



## ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,  
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)  
Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st\_anns\_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: IV

Metric –4.2.1

### Library Policy and Procedures

#### Introduction:

“A Library is not a Building stacked with books – it is a repository and source of Information and ideas, a place for learning and enquiry, and for the generation of thought and the creation of new knowledge.”

St. Ann's College Library was established in 1997. It is well located in an area of UG Library 1646.46 sq. ft and PG Library 2128.79 sq. ft with a seating capacity of 70 UG Library. PG Library seating capacity is 80. The library is equipped to support both the faculty and the students, St. Ann's Library provides an excellent ambience for self study and research.

#### Mission

To support teaching, learning and research with state of the art information that complements, education, reflective thinking and development of thought using contemporary knowledge in the relevant field.

#### Vision

To promote knowledge enriched learning community, which is committed to support the development and empowerment of the communities, with a sense of integrity.

#### Purpose of policy

This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and deselection processes and a process of continuous evaluation.

#### Users

The Library provides collection access to the following user groups:

- Students
- Faculty Members



*D.R. Felton*

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### Scope of the collection

The library collection holds resources designed to support the learning, teaching and research needs of the entire Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers hard-copy format)
- Multimedia material (including CDs, DVDs,)

### Consumables

Processing resources such as barcode labels, date due slips etc., Peripherals such as DVDs, CDs.

### Maintenance

- NEWGENLIB 3.2 JAVA Software
- Barcode Printers
- Subscriptions / Memberships
- Journals & Magazines
- Associations (DELNET, NDLI)

### Capital Expenditure

Collection development beyond foundation collection

- Shelving
- Furniture
- Equipment
- Computer Hardware
- Binding books / Journals

### Purchasing policy

This ensures that the library is equipped with the requisite resources in these areas:

- Hard copies of Books, Journals and Periodicals
- Requisite digital and online resources as and when needed.



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### Sources of purchase

- Online search
- Faculty suggestions
- Book reviews
- Direct contact with publishers on new arrivals
- Compared, improved with the best and renowned library

### Bill Processing

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item.

### Issue of books

- Unless otherwise mentioned, books are issued for a period of 14 days. Before the due date, the students can renew the permission to retain the book for another 14 days.
- However, if a book which has been issued to a student, is urgently required, the library may call back the same from the student.
- Books must be returned on or before the due date, so that fellow students also have access to these books.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Before borrowing a book, the student should make sure that the book is in good condition.
- In case a book is lost by the student, the Chief Librarian should be informed of the loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to pay the cost of the book.

### Issue of Reference

- Reference shelf books are to be used in the library itself
- Certain books that are much in demand will be placed on the reference shelf



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### Issue of journal / magazine

- Journals / magazines on the display rack (latest issue received) are to be read in the library only.
- Back issue of a journal/magazine is issued for a period of 2 days.
- Only one journal/magazine is issued at a time.
- If a journal / magazine which has been issued to a student is urgently required, the library may call back the same from the student.
- If a journal/ magazine not returned on the due date, the borrower will have today an overdue charge at the rate of Rs.2/- per day.

### Issue of CD's /DVD's

- To issue books / Journals /CDs/DVD/s on an overnight basis in addition to the regular method.
- Projects reports are to be used in the library.
- Photocopying the project is strictly prohibited.



*Dr. S. Felicitas*

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