



सत्यमेव जयते

SOHRA GOVERNMENT COLLEGE, SOHRA

East Khasi Hills, Meghalaya, 793108

(Estd. : 10th July, 1982)

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Ref. No. :

Date :

Library Policy

Library is the nucleus of a College. It is one of the academic support facilities that forms an essential part of any Higher Educational Institution. It occupies a prominent position in the college as it serves two complementary purposes, to support the curriculum and to support the further learning of the faculty and student of the College. The College Library is the primary information resource centre and store-house of books, journals, magazines, newspapers and e-resources corresponding to the needs of staffs and students.

Objectives of Library:

- to acquire, organize and update the library collection of learning resources to support teaching-learning process
- to encourage students to reading beyond the requirements of the curriculum.
- To work with faculty in integrating information sources and the use of technology in learning.
- To equip the students and teachers with effective use of learning resources.



In order to cater with these objectives, the College constituted the Library Advisory Committee that shall review the status of the Library in terms of the availability of books and other resources from time to time and workout the modalities for the acquisition of books and any other improvement of the Library. For the smooth functioning of the Library Policy the committee further created the rules and regulation of the Library:

1. No bags, plastic bags, personal books, are allowed inside the Library. However, books, notebooks, pen, mobiles, purse/ wallet are allowed inside the Library
2. All students should compulsorily sign the Library Attendance Register/Students' Library Log Book upon entry.
3. No book can be taken out of the Library without permission.

4. MEMBERSHIP CARD/ LIBRARY CARD IS MANDATORY FOR BORROWING AND RETURNING OF BOOK(S).
5. Each student can borrow only 4 books and may be retained for a period not exceeding 7 days.
6. A fine of Rs.1/- per day will be charged for each book kept beyond the due date.
7. Books may be renewed on request with the discretion of the Librarian.
8. Books lost, defaced or torn in anyway will have to be replaced by the borrower.
9. Markings or underlines should not be done in the book or its pages
10. Students cannot borrow any book on other student's card.
11. Mobile Phones are to be switched-off inside Library.
12. Silence is to be maintained inside the Library.
13. Keep the Library neat and clean.
14. Eating, Chatting are prohibited inside Library
15. It is mandatory that all books borrowed from Library are to be returned to Library within a week of every semester examination ends else a fine will be charged as per requirements.
16. In-Case a student lost his/her library card has to inform the Librarian. A duplicate card will be issued on payment of Rs.10/- and submit one stamp size photo.


Principal
Sohra Government College
Sohra, East Khasi Hills
Meghalaya