

## **Work Load of Librarian**

**This is to certify that in CCYM's Hashu Advani College of Special Education Library, the routine work procedures are as follows -**

- **Book Acquisition and Journal Subscription**

The books are purchased and journals are subscribed through various sources such as -

- Teachers' recommendation
- Browsing of Publishers' catalogues
- Browsing of Book reviews
- Visiting Book Exhibitions
- Publishers' catalogue
- As per syllabus
- On approval

- **Maintenance of Collection**

- Accessioning – The purchased books are accessioned as Computerized entry in Library's software 'E-granthalaya & Manual entry in 'Accession Register'
- Classification – Collection is arranged subject-wise using 'Dewey Decimal Classification'
- Cataloguing – Computer-entry & OPAC
- The steps in Technical Processing of the newly Accessioned books are –
  - Stamping, Pasting, Labeling, Bar-code Labeling
- Binding of the books which are torn is regularly done.
- Binding of back volumes of journals on yearly basis
- Training to Library professionals to maintain collection is provided.

- **Arrangement of Collection/ Stack Arrangement**

- Main shelving arrangement is Subject-wise/ Classified
- Secondary arrangement is Class-wise in case of Text-books
- Write off / Weeding out of Books is done
- Promotion of Collection is done through various methods such as, Book-jacket display, New Arrivals list, and In-house Book exhibition.

- **Budget**

- Internal budget allocation and calculation
- Maintaining internal budget expenditure utilization records received each year
- Organizing library committee meetings for discussion of budget and other library issues

- **Library Services**

- Reference Service
- Referral Service
- User awareness

- Orientation
    - Search techniques education
  - Borrowing Service
    - Book Borrowing Service
    - Audio-Visual and Electronic Material Borrowing
  - Question Paper Bank
    - University of Mumbai Question Paper
    - Internal Tests Question Paper
  - Current Awareness Service
  - Internet Browsing
  - Newspaper Clippings Service
  - Article Indexing Service
  - External Membership
  - Value Added Services
  - Extension Services
  - Always Open Reading Room Facility
  - Book card making
  - Maintaining and filing Question papers
  - Issuing I-Cards and Library Cards
  - Organizing book exhibitions in Library to promote in-house library collection
- **ICT work**
  - In-house generation of Bar-codes for books and members bar-code
  - Videos uploading on You Tube.
  - Created and update the blog of the library
  - Created and update the Facebook page of the Organisation.
  - Payment of AMC for E-granthalaya software on yearly basis
  - Reports generation
  - Update Website and add events and new happenings on website
  - Helps the faculty members for their ICT related work.
- **Miscellaneous:**
  - Mentoring the students
  - Organising the competitions for the students
  - Organising the programmes for the staff as well as students
  - Attends the meetings of the Managements
  - Provides the training to fresher library professionals

**Librarian**

**Principal**

## **LIBRARY POLICIES**

17.04.2015 to 17.04.2017

The popular saying "Small Is Beautiful" holds true to our library. It's a Special Collections of books and non-book materials have been built up since its inception. The Library has adopted a policy to add a good number of books to its collection every year. In addition to the purchases the Library has received some rare books in the form of donations by eminent personalities of Mumbai City.

The Library is the specialized one and its collection varies from simple printed book to the sophisticated Audio Visual kit. The Library has subscribed to National and International Journals in the field of Special Education.

### **Objectives of the Library**

- To facilitate the academic user community to use library services
- To make the information services available for teaching, learning, research and knowledge.
- To computerize circulation of books, cataloguing, etc.,
- To inculcate sound library culture among the students and faculty
- To collaborate and link with other libraries, resourceful in education and special education.

### **Services and facilities provided by the library:**

- Reference Service
- Referral Service
- User awareness
  - Orientation
  - Search techniques education
- Borrowing Service
  - Book Borrowing Service
  - Audio-Visual and Electronic Material Borrowing
- Question Paper Bank
  - University of Mumbai Question Paper
  - Internal Tests Question Paper
- Current Awareness Service
- Internet Browsing
- Newspaper Clippings Service
- Article Indexing Service
- External Membership
- Value Added Services
- Extension Services
- Reading Room Facility
- Open Access to its users.

## **Duties and functions of the Library Advisory Committee**

- To frame general rules for the management of the Library.
- To advise the Librarian regarding general library development.
- To arrange for the stock taking of the library.
- To prepare and submit annual report summarizing the activities and achievements of the library.
- To perform other duties as may be assigned by the Principal.
- To guide and supervise external members activities.
- To review the performance of the library in supporting and assisting scholarly activities.
- To monitor technical developments (such as automation or computerization) for the libraries.
- To give advice on the allocation of resources among major library units and services.
- To prepare recommendation policy and ensure its implementation.
- To prepare collection development policy and ensure its implementation.

Framing library policies are essential for smooth running. It enables the library and administrative staff to work in coordination and provide services efficiently. Keeping this in mind the Advisory Committee framed policies for collection development, Reference Collection, Donation, Withdrawal and Circulation. The library does not have separate vision and mission, but adapts the vision and mission of the college. Different library policies are given below, which will guide all library activities.

## **VISION STATEMENT – CCYM’s HACSE**

In order to move towards a society which is right based, inclusive and diversity friendly, CCYM’s *Hashu Advani College of Special Education* remains committed to develop and empower the manpower in the field of special education and disability management, which would work towards providing age appropriate and joyful education to persons with special needs in special, mainstream or open education.

## **Audience for Whom Policy is Intended**

- Teaching and non-teaching staff of the college
- Students of the college
- Library Committee members
- The Management of the College
- Other staff of the same management.
- External members

## **Collection Development Policy**

Collection Development Policy is intended to serve as a communication, planning, and implementation tool. It articulates the premises on which the library collections are being built, and describes the existing strengths, acquisition commitments, and collection goals of

the constituent parts of the collections. It serves as a guide for library staff, users, the administration and funding agencies. Its aim is to shape more effective collections and optimize use of funds.

The collection overview also permits policy to be recorded governing current collecting commitment and collection goals at these functional levels. It enables the library to more easily distinguish the core collections necessary for its mission from peripheral areas of interest, and enables cooperative collection planning to be based on actual collection strengths and acquisition activity.

CCYM's Hashu Advani College Library has a variety of materials in its collection. It includes the books, donated books, journals, bound periodicals, thesis and dissertations, reports, seminar and conference proceedings, audio-visual collection, different tests, puzzles, charts, maps and small story books,

**The objectives of this Collection Development Policy:**

- To allocate the budget, in which 20% for journal subscription and 40% purchasing books, and 10% for audio-visual aids, 20% for purchasing tools like psychological tests, intelligence tests etc. the remaining 10% is allocated for miscellaneous library activities.
- To acquire library sources on time, which are selected by the Head faculty of that particular subject.
- To provide access to those books-journals which are not in our library through Inter Library Loan Service or Referral Service.
- To facilitate access to free resources by providing the links to the users
- To add new collections to the disability related books and other research activities

Library committee receives course and subject related requirements from the faculty for adding more books and periodicals. The college publishes its own research annual reports, newsletters, etc. Librarian is engaged in collection development functions and keep abreast of academic planning, through faculty members and library committee to consider the costs and services associated with new or expanded programs.

**User Community**

Library builds its collections to serve the teaching and non-teaching staff, students of the college, and other staff of the management sometimes the visiting faculty and external users also. The policy guides collecting practices, and the sharing of patron information as needed in order to ensure collection security.

Accuracy, relevance, and completeness of this policy will be monitored as an on-going basis by the Library Committee and revisions will be issued as appropriate. The committee has the right to make changes and revision in the policy.

**Library Collection:**

**Books:**

Books related and useful for the on going and additional programs/courses of the college will be purchased through proper procedures. The academic as well as the general books which play an important role to develop the knowledge and other skills of the users will be included.

**Journals:**

The journals, under the field of disability and teacher education should be available to the users. The faculty members and the Principal can recommend the journals/periodicals as and when required for subscription.

**E-resources :**

The library is trying to provide access to e- resources to its users. Being not eligible for the N-List and low buget, the library is unable to acquire e-resources. Procurment of e-resources will be given priority in future plans. Till that time, the librarian will provide the guidance for usage of freely available e- resources on the internet as per the user's interest and need.

**Bound periodicals:**

The loose issues should be bound for future use. The bound periodicals are very useful for the research activities.

**Theses/Dissertations:**

The theses and dissertations are available in the library which are submitted by the alumni, students and faculty. It is mandatory for the college staff to submit their theses and dissertations to the library for fair use by the users.

**Recordings and Visual Media Collection:**

A wide variety of appropriate educational media are needed to support the instructional programs. These materials include, but are not limited to, film, video tapes, DVDs, filmstrips, slide audio cassettes, computer software, digital recording, laser disks, streaming video, and other media.

**Tests:**

Tools like psychological tests are also maintained in the library. Faculty members and library committee can recommend the tests to purchase. The recommended tests should be relevant to the curriculum of the course. The faculty should fill up the recommendation slip for procurement of such tools.

**Teaching aids:**

Only childrens' story books and some puzzles, teaching charts are kept in this section. Teaching aids in the form of games or toys text books are maintained by the respective activity in charge like CAAI, Ankoor, And B Ed coordinator. These are not maintained in the library since the teaching aid budgeted amount is not a part of main budget of the library. Moreover, due to space constraint teaching aids are not kept in the library.

**Newspaper:**

Library subscribe for different newspapers. English and Marathi newspapers are made available for the users.

### **Miscellaneous collection:**

It includes different reports, study materials, course ware, proceedings of the seminars and conferences which are brought by the faculty members.

### **Gifts/Donated**

Gifts, whether of funds or materials, provide a valuable potential source for collection enhancement, and are welcomed.

Collection development policy can be put under four broad headings:

### **Selection:**

The primary function of a written collection development policy is to provide guidance to staff when selecting and deselecting (printed and electronic) resources for the local collection. The document serves as a guideline for each stage of materials handling. It might cover the selection, acquisition, processing, housing, weeding, retention, preservation (archiving in case of electronic resources), relegation and discard of all types of library material in the relevant subjects, with reference to specified levels of collection depth and breadth. This reduces personal bias by setting individual selection decisions in the context of the aims of collection building practice, and identifies gaps in collection development responsibilities. It ensures continuity and consistency in selection and revision. Moreover, it clarifies the purpose and scope of local collections, and allows selection decisions to be evaluated .

### **Selection Criteria:**

- As per syllabi
- Recommendation
- On approval
- Recent and popular collection
- Duplication and replacement

### **Planning:**

A policy document provides a sound foundation for future planning, thereby assisting in determining priorities, especially when financial resources are limited. This provides a basis for the fair allocation of resources, and helps to protect library funds by explaining the rationale behind acquisitions bids. Having a formal publication to refer to ensures continuity and avoids confusion. Compilation of a formal document is beneficial in itself, in that it involves acquiring knowledge of existing collection strengths, and obliges staff to reflect on the library's goals.

The stated aims help other collection-related activities such as cataloguing, preservation and

storage to form a coherent strategy, and support reader services, for example by identifying areas that are ripe for deselection, or more suitable for inter-library loan, document delivery or Internet access than for acquisition.

**Public relations:**

Formal policy statements can be useful in making the case for the library when dealing with both its users, administrators and funding bodies. They support the stated objectives of the organization, demonstrating accountability and commitment to agreed goals. Ideally, the compilation of the document requires the active participation of both users and administrators, thereby improving communication between the library and its clientele. The policy statement serves as a contract with the library's users; it has the function to demonstrate to individuals within an institution what they can expect of the library both in form of collections and of services. It enables individual selection decisions to be justified on a standardized basis.

**The wider context:**

As individual libraries are increasingly unable to provide all their services by themselves, they are banding together into cooperatives, alliances and consortia. For these ventures to work, there must be mutual knowledge and agreement on which library is collecting what. A written collection development policy therefore often serves as a basis for wider cooperation and resource sharing.



## **Reference Collection Policy**

Reference collection policy decisions will be made by the Library Committee. Reference collection are not available for home lending.

In the case of most reference tools, the latest edition only will be located in the reference area. Earlier editions are in the main stacks. The librarian must weed the collection carefully and continuously to insure that only the “best” or essential ones will be retained in the reference area.

### **Types of materials to be included in the reference section:**

Dictionaries, Encyclopedias and Almanacs, Handbooks and Manuals, Sources of Biographical and Directory Information, Bibliographies, Yearbooks and Annuals, Histories of Subject Fields or Regions, Indexes and Abstracts, Catalogs of Library Collection, Atlases, Statistics, Statistics, and Rare and costly books.

### **Lost or damage of books:**

1. Book(s) lost, damaged, or mutilated in any way by a member shall have to be replaced or paid for. The cost of such book(s) shall be double the prevailing cost plus an additional 25% departmental charges. The price of rare book(s) shall be decided by the Library Advisory Committee.
2. If books and other materials borrowed from the library are not returned notices will be issued. In case the books are not returned even after the second notice, Rule 1 will be applied.
3. Loss of book must be reported immediately. Forms are available at the circulation counter.

## **Donation Policy**

But since significant staff time and other library resources are involved in properly evaluating and processing material gifts, and since no library dealing with finite space limitations and following an orderly and rational collection development policy can absorb all materials which might possibly be donated, the following guidelines are established.

- The library must always consider the best use of staff resources, physical space limitations, bibliographic access, and the most effective development of the collections. Since gift materials involve these factors and are therefore not free of cost, they cannot be added simply because they are gifts.
- Gifts of funds for general library use or for particular items, collections, or memorials relevant to library needs are always appreciated. Funds so received will be acknowledged and used in accordance with accepted library procedures for collection development.
- The library seeks to include materials from a broad spectrum of opinion as part of its obligation in the education process. It is recognized that some gift materials may be oriented to viewpoints which others may find offensive, and the library may attempt to balance such materials through gift solicitation or by purchase, subject to budget limitations and to its overall collection development policy.
- The library can generally make no formal commitments concerning the shelving, housing, processing, or final disposition of gifts, unless specifically noted in writing to the donor. The library is obliged to process all materials, whether purchased or gift, in a cost-effective manner, which requires that routine and standard procedures be followed as closely as practicable. Gifts with conditions or restrictions are not acceptable unless such conditions or restrictions are considered advantageous by the library and accepted in writing. Such conditions as separate housing or shelving may well serve to restrict, rather than enhance, access by patrons.
- If requested by the donor, gift materials accepted into the collections will be acknowledged. As a rule the acknowledgment will indicate only number and format of items donated. A title-by-title acknowledgment can be supplied if the donor prepares the title list or if the number of items is small enough to make this practical--normally, 10 or fewer titles. Value information cannot be provided by the library.
- All gifts become the property of the library. If an item is not finally accepted into the collections, alternative disposition or location of the item(s) will be made at the discretion of the library. Materials may be sold at the ongoing library book sale and the proceeds deposited to the book fund.
- Gifts of non-owned, non-currently received annuals and other non-periodical serials are not accepted.
- Unsolicited, unordered materials sent with invoices are treated as gifts.

### **Here is what will happen if you give materials to the Library**

If the materials you give us do not meet our guidelines, we will do one of the following things with your donation:

- We may place your donated materials in the Library Book Sale. We use the proceeds from these sales to benefit the Library.
- We may sell your materials to a speciality book dealer or other dealer. Again, we will use the proceeds for these sales to benefit the Library.
- We may offer your gift to other institutions whose collections are more appropriate for your material.
- We may give your materials to other departments or campuses in the university system
- We may discard the materials, especially if they are in poor or soiled condition.
- Occasionally we will refuse a donation before our evaluation if the materials are in particularly poor condition or obviously unsuitable for our collection.

## **Withdrawal Policy**

CCYM'S HACSE library believes in the updated library. To achieve the status the library adds the new and relevant collection every year, at the same time the library withdraws the irrelevant and outdated collection from the library. The librarian should evaluate collections regularly, and withdraw items in order to make space available for more relevant works. Careful de-acquisition allows the library to ensure that the collection is not static, while still retaining older materials of lasting value. Materials contributing to on-going research efforts should be retained or updated, and judicious selection of materials to be "weeded" should be made on an on-going basis.

### **Method:**

Items to be withdrawn will be selected by the Librarian. Items selected for withdrawal will be reviewed by the Library Committee, before going through the physical deacquisition process.

### **Criteria:**

- Duplicates
- Superseded textbooks, handbooks, and reference books, or those whose content is dated or obsolete
- Older materials on non-academic, more "popular" topics
- Any book of low relevance and value for the library user community
- Items in extremely poor physical condition without hope of repair; some items may be replaced after being withdrawn
- Materials showing minimal use, and little usefulness of the programs of the CCYM's HACSE user community
- Materials showing little use that are held by many other institutions.
- The selected and reviewed material for withdrawal will be discarded in the scrap.
- Ephemeral material like newspapers will be sold at scrap after three months due to space problems.
- In case of text book receive the recommendations of respective subject teachers in case of a change of syllabi.
- Receive recommendations of the committee in case of reference books to be withdrawn.
- Book (weeded out) collection should be sold in scrap and the amount received should be deposited in the bank through administrative office.
- The utilization of amount which receives from the scarp: The amount of the sold newspaper and scarp will be used for the library activities. It can include the stationary, events, or any other programme. The account of the college needs to be alert for this expenditure and also keep the record for the transaction. The account should provide the transaction detail to the library.
- Yearly record should be maintained by the library about expenditure made from this amount.

The weeded out collection should be registered in the Write off Register.

## Library Membership and Circulation Policy:

### MEMBERSHIP RULES AND FEES

CCYM's HACSE offers different types of memberships as indicated below depending upon who the users are:

- Student Membership- Current B. Ed. Students
- HACSE Staff- Teaching staff and non teaching staff.
- Alumni Membership
- CCYM staff- RTT School staff/ CCYM Management/trustees.
- External User Membership- Visiting Faculty/ External Studnets/External professionals

### Fee Structure

Membership Categories	Deposit Rs.	Library Fees Annual Rs.	No. of Books	Lending Duration (Days)	Fine (for the First Week) Rs.	FINE (for the Second Week) Rs.
Current B. Ed. Students	500.00	120.00	2	7	1.00	2.00
HACSE Teaching Staff	Nil	Nil	5	30	1.00	2.00
HACSE Non-Teaching Staff	Nil	Nil	2	30	1.00	2.00
Visiting Faculty	Nil	Nil	2	30	1.00	2.00
External Professionals/ Alumni/ External students	500.00	200.00	1	15	1.00	2.00
CCYM Staff	Nil	200.00	1	15	1.00	2.00
*Reading Room Students	1000*	Nil	1	7	1.00	2.00

\* LENDING ONLY FOR RESTRICTED BOOKS

**PLEASE NOTE:** This membership is only for academic purpose. Individuals must produce a letter from the organization or a valid Identity card.

**Lending Rules:** Only for following collection, the lending rules are different from the regular circulation.

Types of Collection	Lending facility	Issued for overnight	Issued for one week	Issued for internal use only
Books	✓	✓	✓	✓
Reference Books	X	✓	X	✓
Audio-visual Collection	X	X	X	✓
Tests	X	X	X	✓
Current Journal loose issue	X	X	X	✓
Old journal loose issue	✓	✓	X	✓
Bound Periodicals	✓	✓	✓	✓
Conference Proceedings/Reports	✓	✓	X	✓

#### Library Rules

- Only the registered members can use the library facilities.
- Students are not allowed to sit in the library during lecture hours.
- For referring a book in the library, students must deposit the identity card along with the card of the book at the circulation counter.
- Before issuing a book, please check the physical condition of the book. If any pages are torn or missing, inform the Librarian immediately.
- The documents like Reference book, bound volumes of journals, loose issues of current journals are issued only to the Faculty as reference books.
- The books which are already issued can be claimed/reserved at the circulation counter.
- Users are not allowed to bring books already issued by them inside the library unless they intend to return them.
- Reference book issued for overnight use should be returned before closing of the library on all days.
- Library Borrower's Card is not transferable.
- Smoking, eating and drinking are not allowed in the library premises.
- Members should maintain silence in the reading hall of the library.
- Group Discussion in the library is strictly prohibited.

- Switch off your mobile phone or keep on silent mode before entering the library. Librarian reserves right to confiscate the mobile phone if found to be disturbing to the staff or members.
- No book in damaged condition will be accepted from the reader. In such condition, appropriate amount would be deducted from the deposit or book needs to be bound by the member. The details of this recovery would be determined by librarian
- Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the Librarian.
- Loss of book must be reported immediately.
- The rules for replacement & fine calculation of the lost book are available at the circulation counter.
- The members caught tearing pages / stealing of books will be suspended forthwith from using the library facilities and further the college will initiate a disciplinary action against them.
- The Librarian reserves the right to recommend the suspension of Library Membership of any member found misbehaving, abusing the library staff and behaving in an indecent manner.
- Upon any infringement of the library rules members shall forfeit the privileges of admission and membership of the library.

### **Book Bank Scheme:**

Library is having a 'Book Bank' facility. Books are in English language so book bank scheme is available for English books only. Though this facility a student can borrow a book/set of books and can keep it/them till the end of the academic year. At the end of the particular academic year, the books have to be returned to the library on or before the notified date. In case of loss or damage to the book, the student will have to take responsibility to replace it/them or pay two times the cost of the book/books.

**Eligibility criteria of students for borrowing through book bank scheme.** Due to limited number of books all the following eligibility criteria will be considered

1. Any student from the reserved category (\*only SC/ST) and PWD enrolled in B.Ed. Spl.Edn. (HI) programme.
2. On the basis of score obtained in the CET- entrance exam/ last examination

### **Required Documents**

1. Caste Certificate
2. Disability Certificate
3. Mark sheet of the CET score/ last examination

**\*Note:** If there is not enough PWD and SC/ST category students interested in the book bank, then the Library Committee will short list the applicants interested in book bank facility. Committee's decision will be final.

## **Library Timings**

### **Library Working Hours**

- All Days 09.00 am - 04.00 pm
- Circulation Hours for current year students are announced every year as per the time table.
- Library remains closed on 1<sup>st</sup> and 3<sup>rd</sup> Saturdays, all Sundays and Public holidays.

## **Conclusion:**

This library policy will help and guide the library as well as the administrative department to follow the rules and regulations and enhance utility of the library and the prestige of the college.

## **Singature**

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**Dr. Asmita Huddar:**

**Principal:**

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**Ms. Sandhya Pagare**

**Librarian**

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**Dr. Lakshmi Gopalkrishan**

**Library Committee Representative:**



