



**NORBULING RIGTER COLLEGE**

**LIBRARY POLICY 2017**

## **1. VISION**

To provide outstanding library services of international standards.

## **2. MISSION**

The Norbuling Rigter College library is committed to foster information literacy and enhance teaching, learning and research programmes of the staff and students by maintaining and providing high quality learning resources and services to its clients.

## **3. MEMBERSHIP**

All students, academic and administrative staff of the college are members of the NRC library.

## **4. OBJECTIVE OF THE LIBRARY POLICY**

For the smooth functioning of the library and to make effective and optimum use of and to continually improve the quality of resources and services, the library has adopted a number of policies and procedures as below:

## **5. GENERAL LIBRARY REGULATIONS**

- a. Abide by the policies and procedures of the library.
- b. Observe and comply with instructions from library staff and acknowledge their responsibility and authority to enforce it.
- c. Treat other users and staff with respect and courtesy.
- d. Maintain good order and silence in all reading areas and while moving around the library.
- e. Respect rights of other library users by refraining from behavior that is disruptive to library use.
- f. Refrain from smoking, eating and drinking other than a water bottle in the library.
- g. Users may enter and remain only in those parts of the library that are authorized for their use.
- h. Refrain from use of equipment (such as mobile phone or any other) that is likely to disturb/distract other readers or to damage library materials.

- i. Be responsible for all materials borrowed in their account, including the obligation to pay any over due fines and replacement costs if items are lost or damaged.
- j. Observe legal restrictions on the use of electronic and print sources.
- k. Return/renew material by due date to make available for others, and not transfer material borrowed in their name to another user.
- l. Not remove library materials from the library without authorisation through established lending procedures.
- m. Vacate the library by closing time.
- n. Present library materials, files, folders, bags and similar items in their possession for inspection by library staff (s) while leaving the library.
- o. Treat books and equipments with care.

**6. OPENING HOURS**

<b>Day</b>	<b>Timing</b>
Monday-Friday	9:00 am- 9:00 pm
Saturdays	9.00 am – 8.00 pm
Sundays & Holidays	Closed

**7. CIRCULATION**

- a. Students are provided maximum borrowing quota up to 7 book/items, academic staff up to the maximum of 10 and the administrative staff up to the maximum of 3.
- b. Not all library materials circulate and non-circulating materials (reference books, magazines and newspapers) must be used inside the library.

- c. No library materials are to leave the library without being signed out.
- d. Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement of library material (s) used within the Library or checked out by them.
- e. Reference materials marked REFERENCE ONLY do not circulate.
- f. Reference material for students shall be issued for 13 hours (from 8 pm in the evening till 9 am in the morning). If it is delayed by 1 hour then penalty of Nu. 10 per item per hour shall be levied after a grace period of 1 hour.
- g. Reference material for faculty memebres shall be issued for 13 hours. However, if the material is not returned at the 14<sup>th</sup> hour from the checked out time, a penalty of Nu. 10 per item per hour shall be levied.
- h. Patron assumes responsible for all items checked out on their card.
- i. College ID which also functions as Library Card is not transferrable. It is the registered borrower's responsibility to ensure that others do not use their College ID cards.
- j. Patrons/users must produce College ID card while borrowing, renewing or returning any library books/items without which any service/facility shall not be availed.

## **8. LOAN DURATION**

The loan period that applies for various categories of users are as follows:

- a. Students - one month.
- b. Academic Staff: The academic staff, an item shall be allowed to hold through out a semester (from 1<sup>st</sup> February to 30<sup>th</sup> June & 1<sup>st</sup> July to 15 December). However, the staff shall return/renew the item(s) once in every semester i.e. latest by the end of every 31<sup>st</sup> July and 1<sup>st</sup> December. Also any library material issued will be called back if the item is rare and is demanded by other users. If this is not abided then the person who is in-charge of such item shall be liable in paying fine as per the clause No. 11(f) after one day of grace period.
- c. Administrative Staff - 1 month

**Note:** *The loan period and number of items which may be borrowed as specified by the circulation policies are subject to change according to the availability of resources and for other reasons pertaining to the library policy.*

## **9. RETURN**

- a. Material should be returned to the RETURN/RENEW desk not later than the checked out date from the system.
- b. Borrowers should enquire on the renewal/return date of an item at the time of checking out from the person(s) on duty.
- c. Borrowers should ask the library staff at circulation for a receipt for overdue fines.

## **10. RENEWALS**

- a. Items may be renewed in person at the RETURN/RENEW desk.
- b. An item may be renewed two times in a semester after every month from the date of issue for the general students. After 2<sup>nd</sup> month, item(s) must be returned and kept in the library for a week making available to other users. However, if the same item is found not being checked out after a week by any other users then the same person may borrow for the second time period.
- c. The academic staff, an item shall be allowed to hold through out a semester (1<sup>st</sup> February to 30<sup>th</sup> June & 1<sup>st</sup> July to 15 December). However, the staff shall return/renew the item(s) once in every semester i.e. latest by the end of every 31<sup>st</sup> July and 1<sup>st</sup> December.
- d. An item may be renewed three times in a semester after every month from the date of issue for the administrative staff. After 3<sup>rd</sup> month item must be returned and kept in the library for a week making available to other users.
- e. Materials may not be eligible for renewal if the book has been recalled/requested or if the borrower has overdue loans.
- f. All items should be sighted by the Library at least once per semester/year to assess their physical condition.
- g. Academic/administrative staff proceeding on tour or study leave (more than a semester) away from the college is required to return all material on loan before going on study leave or tour.

## **11. FINES AND PENALTIES**

- a. To promote prompt return of material and optimal sharing of the library resources, library will charge fines and fees for overdue, lost, and/or mutilated library materials.
- b. Patrons shall be responsible for any due dates on the borrowed items.
- c. Materials not returned within the due date will be presumed lost, and will be charged a replacement cost, and other administrative charges as per rule.
- d. Nu. 5 per item per day will be charged until the material is returned/renewed, for the students.
- e. Students who do not settle their library fines and return all their loans will result in suspension of borrowing privileges and will not be cleared for reception of exam results reports and/or graduation.
- f. Nu. 5 per item per day will be charged until the materials are returned/renewed exactly on the date specified for the Academic and administrative staff.
- g. The general staff (academic and administrative) who do not settle their library fines and return all their loans will result in suspension of borrowing privileges and will not be cleared for receipt of no due certificates.
- h. Fines must be paid in person by cash at the Circulation Desk and patrons should insist for receipt for the charges paid.
- i. All outstanding library replacement charges and library fines will be sent to the Accounts Section along with the receipts at the end of every month.

## **12. OVER DUES**

- a. Library material (for students and administrative) is due on the most recent date checked out from the system.
- b. In case the due date falls on nonworking day, the overdue fines will be charged from the next working day onwards and will accumulate each day until the materials are returned or reported missing at the Circulation Desk.
- c. If the item is not returned within 15 days from the date on which the user concerned is notified, the item will be billed for replacement.

**13. MISSING BOOKS SEARCHES**

- a. Patrons who cannot locate an item on the shelf may place a search request at the Circulation Desk and the status of the book searches will be notified latest by 3 days after search request is made. Books found will be held for 2 days after patron's notification after which it will be re-shelved.
- b. The library cannot specifically guarantee when the missing/requested items will be found.

**14. LOST BOOK CHARGES**

- a. Materials more than 1 month overdue are declared LOST, and the cost of replacement is charged to the borrower.
- b. The cost of replacement includes a sum of Nu. 200.00 non-refundable as processing fee plus current/existing price of books (foreign rates shall be calculated based on current exchange rate) plus 10 % penalty on the actual cost of the book plus overdue penalty if the patron has failed to inform the library management on or before the actual date of renewal/return on the same matter.
- c. However, a thorough search of the item will be conducted before it is billed as lost.

**15. POLICY ON LOST, STOLEN AND MUTILATED MATERIALS**

- a. The borrower is responsible for all books checked out on his/her account/record and should point out any noticeable damage to books before checking them out.
- b. Borrowers who return library books that are damaged will be assessed a service charge based on the cost of repairing the item and if the book cannot be repaired, the "Lost Item" replacement charge will apply.
- c. Mutilation or the tearing out of pages from a book or magazine will also be considered as theft and same charges as for lost item shall be charged.

**16. CLAIMS RETURNED POLICY**

- a. The Library seriously takes a patron’s claim that an item was returned. However, to accurately represent patron records and library holdings, circulation must have the item in hand before it can be removed from the patron’s record.
- b. The library will designate a “claims returned” status on the item for a limited period of time (1 month). During this time period Circulation staff and the patron share the responsibility of locating a library item.
- c. The Circulation Staff will search the library’s collection at regular intervals and if the “claims returned” item is not located at the end of the 1 month search period then the item will revert to its original “loaned” status, and the patron assumes responsible for replacing the item.

**17. STOCK ARRANGEMENT**

- a. All the books in the library are shelved in call number order using the Dewey Decimal Classification (DDC) system.
- b. Like other library classification systems, DDC divides all knowledge into ten main classes as follows:

GENERALITIES 000	SOCIAL SCIENCE 300	TECHNOLOGY/APPLIED SCIENCE 600	GEOGRAPHY & HISTORY 900
PHILOSOPHY 100	LANGUAGES 400	ARTS 700	
RELIGION 200	PURE SCIENCE 500	LITERATURE 800	

- c. Books by different authors on the same subject e.g. on geometry are shelved together in one place and are sub-arranged alphabetically by the surname of the author.
- d. Books are arranged on the shelves in ascending order from left to right in DDC order.



**18. WEEDING**

- a. The library committee will be responsible for weeding of out dated materials as per the weeding guidelines of the college.

**19. AMENDMENTS**

- a. This policy is subjected to amendments under the discretion of librarian, in close consultation with the members of the library committee, according to the library's changing needs and for other reasons pertaining to the library matters.

**20. COMMENCEMENT**

- a. This NRC Library Policy 2017 is endorsed by the College Management Team (CMT) on July 28, 2017 and shall come into force with effect from August 1, 2017.