of the semester

Overdue charges:

If a borrowed book is not returned / renewed within the due date of return, an overdue charge of Rs.2 per day will be levied.

Loss of books:

If a borrowed book is lost or damaged, the borrower is required to replace the same edition or latest edition of the same book. If it is not done, an amount equivalent to double the cost of the book for those purchased within 8 years or triple the cost of the book if it is purchased beyond 8 years has to be paid.

Library Clearance Approval

Library clearance approval is required for issue of Transfer Certificate at the end of the period of study in the campus

Appropriate Use of Library Computers

KCLAS maintains computers in support of research and learning at KCLAS.

Eligible Users

Kumaraguru Institutions faculty, student, staff members and research scholars may use any available library computer located in areas where they have authorized access. Library staff may require individuals who are not affiliated with KCLAS to substantiate an appropriate research purpose in order to use library computers.

Priority Access.

KCLAS faculty, students, and staff can expect to have ready access to a computer, though sometimes with minimal delays at peak times. While the Library intends to provide ready access to computers, at times demand will exceed supply. When others are waiting researchers are asked to use reasonable restraint in the use of these shared resources.

Researchers with special needs. The Library will provide at least one wheelchair accessible computer in each major computer cluster within the library system. Persons requiring other assistance to access information from a Library's workstation are urged to ask for help from Library staff.

Appropriate Use

Tampering with the hardware or software on the computers is strictly prohibited. Violations may result in College disciplinary action or referral to appropriate external authorities.

Bookable Study/ Discussion Rooms

The Library provides a choice of study spaces to suit different work preferences including silent study areas with desks where students can plug in your laptop, individual study carrels, computer workstations, or discussion areas with tables for group work.

- Three bookable discussion rooms are available for students and faculty.
- The room has to be booked stating the academic purpose -it can be for single study and group work
- By booking a discussion room student are taking responsibility during the time it is booked
- The rooms are to be used only for academic/ study purposes. It is not a space for lounging or relaxing.
- Only the chairs and table provided in the room are to be used and, not the furniture from other areas of the Library.
- Students are required Leave the room clean and tidy.

Audits and Resource Utilization Report

- The library committee is responsible for conducting annual audits of the books and other resources
- The librarian shall share reports of the utilization of the resources on a monthlyand annual basis

Events and Programs

- Library will periodically conduct various programs and events to enrich and engage the students. The events can be workshops on library usage, competitions related to reading, book releases, inviting authors, celebrating special days such as World Book Day (April 23)