

Library Manual



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Department of Library and Information Centre

USERS MANUAL

LIBRARY FACILITIES AND SERVICES

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HUMAN RESOURCE OF LIBRARY

“Learning Gives Creativity, Creativity Leads to Thinking, Thinking Provides Knowledge, and Knowledge Makes you great”. – Dr. **A.P.J.Abdul Kalam**

“Education is the most powerful weapon which you can use to change the world” – **Nelson Mande**

PROFILE OF LIBRARY

Library collectively supports the educational needs of all the programmes. Library has automated all its services. It has a vast collection of books reference books, bound volumes - journals, , e-books, CD's, Students Projects, E- journals etc.

VISION

“To be recognized as an excellent information Hub of Academic Community with a good collection of Modern resources for students and faculty of Science, Engineering and Management Discipline.”

MISSION

- To Procure latest edition of text books reference books Journals Modern Resources.
- To provide an Ambience conducive for Referring the various resources
- To Keep the Library open round the clock
- To provide good furniture/Reprographic internet facilities for users
- To have interaction with other reputed libraries for mutual benefit

GOAL

To adhere to the reputation of being able to channel human resources and guide the transformation process of every individual's dream into reality.

QUALITY POLICY

To provide education services of the highest quality both curricular and co-curricular so that our students can integrate skills and serve industry and society equally well at the Global level.

Library working Hours

Monday to Friday	9.30 am to 5 pm
Saturday	9.30 am to 2 pm
Sunday & Holidays	Closed



Library Resources

Sl.no	Resources	Numbers
1.	Books	40530
2.	Journals(Print)	10
3.	Magazines	23
4.	Newspapers	13
5.	E-Books	N-List
6.	E-Journals	N-List
7.	Project Reports	2500
8.	CD/DVD	149

E-Resources

Current Subscription of E Journals from N-List Consortium / E Books

Library Services:

Circulation of Books:

Circulation section is the gateway between users and documents so it plays a vital role in Library. Circulation Section deals with Issue of Books, Renewal/Return of books using E-lib software.

Classification of Books:

The books are arranged as per the call number, subject name and class number are indicated at the side of the rack. The books are located through the call number, course wise in the rack.

Renewal Process:

A maximum of two renewals of books is permitted, In case, there is a reservation against any book borrowed, the such book, will not be renewed.

Recall of Books:

The books will be called back during the stock verification and reservation of books.

Reference Service: Reference Books are meant for in-situ reference only.

**Book Bank Facility:**

This facility is provided to the SC / ST and OBC category students. Two additional books apart from the books in the general stack area are Issued to them.

Inter- Library Loan Facility:

The library used to get some resources on Inter-Library Loan basis from other sister concern libraries as requested by our users. The books of our library will be sent to various other libraries on Inter-Library Loan as per the request from other institutions.

User Awareness Programme:

Library facilities and service orientation programme is given to new students.

Bulletin board/ Wall Magazine (C A S)

For the benefit of the students, information brochures of institutional for further studies, employment opportunities, personality development skills, News Papers clipping, etc., are put on the bulletin board. The library has a 'Wall Magazine' where the student can exhibit their talents by writing some articles and cartoons etc.,

New arrivals Display

Some selected titles of new books acquired by the library are displayed on "New Arrival Stand" for the benefit of the readers.

Extra book facilities to meritorious students.

Extraordinary boosting service is provided to the students by taking a special risk by the library. Under this scheme, the top scorers in each class in a semester will get an extra 4 to 5 Books. Our library is providing this service to 50 to 60 students for final semester.

OPAC Facility

Online Public Access Catalogue facility is being offered to the user community of the college in order to provide first-hand information about the availability and location of the reading materials. Users can reserve the required reading material and the same will be issued on a queue basis system.



Users / Loan Privileges /Over Due Fines

Types of Users:

All UG Students and staff (Teaching / Non-Teaching) are eligible to avail the library facilities and services. All readers will use the ID card for borrowing of books and using the reference services of the library.

Loan Privileges: Category of Membership No. of Books Period of Loan

Category of Membership	No. of Books	Period of Loan
Under Graduate	02	15 days
Faculty Teaching	15	180 days / Per Sem
Non- Teaching Staff	02	30 days

Duration of Books Issued:

The books meant in stack area issued for a period of 15 days and books in reference are issued for faculty for overnight.

Over Due Charges:

An overdue fine of Re.1.00/- per day will be charged if the books are not returned on the date stamped on the book.

Handling of Library Books:

The reader has to check the condition of books while borrowing. In case the books are found damaged, mutilated or spoilt while returning, the reader has to replace the same with a new book.

Loss of Library Documents:

The loss of the book should be reported immediately to the librarian and the same copy to be replaced, otherwise the student has to pay two times the price for Indian book and three times the price for International book, along with overdue charges.

No Due Clearance:

Students and Staff at the time of leaving the institute shall return all the library books and documents, if any pending, will pay the overdue fine to obtain the no dues from the library.



Digital Library Services

Online e-resources are subscribed to all the Programmes viz. Undergraduate through the N-List Consortium. The ATNCC Digital Library is a housed Library Server running through Software called 'D Space'. Through the Digital library, Content and library Collections in digital formats.

ADDITIONAL SERVICES

SL.No	Content	Services
1	N-List URL: http://nlist.inflibnet.ac.in/ User ID& Password Contact Librarian	Inter library loan services. Resource sharing. Users can exchange any kind of reading materials. Online union catalogue search
3	Library OPAC (Public Access Catalogue)	Check availability of Library document Check status & location of library document Reserve checked-out document
4	CD's/DVD's which have come along with Books are made available in our Circulation Section	Book CDs/DVDs
6	Library home page URL : http://www.atncc.org/library.htm	Library Facilities Rules & Regulations of library



Library Rules

- Books and bound periodicals which have been issued out are liable to be recalled at any time, when so recalled they must be returned to the Library within the specified time.
- Readers shall not write upon, damage, or make any mark upon any book, manuscript, or map belonging to the library.
- Erase of any mark of the stamp, label, etc. on a book or manuscript or map belonging to the Library will be considered as misconduct and justification/fine will be charged.
- Any reader observing a defect, or damage to any book or manuscript shall point out the same to the Library Staff immediately.
- Overdue charges will be laid on borrowed books and other reading materials as per the rules if returned after the due date
- No personal belongings including books are allowed inside the library.
- Keep your personal belongings such as bags, books at in the property counter. Not to keep any valuables such as cash, mobile phones, ATM cards, etc in the counter. Library or its staff are not responsible for the loss of any valuables.
- Library Catalogue (OPAC) kept at the entrance of the library need to be used before making entry to the stack area to select the book of your interest.
- Books borrowed on a particular day will not be accepted for return on the same day.
- Mobile phones need to be switched off or kept in the silent mode before making entry to the library/reading hall. Talking over mobile inside the library/reading hall is strictly prohibited.
- Maintain silence in the library.
- Food or drinks prohibited

**LIBRARY STAFF**

SL.No	Name of the staff	Designation	Qualification	Phone No & Email Id
1.	Mr.Punith H G	Librarian	MLISc.,BLISc.,KSET	9900410451, punithhg1995@gmail.com
2.	Mr. Lokesh M S	Library Assistant	MLISc.,BLISc.,	7019748672
3.	Mrs. Shanthamma	Assistant		
4.	Mr.Shobhya Nayak	Assistant		
5.	Mr. Ramu	Assistant		

For further assistance in usage of library facilities and services you may contact:

Mr. PUNITH H. G, LIBRARIAN, ATNCC

**ACHARY ATULSI NATIONAL COLLEGE OF COMMERCE-577 201****LIBRARY FEEDBACK FORM**

Name of the
Student:

ID No.:

Branch / Department:

Semester:

How do you rate ATNCC Library?

☐

Excellent

☐

Good

☐

Fair

☐

Poor

Availability of books / journals / e-resources in the library

☐

Excellent

☐

Good

☐

Fair

☐

Poor

Quality and Quantity of books / journals / e-resources in the library

☐

Excellent

☐

Good

☐

Fair

☐

Poor

Library Services

☐

Excellent

☐

Good

☐

Fair

☐

Poor

Library Environment

☐

Excellent

☐

Good

☐

Fair

☐

Poor



Library Staff Co-operation

☐

Excellent

☐

Good

☐

Fair

☐

Poor

Suggestion if any

Date:

Signature