



HOLY CROSS COLLEGE (AUTONOMOUS)


Accredited with A+ Grade (CGPA3.35- 4th cycle) by NAAC
Nagercoil- 629004, Tamil Nadu, India

COLLECTION DEVELOPMENT POLICY FOR HCC LIBRARY

The purpose of a collection development policy is to create a collection of library materials that supports the library's mission. All decisions about the kinds of materials to be collected or accessed is made with the mission statement in mind.

Reading Material Selection Policy

- Reading material selection is a team effort that involves faculty, students, library personnel, and the library committee. The success of the library as a whole and the choice of particular reading material depend greatly on the involvement of this team.
- Reading material selection is determined by the needs of faculty and students. The faculty members' extensive understanding of their particular subject areas, as well as their demands for education and research make them suggest books and forward it to the library through the Head of the Departments. Students can also submit their suggestions for books through concerned faculty members. Concerned faculty offer suggestions for the book bank.
- The library has subscriptions to print journals, to Inlibnet for e-journals and e-books, and multimedia products. Every year, before renewing the subscription, the Library committee evaluates all requests for their addition or deletion. On the basis of standing orders, serial publications are obtained. Prior to renewing the standing orders, the titles on order are periodically evaluated with input from the department and any necessary changes or deletions are made
- Other reading materials, as well as book reviewed reading material, is chosen by librarian with the assistance of HODs. Reference Books are selected by the Library and faculty.


Librarian


Principal

ACQUISITION POLICY

Purpose of the policy

Prioritizing materials that support HCC educational and research goals, the library effectively manages a budget to expand its holdings. In order to obtain the right resources and maintain flexibility to adapt to any changes in circumstances, the library actively monitor and analyse the composition of materials and utility trends. HCC Library acquire and provide all the reading materials to its users so that the basic functions of the library are fulfilled.

Policy Statement

The HCC Library's goal is to collect materials in all formats to aid the academic institution's teaching and research initiatives. Purchasing current materials is the main focus.

COLLECTION LEVELS

Building a collection of documents and kindred materials is a major and important function of a library. The materials listed below are essential for HCC's education and research. The curriculum, current research trends, and the make-up of the existing collection are all taken into account when the library purchases these items. While it takes longer to print books, periodical publications like journals allow the library to have the most recent information and research discoveries available. Newspapers are a good source of current information as well as significant records that represent historical context. The library makes an effort to proactively and comprehensively acquire these materials.

Books

1. Curriculum-based materials
2. Common research materials in Arts and science
3. Materials needed for each research field
4. Materials which increase general knowledge
5. Reference materials/secondary source materials

Journals

1. Specific subject journals for each research field
2. General interest journals/specialized journals that contribute to improving educational levels

Newspapers

1. Major domestic local newspapers
2. Employment newspaper

Electronic resources

1. Electronic journals(e-journals)
2. Online databases
3. Electronic books(e-books)
4. Kindle

And other materials which are provided in various media

Distinctive components exclusive to HCC Library

The library places a strong emphasis on creating a distinct collection, and it frequently develops and maintains its standard for content to be included in the library. The following items are included in the scope of our collection:

- Books written by students, graduates, former and current faculty members.
- Regional Authors Book
- Provide access to books in Braille
- Archives, Antique, Art and Artifacts
- Cataloguing – Manual and OPAC
- Manuscripts, Maps, Architectural plans
- Regular Book Review by each Department staff & students.
- Little free library to promote reading (Registered with 501(c)(3) nonprofit Organization, Hudson on 07/01/2019)
- Patio Library to attract readers
- Star Garden, Flower Garden and Ornamental fish pond
- Eye catching captions in the library
- Fourteen Lamp poles (Seven on each side) adorn the pathway to the Library. They indicate the seven chakras in the human spine
- Best library user – Staff & Students are honoured with gifts on annual day.

RESOURCE SELECTION

Selection criteria

Library Collection Development Guidelines to be used in the selection of Resources. The following criteria are considered when purchasing library resources:

- Curriculum support - Materials related to the fields of study in the curriculum will form the core of the library collection.
- Research support- Materials related to the research conducted by faculty, researchers, and graduate students to be acquired.
- Collection continuity- Updating of the collection with new titles and editions on a regular basis.
- Reference materials- Bibliographies, catalogues, dictionaries, encyclopedias, indexes and abstracts, directories, Dairies and manuals fall under this category.
- Audio visual media. E-books, CDs, DVDs, and multimedia form a critical resource of a modern library.
- Format- A variety of formats is purchased according to learning, teaching and research needs.
- Cost - Cost of materials will also be a deciding factor in acquiring materials. The librarian contact the requester to inform him about the high cost of the material and to advise him to find an alternative title with a lower cost.
- Languages - The majority of the materials purchased for library usage are in English. Only carefully chosen materials from other languages will be purchased with the Library Affairs' consent and solid reason. Co-Curricular activities also cultivate extra reading habits.
- Duplication - It is best to avoid purchasing duplicate copies of books or any other library items unless there is a high demand for the item and having a second copy will aid users in their study.

Gifts

To improve its collection, the library encourages free contributions from Benefactors. However, any resources that are determined to be below the required minimum academic level or that do not relate to the subject profiles will not be added to the collection. The library views agreements that benefit both parties as a suitable way to acquire materials that are relevant to its subject profiles.

Damaged and lost materials

Materials that meet additional selection criteria as outlined in our policies are repaired, rebound, or replaced. When feasible, lost materials are restored if they satisfy additional selection requirements as outlined in our standards. In case one is available, the later edition or version will be favoured.

S. J. J. J.
Librarian

S. Annetupet Bopha
Principal



CIRCULATION POLICY

Policy Statement

The aim of the HCC Library's circulation policy is to give faculty, staff, and students complete access to all library resources.

Admission to Library – Membership

The faculty members, staff & students of the Institute are obligated to enrol as members of the Library. A library card is required for the issue and return of library reading materials. The borrower must be present in person to obtain the book. The card of any other borrower cannot be used by a second person.

The Library provides collection access to the following client groups

Category	Requirement	Access
Student	Library Card	Full Access
Staff	Library Card	Full Access
Research Scholar	Library Card	Full Access
Alumni	Registration	Reference Only
Visitors/ VIP's	Permission of the Librarian	Reference Only

Borrowing Privileges

Category	No. of Books	Period in days
UG Students	2 books	7 days
PG Students	5 books	7 days
M.Phil	5 books	7 days
Research Scholars	5 books	30 days
Faculty	20 books	90 days
Administrative Staff	3 books	30 days

- Borrowing of reading materials facility is available to the faculty, researchers, students and staff of the Institute. This entitles the use of resources & services offered for the purpose of academic and research work.
- The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the Library materials.

Fine and lost book

The books that students borrow from the library are their responsibility. The student is liable for the full cost of replacing a book if it is lost, stolen, damaged, or any other circumstance. The student will not be allowed to check-out any more books until the replacement cost has been paid in full. The Library is not responsible for notifying borrowers that materials are overdue.

If you believe that the library made an error that led to a charge, or if you have a special circumstance that makes it impossible for you to return or renew library materials on time, get in touch with the librarian to appeal your charges.

The following justifications are typically not accepted as being sufficient to waive or reduce fees:

- Forgetting or being unaware of the due dates.
- lending it to someone else or borrowing materials on their behalf.
- Being too busy or out of town

Renewals

A borrower must physically bring the issued books to the library in order to renew them. A borrower may renew a book twice if it is not currently in demand.

Recall

Library has the right to recall a issued book if the same is required by another user or on demand.

Projects


- Projects reports are to be used in the library.
- The projects may not be photocopied under any circumstances.
- The user must record their name in the register at the time they borrow and return the projects.

No Dues Certificate

No dues certificate will be issued by the library only after the library dues are fully cleared upon completion of programme.

Rules of Circulation/Checkpoint :

- User entry and exit times are computerised. Users must scan their identity cards at the checkpoint before entering the library. As soon as the card is scanned, information and the reader's photo are displayed, and the entry time is logged and shown.
- The library card required to borrow materials from the library is not transferrable and must be shown whenever the library staff requests it.
- Members are accountable for all things issued in their names until the relevant members return the items to the library.
- Throughout its operating hours, the Circulation Desk handles the issue and return of all library materials. The borrower must return the book to the library staff and verify that it is placed back in account. Borrower cannot claim its return if the book is left in any corner of the library. Library is not responsible for issued book leaving in library premises.
- Borrowers are requested to make sure that the books are properly issued or returned.
- Before borrowing, the borrower is urged to carefully inspect the books and other reading materials for any defects, missing pages, chapters, or other issues.
- No book from the borrower may be accepted in damaged condition. Books that have been mutilated or spoiled might need to be replaced by the borrower.


Librarian


Principal

WEEDING POLICY

Weeding is the ongoing evaluation of the library collection with a view to removing those items, which are no longer useful to library users. Weeding is necessary to prevent a library collection from becoming obsolete. At the same time, weeding is necessary because a library has limited physical space. It is simply not possible for a library with limited space to collect and to house all print and audiovisual materials.

Collection development refers to the process of adding new books and other items into the library for the benefit of readers. Collection development also includes the weeding of materials in the collection, which increases the collection's usefulness.

In consultation with the head of the Departments, weeding out of obsolete and unusable library material should be done on regular basis. Disposal will include duplicate copies no longer needed, out-of-date work, alternative format, outdated edition and material in poor condition.

Criteria for Weeding

Library materials of all types are weeded based on the following criteria:

- **Physical Condition**
Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Consideration for replacement will be made on a case-by-case basis.
- **Weeding based upon usage** Multiple copies of old textbooks which are not circulated are weeded out retaining one copy of each title.
- **Duplicates**
Duplicate copies of library materials may be weeded by the library due to space restrictions. In particular for materials that are often utilised or are a part of a college-wide programme, library staff will examine the necessity to have more than one copy of a publication on hand.
- **Uniqueness**
The library will not weed materials that are considered unique.

Review and Revision of Guidelines

Weeding of library collection is an arduous task for the library but to make collection healthy for the users, weeding is an indispensable activity.

Weeding guidelines will be reviewed regularly by the librarian in collaboration with the Advisory committee and other library personnel.


Librarian


Principal

CCTV POLICY

The whole premises of HCC Library is under Surveillance of CCTV. There are 15 CCTV'S located in particular location of the library premises. The backup period of all CCTV recording is 15 days

SECURITY :

Library use CCTV to identify visitors, monitor work areas, deter theft and ensure the security of the premises and other facilities. Staff and students use library every day. Security cameras placed around the library help keep them safe while reading, researching and browsing. CCTV monitor the student activities and their behaviour in the library like tearing of the pages from the books, hiding the books, sitting in corners and gossiping and book theft can be reduced to a great extent.

OUTCOMES:

CCTV makes it simple and comfortable to watch and control all parts of the library's grounds. This makes it easier to understand what occurs in a certain area of the library, such as the security of student baggage, furniture, equipment etc.

FEEDBACK:

Satisfaction with the security of personal possessions among both students and staff.



Librarian



Principal

STOCK VERIFICATION POLICY

The choice of stock verification in the library is performed to count the number of missing books and the ones that are in circulation along with those books that exist, at the library shelves. The choice on which books should be replaced and which should be written off can be made by the librarian after stock verification. Verifying the stock also aids in locating lost books and placing them in the right location. Therefore, regular stock checking is helpful.

Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes.

Stock Verification Frequency

Library constantly add books since book acquisition and circulation are ongoing activities. These necessities that stock verification should also be carried out regularly to know the current stock situation.

Stock Verification of Library Books

The library staff notes down the accession numbers of each book on the library shelves. A physical verification committee is set up and each member is provided with one set of sheets to note down the accession numbers of books in the library shelves. The books are physically checked for recording their accession numbers and if found damaged or beyond repair should be taken out of shelf. The report containing the list of missing books is again cross-checked with the collection. The final list of missing books is then replaced.

Responsibility for Book Losses

The loss of a source book is inevitable because libraries are for service. In that case, the question of who is in charge of the loss arises. Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

The entire staff working in the library are responsible for the proper accounting of the books and other materials in the library. The library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the library staff in equal shares.


Librarian


Principal