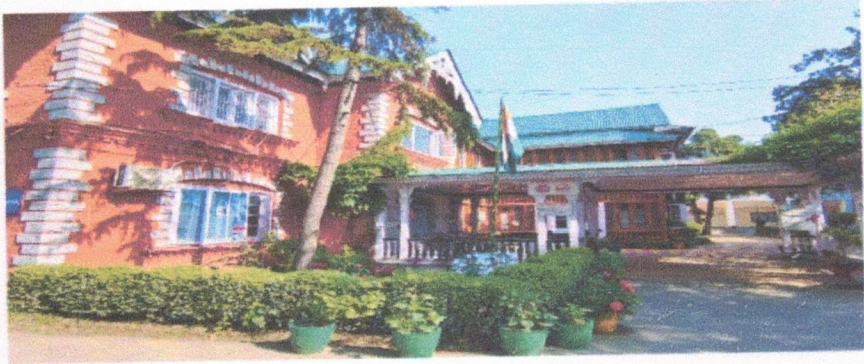


# **GOVT COLLEGE OF EDUCATION M.A ROAD SRINAGAR**

**INSTITUTE OF ADVANCED STUDIES IN EDUCATION  
NAAC ACCREDITED GRADE "A" (CGPA 3.24)**



## **LIBRARY POLICY 2022-23**

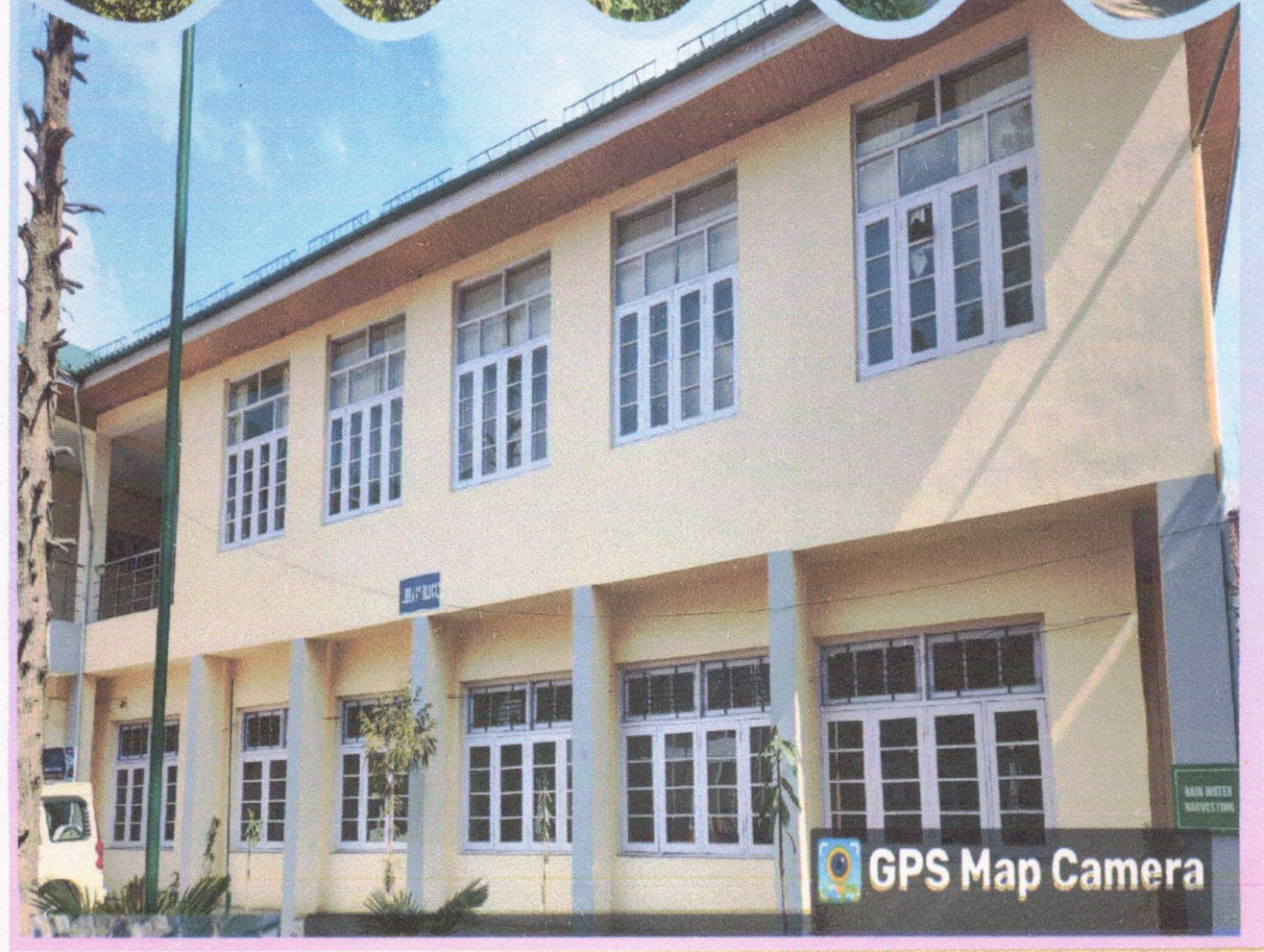
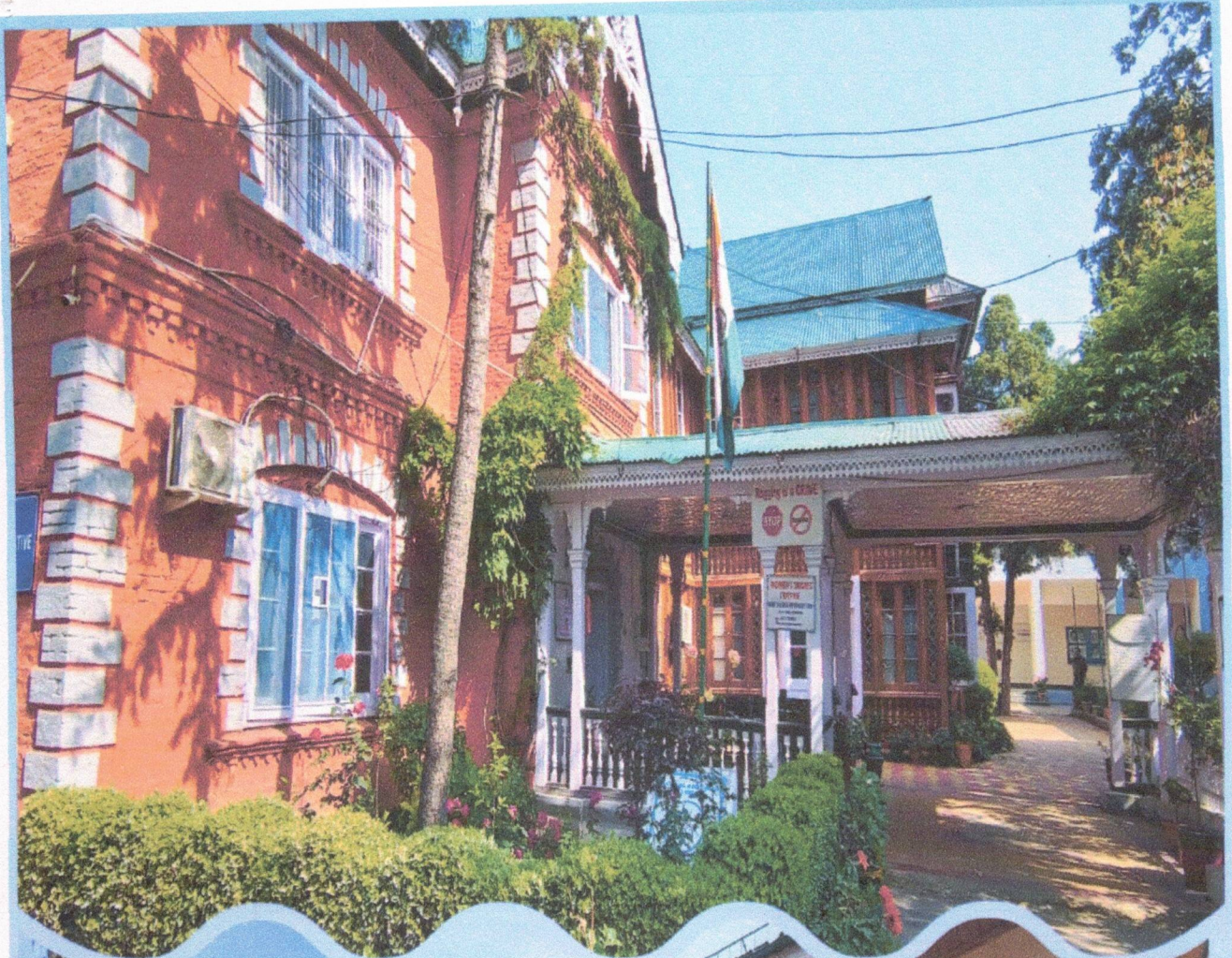
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# GOVERNMENT COLLEGE OF EDUCATION (IASE) M.A ROAD SRINAGAR

## COLLEGE LIBRARY

### OVERVIEW

NAME OF INSTITUTION	GOVT, COLLEGE OF EDUCATION (IASE) M.A ROAD SRINAGAR
NATURE OF INSTITUTION	TEACHER TRAINING INSTITUTION
AFFILIATION	CLUSTER UNIVERSITY SRINAGAR
POLICY PREPARED BY	COLLEGE LIBRARIAN, COORDINATOR ICT, LIBRARY STAFF, IQAC TEAM
POLICY APPROVED BY	PROF.(DR.) SEEMA NAZ PRINCIPAL GCOE (IASE) SRINAGAR
PREPARATION YEAR	2022-2023



 **GPS Map Camera**

RAIN WATER HARVESTING

## INTRODUCTION

The College Library started its operations and services in the year 1950. Over the decades' college had developed an impressive collection of 35000+ books comprising of unique resources and rare books. Due to September 2014 flood, the rich and unique collection got washed away. Post flood library collection was developed afresh. Currently the college library has developed a collection of 17660 books and other information resources.

Library aims at accomplish and aid teaching, learning, research and community services by providing high quality academic information resources, education and related facilities to students and teaching fraternity in an environment that encourages reflective and collaborative enquiry. We aspire to be flexible and experimental organization that encourages innovation and Staff Collaboration.

Date of establishment of college library	1950
Collection prior 2014 floods	35,000 approx.
Collection damaged in floods	35,000 approx.
New Collection developed (till date)	17660

# INFRASTRUCTURE AND OFFLINE RESOURCES

The college provides courses in many subjects. The college library has a collection of around 17660 books and other resources pertaining to various subjects taught in the college. It comprises of main library which has Reference Section & a textbook section with 5 carrels in each section, P.G Library and Browsing centre.

**1. Reference Section:** is located in the ground floor of the main building of the college Library. It comprises of high-speed LAN internet connectivity information resources on Kashmiri History, Urdu, Islamic Studies, Music, biographies and Poetry Section. In this section the acquisition, documentation and maintenance of newspapers and periodicals are carried out.

**2. Textbook Section/ Reading Room:** is located in the first floor of the library. The section besides big hall also has 5 carrels for serious readers. The section contains books on diverse subjects taught in the college viz. Education, English, Sociology, Geography, Economics, Psychology, Philosophy, Public Administration, Sports etc. In this sections issue return of books are carried out in RFID.

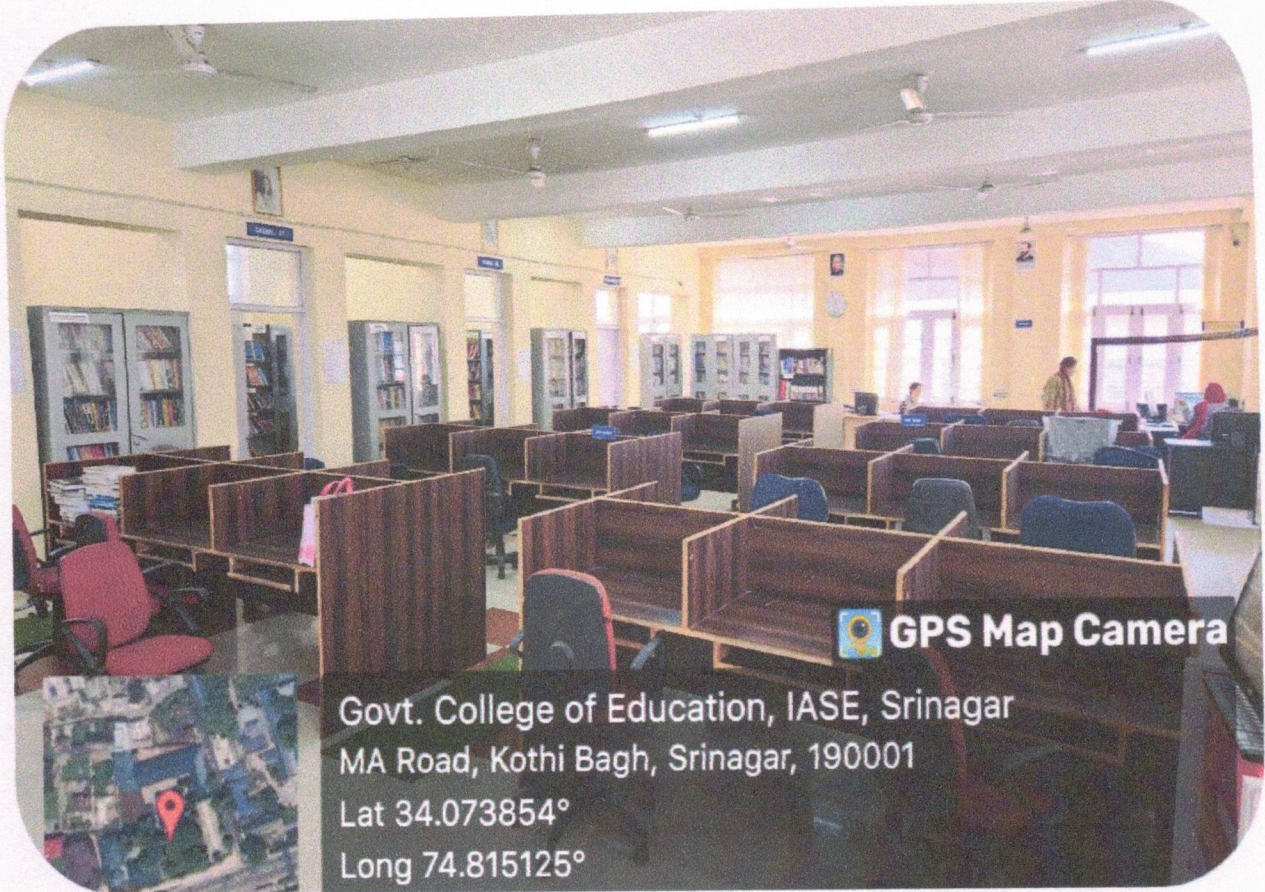
**3. Browsing centre:** is located on the first floor of the main library. The Browsing centre has facility for both students as well as for faculty. The centre is equipped with more than 20 Networked Computers with proper seating arrangement, high speed Wi-Fi internet and A.C facility.


**4. P.G Library:** is located on the Ground floor of the main library. The section has mainly psychology, Environmental Science, Mathematics, and Education books for P.G students.

**5. Book Bank:** The library has established special "Book Bank" for the benefit of students. The books for book bank are donated by faculty or students.

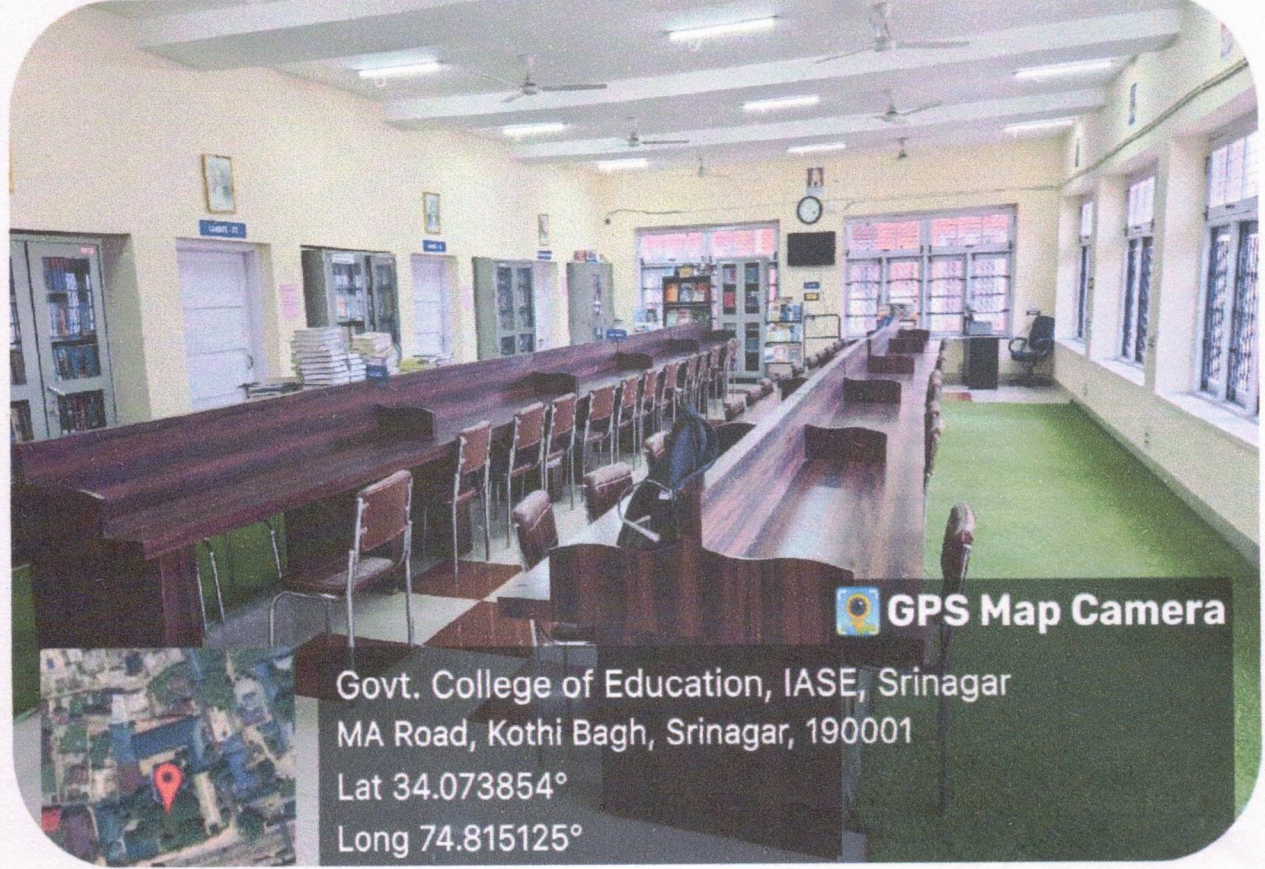
**6. Tuck Shop:** Provides essential stationery items to both students and Staff.


# REFERENCE SECTION AND TEXT BOOK SECTION



 **GPS Map Camera**

Govt. College of Education, IASE, Srinagar  
MA Road, Kothi Bagh, Srinagar, 190001  
Lat 34.073854°  
Long 74.815125°

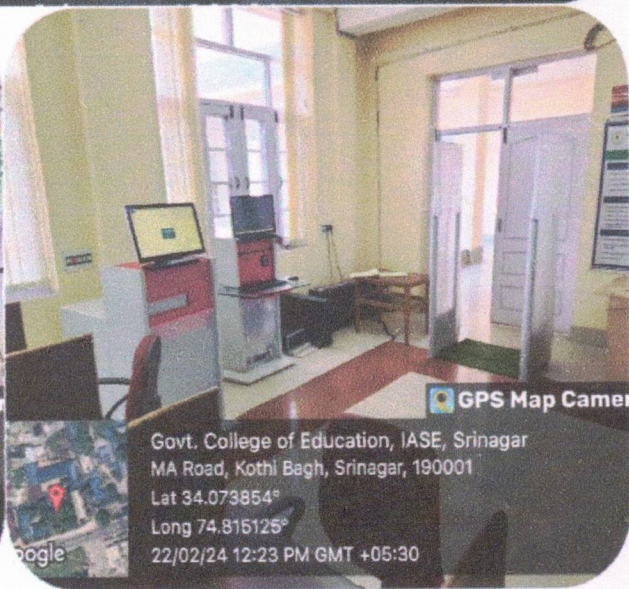
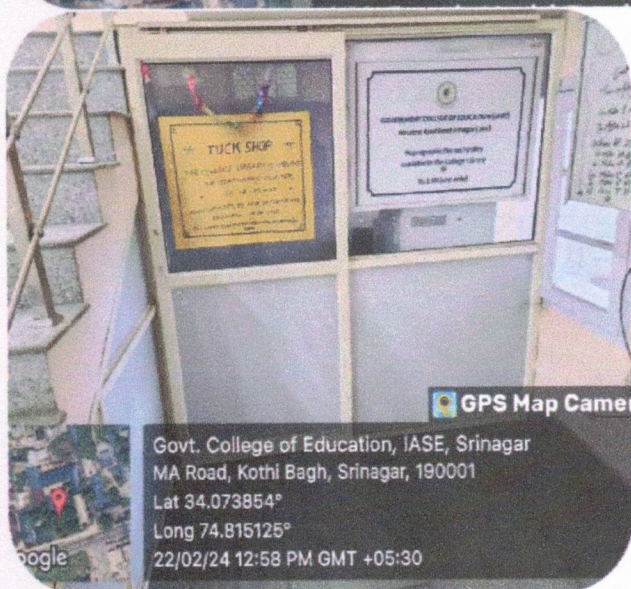
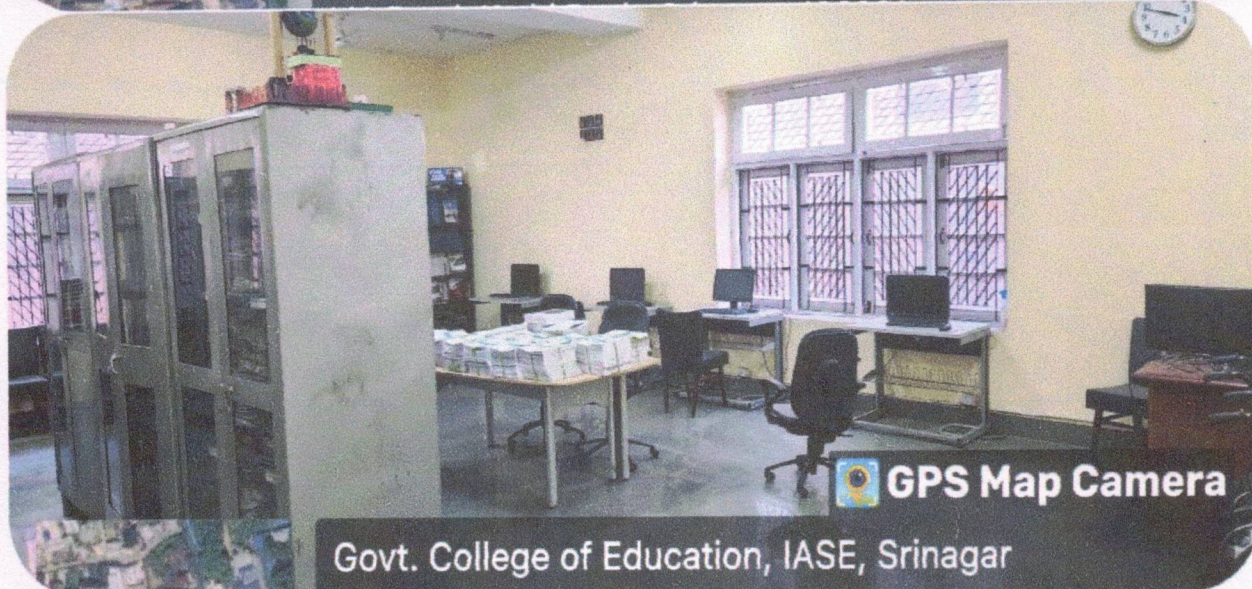


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Lat 34.073854°  
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# BROWSING/P.G LIBRARY/TUCK SHOP/RFID



# LIBRARY AUTOMATION

The automation of the library is completed by using library management system **SOUL 2.0**. The process of automation was started in year 2018 and was completed by the year 2020. The Library has also installed RFID System and now all services are being processed through the said system.

## SERVICES

- **Mission:** Library is committed to providing a welcoming and inclusive environment that fosters learning and creativity.
- **Browsing/ Wi-Fi facility:** The library has a full-fledged browsing centre with more than 20 Networked Computers provided with uninterrupted power supply and net connectivity.
- **Reprographic service:** Reference material, magazine articles etc. that are not lent out are photocopied in the library if required while strictly following the fair use provision. Moreover, on demand library offers Tuck shop and print out service to the library users.
- Students are issued RFID enabled ID cards that are designed & printed by college library staff. This has made library users self-reliant in charging and discharging of books.
- **Fresh Arrival Display and Notice Board.** The library displays fresh arrivals on the board as soon as library receives any new collection of books. Notices pertaining to the library or of the college are put on the notice board so that users remain well informed about the happening in the library and of the college.
- **N-LIST (National Library and Information Services Infrastructure for Scholarly content)** The College library subscribes e-resources under NLIST Programme, an initiative of Ministry of Human Resources Development (MHRD) under the NME-ICT now funded by UGC, as college component under e-

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Shodhsindhu consortium thereby providing access to the quality educational E-resources comprising of e-journals, e-books.

- **National Digital Library of India.** College Library has also registered itself to National Digital Library of India (NDL) club an open access platform for e-books and e- journals, Video lectures etc.

## LIBRARY POLICY

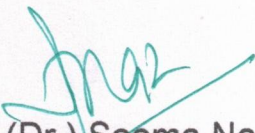
- **Mission:** Library is committed to providing a welcoming and inclusive environment that fosters learning and creativity.
- **Library Hours:** The library opens at 09:30 am in the morning and closes around 4:30 pm in the afternoon.
- **Membership:** Membership is open to all college students and staff, to become a member the individuals must provide the basic details like name, residence and complete a membership form.
- Membership is free, library Card will be issued to the student and staff at the beginning of his/her career in the Institute, subject to the rules and regulations of the library.
- The Library Card should be preserved carefully. Loss of the Card should be reported immediately in writing to the Librarian. Issue of a duplicate card may be considered in case of loss on payment of Rs.200/- but cannot be claimed as a right. The student will be responsible for books found outstanding in the original card even after a duplicate has been issued.
- **Borrowing and return policy:** Member may borrow books for a period of 15 days, late fee of Rs 2/- per day will be charged for overdue items. No dues certificate will be issued only when all the documents and books borrowed are returned to the library.
- Member is responsible for lost or damaged materials and will be charged the replacement cost.
- The Librarian has the discretion to recall any book even before the due date.
- The books/documents borrowed on the card are not transferable.

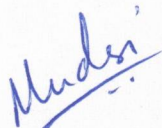
- The student will present the library card with books at the issue/return counter for charging/discharging.
- **Library conduct:** Patrons are expected to conduct themselves in a respectful and courteous manner. Quiet zones are designated for those who require a silent study environment. Cell phones should be set to silent mode, and conversations should be conducted at low volume.
- **Internet and Computer use:** Computers are available in all sections for students and staff on a first come first serve basis. Internet use is subject to applicable laws and library policies. Users are responsible for respecting the rights of others and avoiding access to inappropriate and illegal content.
- **Donations:** The Library welcomes donations of books and other materials in good condition. The library reserves the right to decline donations that do not meet its collection needs.
- **Security:** Security cameras are in place for the safety of patrons and the protection of library property. Any suspicious activity should be reported to library staff.
- Only Writing materials will be allowed inside the library. Personal belongings such as loose garments, shawls, umbrellas, brief cases, bags, file covers, etc. are to be left behind at the appropriate place near the entrance of the library.
- The above regulations may be amended at the discretion of the library.

## STAFF MEMBERS.

The library has a dedicated Staff comprising of below mentioned members.

S.No	Name	Designation
1	Dr. Mudasir Ashraf	Librarian
2	Ms. Ulfath	Lib. Assistant
3	Ms. Shaheena Bashir	Lab. Assistant
4	Ms. Nahida Rashid	Lib. Bearer
5	Ms. Kounsar Jan	Orderly
6	Mr. Lateef Ahmad Parray	IT Incharge
7	Ms. Nafeesa Bala	Technical Assistant
8	Ms. Nuzhat Jan	LFE

  
Prof. (Dr.) Seema Naz  
PRINCIPAL  
G. V. College of Education  
M. A. Road, Srinagar,

  
Mudasir  
LIBRARIAN  
IASE  
M.A. Road, Srinagar