

# **CHAITANYA COLLEGE OF EDUCATION**

## **LIBRARY**

Our library provides a congenial atmosphere for reading and personalized service. The library has an enviable collection of over 6100 books, 60 journals, periodicals magazines and newspapers covering all parameters in the field of "Education" as well as "Teacher's Training Programme", and books of general interest.

Library work is obligatory for the students. In the library both lending and reference facilities are available. Reprographic facility is available to students and staff at the library.

### **WORKING HOURS**

Monday – Friday : 11:00 a.m. – 4:00 p.m.  
Saturday : 11:00 a.m. – 2:30 p.m.

### **LEARNING RESOURCES**

The library has a total collection of 6100 printed volumes including books, textbooks and reference tools.

***Textbooks / General Collection:*** The largest collection in the library, this includes textbooks books in accordance with academic curricula and is suitable for professional reading.

***Reference Materials:*** While most books are available for loaning, this section has conventional reference tools, encyclopedias, dictionaries, handbooks, manuals, directories, yearbooks, etc. for ready reference and general information.

***Syllabus & Question Papers:*** Syllabus of programme offered at the institute and question papers of previous exams are also available for consultation.

***Non-book Materials:*** Non-book materials, like maps are available for reference use only.

### **Number of Resources**

- |                        |      |
|------------------------|------|
| ● Books                | 6100 |
| ● Journals & Magazines | 60   |
| ● Newspapers           | 02   |
| ● Map                  | 15   |

### **LIBRARY FACILITIES AND SERVICES**

1. **Open Access Facility:** Though Library maintains closed access system, users could reach the book shelves and pick up required books with the permission of the Librarian.
2. **Library Catalogue:** Library catalogue helps the users to know the resources available in the library. All books available at the library are visible by author's name, title and subject of the documents, etc.
3. **Reading Room Facility:** Library provides a congenial atmosphere for reading.

4. **Purchase Requests:** Faculty members as well as students are encouraged to suggest new books for additions to the Library. Books recommendation form is available with the Librarian and users can recommend an item to be purchased by the library.
5. **Reprographic Services:** Users can avail photocopy facility at the Library. Photocopy facilities are permitted only for reference materials.

## **BORROWING RIGHTS**

All categories of members are entitled to borrow books from the Library.

1. The Library Membership Card gives borrowing privileges at the Library.
2. Books can be renewed for 15 days; those on high demanded will not be renewed.

## **BORROWING PRIVILEGE**

1. The students can issue a maximum of 5 books at a time for a period of 15 days; books can however be reissued for a maximum of additional 7 days only in case it is not reserved by any other user.
2. Faculty members can issue a maximum of 10 books at a time for a period of 30 days; books can however be reissued for another 7 days provided it is not reserved by any other user.

## **LIBRARY RULES & REGULATIONS**

### ***General Library Rules***

1. Students are required to adhere to strict discipline, failure to do so or adoption of unfair practices may lead to confiscation of their cards or monetary fine or both.
2. The Library is strictly a 'Silence & No Mobile Zone'. Smoking, eating, sleeping and talking are strictly prohibited in the Library.
3. No work except reading, preparing notes or academic activities, will be allowed in the library reading room.
4. In case of loss of a book by the borrower, he / she would have to replace the book with the same or latest edition. If replacement is not done within 15 days, the defaulter will be charged double the cost of the book.
5. Playing games, online chatting, browsing of dating and social networking sites are strictly prohibited in the entire Library premises.
6. Library clearance is mandatory before clearing all dues from the accounts section.

### ***Entrance Rules***

1. Library Card is must while visiting and using the Library.
2. Users must carry their own pens to fill-in the register and other necessary work.
3. Food or drinks is not allowed in the Library, however drinking water is available for the users at the corner of the reading room.
4. The user should maintain perfect order and discipline in the Library.

## **Rules Regarding Lending of Book, News paper and Magazine**

1. The borrowing of books from the library is restricted to registered members only.

2. Newspapers / magazines cannot be taken outside the library.
3. The librarian may recall any book from any member at any time.
4. Students could place an order for a book of their choice by recording the same in the requisition form provided with the Librarian.
5. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
6. The Librarian can recall any book from any member at any time.

### **CHARGES & FINES**

1. In case of loss of the library lending card, a duplicate card will be issued for which the students would have to pay Rs, 100/- each. For issue of a duplicate/new card, a minimum of 3 days intimation is required
2. Fine of Rs. 1/- per day per book after due date will be collected from defaulter students for overdue books.
3. Books lost would have to be compensated by either replacing the book/s or paying double the purchase value of the book.

### **USEFUL LINK**

1. College website:  
<http://www.chaitanyacollege.co.in>

### **CONTACT FOR ANY QUERY**

1. Mr. Samir Dutta (Librarian)  
E-mail: samirdutta.lib@gmail.com