



THOMAS JONES SYNOD COLLEGE

WEST JAINTIA HILLS DISTRICT, JOWAI

MEGHALAYA-793150

REGN. NO. SR/TJSCJ-80/97 OF 1997

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NAAC ACCREDITED 'B' GRADE

THOMAS JONES SYNOD COLLEGE LIBRARY POLICY

The College Library started functioning in 1997, when the college was established and began with a modest collection of books, magazines and newspapers. In addition to these, the Library now has a Current and Bounded periodicals, a number of national journals and other online resources. Every student deserves the right for library accessibility. Therefore, the College strives towards establishing a platform to fully realize the potential of library that will help the teaching-learning process.

1. Library Advisory Committee.

The Library Advisory Committee of the College is a body constituted to look into the general administration of the library. It holds the responsibility of ensuring an effective and efficient functioning of the library. The members of the said committee are expected to work together with the librarian and the other staffs of the library. The committee is revamped as and when required.

2. Collection Development.

The purpose of the Collection Development is to build, select and maintain the collection in the library within the budget and it is the library advisory committee who implement the budget for the procurement of the collection through the cooperative effort of the librarian and the head of departments.

3. Automation.

The Library is automated using Library Management System called KOHA software which is a Linux based open source Library Management System. This system was installed in the Library in the year 2016. A separate computer has also been installed for students and faculty for access to OPAC. Moreover, books have been Bar Coded to enhance the efficiency of the service for the convenience of the students and faculty.

4. Procedure for Borrowing/Loaning of books.

To avail the services of loaning and borrowing of book(s), a valid College Identity Card has to be produced. Books taken from the library on loan should be returned before the expiry date. It may be renewed after the due date. The borrowers are requested "not to exchange library books" among themselves for any reason. Students can borrow two books at a time for five days and teachers can borrow 10 books at a time for a period of one semester.

5. Responsibility of Users.

Users are responsible for all material borrowed by them. Besides adhering to due dates, they are expected to take responsibility for liabilities incurred due to loss, theft, or damage of the said material, when in their possession. All users must observe "total silence" in the library and they are not allowed to reshelv books after removing them from the shelf.

6. Personal Belongings.

The Library takes no responsibility for personal belongings of concerned members/users left within the library premises. However, if such cases arise, then students are to approach the Librarian.

7. Internet and Reprography facilities.

The library has a computer section and Wi-Fi enabled, equipped with internet connection for the use of students and faculties of the college for the academic purposes. The College is also a member of the NLIST INFLIBNET center. The users can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre. Photocopy of reading materials are made available to the users.

8. Grievances.

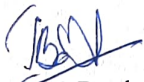
All matters of grievances that come from the grievances cell of the college considering to the library is brought to the library advisory committee.

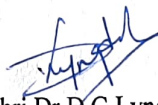
9. Visitors.


Visitors other than member/user are not allowed to use the library without permission from the Librarian/Principal.

10. Amendments.

The library advisory committee may make amendment or addition to the above policy, if the same is felt necessary and important. Library rules and regulations are subject to review and change by the library committee.


Smt T. Bareh
(Librarian)


Shri Dr D.G Lyngdoh
(Principal)


Shri G.S Lytan
(Chairman G.B)
Chairman
Governing Body
Thomas Jones Synod College
Jowai

Librarian
Thomas Jones Synod College
Jowai

Principal
Thomas Jones Synod College
Jowai