

# Central Library

## (GOVT DEGREE COLLEGE RAMPACHODAVARAM)

### INTRODUCTION:

The Central Library is regarded as the heart of our institute to fulfill the Informational needs of the users mainly towards the completion of their academic programs and the research activities. The Central Library is having total area of about sq.m.

### LIBRARY FACILITIES

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**Internet facility:** Library is provided with internet facility at the speed of 100 mbps.

**Electronic Surveillances:** 1 CCTV cameras are installed in the library premises as security measure.

**Reference Section:** The library consists of about, Science, Humanities, English and Encyclopedia, Directories, Biography, Atlases & Dictionaries. The library also has a collection of rare books.

**Reading Room:** The Reading Hall consists of comfortable tables & chairs with a seating capacity for 42 users.

**Local area network:** The Library has WIFI facility.

### DIGITAL LIBRARY

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The Central Library has set up e – Resource Centre with over 3 HP computers working in a networked environment.. The Online databases like INFLIBNET NLIST .and NDL provide access to full text journals / E Books

### Salient features GDC Digital Library

- Cyber library in a networked environment with 3 computers using a dedicated 50Mbps leased line
- Open 9;30 AM to 5;30 PM

- Both reading and computing facilities
- Printing facility
- Access to full text online journals N-list,
- CC Cameras (work in Progress) for surveillance to enhance security of the library resources

### **Digital Library-Acceptable Use and Code of Conduct:**

1. Do Not Connect Your Mobile To Computers.
2. Do Not Install Any Software Without Prior Permission.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your Pen Drive, CDs OR DVDs Before Use.
7. Keep Your Mobile On Silent Mode.
8. Turn Off The Computer After Your Work Is Completed.
9. All Drives Will Be Formatted After Every 15 Days by ourstaff Without Any Intimation and Will Not be Responsible For Any Data Loss
10. Kindly Co-operate With our staff For Minimum Downtime of the Computers.
11. Please inform our staff In Case Of Any Computers Problem.
12. Please Keep The Digital Library Clean.

### **NEWS PAPERS**

<b>S.NO.</b>	<b>TITLE</b>	<b>LANGUAGE</b>	<b>TOTAL COPIES</b>
1	EENADU	TELUGU	1
2	SAKSHI	TELUGU	1
	<b>TOTAL</b>		<b>2</b>

## **LIBRARY TIMINGS**

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<b>Working days</b>	<b>: 9:00 AM to 5:30 PM</b>
<b>Circulation Hours</b>	<b>: 10:00 AM to 5:00 PM</b>
<b>Internet Timings</b>	<b>: 9:30 AM to 5:30 PM</b>

### **General Instructions to the users**

- Books are issued/returned/renewed from **10:00 AM to 5:00 PM**. on all days
- Before entering the Library login and logout when leave from library.
- The users are advised not to carry bags, printed material etc. into the Library
- Before entering the Library, users should deposit their own textbooks and any other printed material in the property lockers provided at the entrance of the Library. They will be permitted to carry into the library notebooks and white paper only
- Users are advised not to misplace books on the rack from their original position
- Before borrowing and accepting the books, the borrower has to make sure that the material are in good condition
- Textbooks are given on loan to students for a period of 15 days, and for staff one semester.

- The Textbooks can be renewed twice for 5 days each, i.e., a student can keep the Textbook for a maximum period of 20 days and after that it cannot be renewed further.
- Absence and illness are not acceptable excuses for exemption from paying overdue charges
- In case a book is lost, the borrower should pay double the cost of the book, if it is Indian publication and four times the cost of the book, if it is foreign publication and liable for fine also.
- The users can reserve a book through a reservation request in the circulation counter
- Sleeping/using cell phones/indulging in discussions/any other activity detrimental to academic pursuits is strictly prohibited
- Loss of Library card should be reported immediately to Librarian and duplicate card will be issued on payment of Rs.50/-
- **Strict silence** is enjoined inside the Library, as it is necessary for quiet study

#### **LIBRARY RESOURCES:**

TOTAL BOOKS	-	<b>10397</b>
• UGC Books	-	2091
• General Books	-	1747
• Book Bank	-	6559

## ISSUE POLICY

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### Circulation Services:

Category of membership	No. of Books	Period of Loan
SC ST Book bank	05	One Semester
Students	03	15 Days
Faculty Teaching	06	One Semester
Non-Teaching Staff	02	30 days

### ISSUE/RETURN TIMINGS:

Monday to Saturday      **10:00 AM to 5:00 PM**

Sundays & Holidays      - No Transactions

Reference books      - Reference books issued for overnight, one hour before closing of the library on all days

**Clipping Services:** Important and relevant information published in dailies will be displayed on library notice board regularly and the same will be filed once in a month.

**Question paper service:** Previous years Question papers are available year and branch wise in print/soft copies and will be provided to users to take photocopies.

**Reference/referral services:** We provide books to refer inside the library. One copy of all the titles has kept for reference. Readers may approach the Reference Desk for information or any assistance in the use of the Library Collections and Services.

**Reservation Service :**User can reserve the library material by filling the reservation forms available in the library

## **LIBRARY COMMITTEE**

- Chairman
  - Dr.V.Srinivasarao Rao,Msc.Mphil,Phd, Principal
- Convener
  - Ms. B.NIRANJAN, Librarian
- Faculty Members
  - K.G.Venkatesh (Library Incharge )
  - Mr.BV.V.Sathish (Lecturer in Zoology)
  - Mr.P.RAMJEE BHIMRAO ( Lecturer in Commerce)
- Student Members: 1. E.Sreenagavalli ( I B.Z.F)  
2. Y.ESWARI ( III B A )

### **The responsibilities of the library advisory committee are:**

- Purchasing new books from standard publishers as per the requirements of the University curriculum
- Monitoring daily usage rate and devising new means to improve it.
- Verification of annual stock
- Arranging Library orientation programs for fresher's

## **LIBRARY AUTOMATION:**

For easy and effective administration of library its planned to adopt SOUL software for automation.

## **COLLECTION DEVELOPMENT/STOCK VERIFICATION POLICY**

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**Collection development:** GDC central library follows the following methods to develop library collection.

- a. Publishers Catalogues
- b. Faculty Recommendation.
- c. Book reviews (Having book review columns in Journals and magazines, newspapersetc).

- d. Online Vendors
- e. Syllabus of courses in the parent organization.
- f. Library Users' recommendations

## **Procurement Process**

### **I. Initiation of Acquisition:**

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed.
- Find out the exact details of the Title recommended.
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status.
- Prepare and Issue Purchase Orders.

### **II. Accessioning**

- Accessioning : Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in Computer Purchase Bills
- Pass entries in Bill Register and forward bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

### **III.**

### **IV. Invoice Processing:**

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders,
- Foreign Exchange Rate Verification as per Good Offices Committee Report rates,
- Price Proof Verification for Foreign Publications and for books on which price is not mentioned ( Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor)

### **V. Classifying**

- Classify Books as per the Dewey Decimal Classification (DDC) Schedule
- Write the Class No, Cutter No and Collation on the back of Title page

### **VI. Cataloguing:**

- Bibliographic Details of each book is entered into Cataloguing Module database (OPAC) according to AACR2 Standards

**VII. Processing Books:**

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

**Stock Verification:** A detailed stock verification is carried out every year to ascertain the list of books lost and /or damaged. The books that are damaged are reclaimed by binding. Our library follows **Scanning** method for stock verification.

**Qualifications, experience of the Librarian on par with that of the academic staff**

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**Name of the Librarian:** B.NIRANJAN

**Qualification:** M.L.I.Sc., BSc Bed

**Professional Experience:** 4 Years

S.No	Post held	Period of service		Name of the Institution/Organization
		From	To	
2	Librarian	16.6.2022	Till date	G.d.c Rampachodavaram

**Has the librarian attended/participated in orientation/refresher courses and workshops/seminars (national/regional)?**

- Participated and paper presented **National Institute Of Agricultural Extension Management(MANAGE)** During 16-17 feb 2022

**PHYSICAL FACILITIES**

S.NO.	NAME OF MATERIALS	QUANTITY
1	Chairs	42
2	S chairs	1
3	<b>PRINTER/XEROX</b>	1
4	Reading Tables	4
5	Office Tables	1
6	Computer Tables	01

7	Books Racks(beeruvas)	20
12	Notice boards	02
15	Fans	06
16	Water Coolers	01
17	Dustbin	02

### **ICT INFRASTRUCTURE**

1	No. of PC's	4
2	Bandwidth of Internet	50 Mbps
3	accessmbps	01
4	Network Xerox Machine	01
7	CC Cameras	1

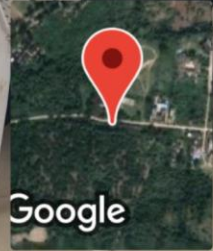
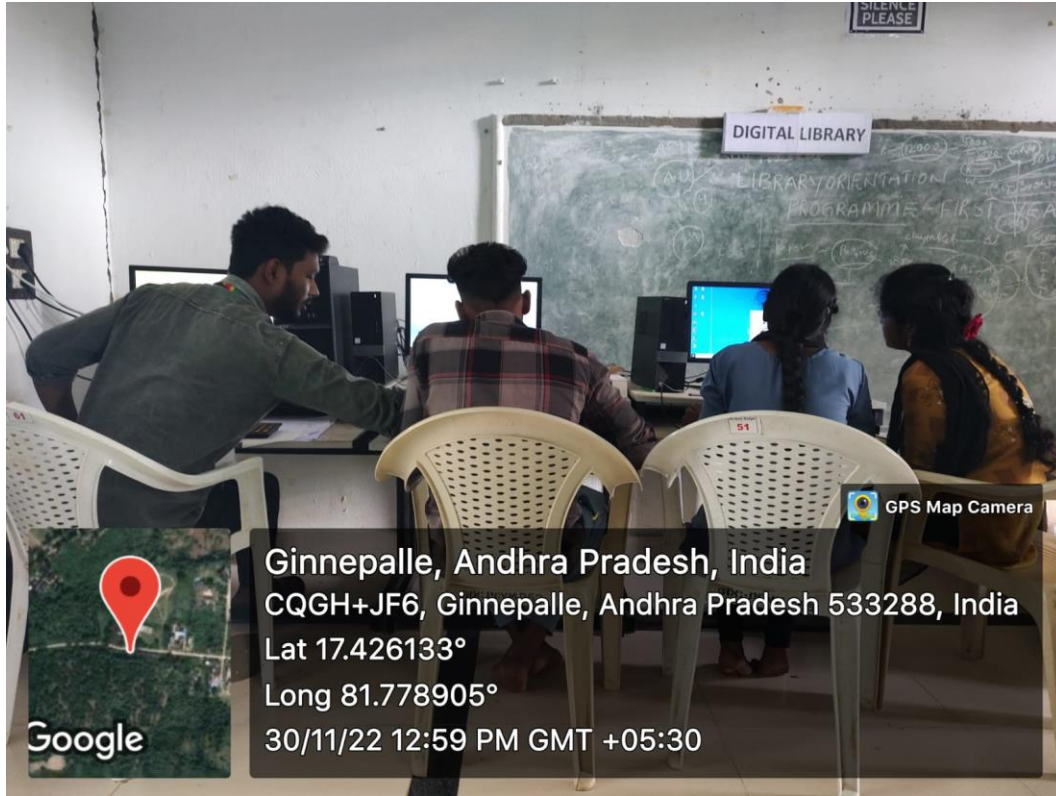
# THANK YOU

- **GDC LIBRARY**

## CENTRAL LIBRARY



# DIGITAL LIBRARY



Ginnepalle, Andhra Pradesh, India  
CQGH+JF6, Ginnepalle, Andhra Pradesh 533288, India  
Lat 17.426133°  
Long 81.778905°  
30/11/22 12:59 PM GMT +05:30

# NEWS PAPER CLIPPINGS DISPLAY BOARD

