



LIBRARY COMMITTEE

Dr. K. G. Mithal Memorial Library

Raghunath Girls' Post Graduate College, Meerut

Since 11th January 1972 & 24th Feb. 1976

Motto – पुस्तक - व्यक्तित्व निर्माण का साधन

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INSTITUTIONAL LIBRARY POLICY AND MANAGEMENT FRAMEWORK

The Dr. K. G. Mithal Memorial Library of Raghunath Girls' Post Graduate College, Meerut, stands as a central academic and knowledge resource of the institution. The foundation stone of the college library, Dr. K.G. Mithal Memorial Library, was laid by **Pandit Govind Ballabh Pant**, the Hon'ble Chief Minister of Uttar Pradesh, on December 23rd, 1951. The Library officially began its operations on 24th February, 1976 after formal inauguration by **Dr. M. Chenna Reddy**, former Governor of Uttar Pradesh via grant given by UGC. In recognition of this rich legacy, **23 December is observed as Library Founder's Day and 24 February as College Library Day.**

Since its inception, the library has provided an environment conducive to learning and student growth. It is built on principles of community engagement, information accessibility, professional and personal development, and the promotion of knowledge. The college library is more than just a reading space; it is a learning hub that extends beyond the classroom, encouraging and supporting the academic pursuits and research endeavours of both students and faculty.

The library boasts an extensive collection of books and journals. Guided by the motto "**Let imagination soar high and creativity take wings,**" it offers a diverse selection of materials to inspire creativity and innovation among students. The impressive three-storey building is equipped with modern amenities to meet contemporary needs.

The college library has adapted to the evolving landscape of information accessibility and storage, embracing digital resources such as DELNET and INFLIBNET. These platforms provide access to a vast array of valuable literature and books, enabling students and faculty to stay ahead of the curve.

The library strives to provide inclusive, equitable, and technology-enabled access to information resources in alignment with NEP quality indicators, Outcome Based Education (OBE), and institutional best practices.

Vision

To develop the library as a learner-centric knowledge hub that promotes academic excellence, research culture, digital literacy, and lifelong learning in pursuance of the college motto of 'दानाय अर्ज्यते'

Mission

- To support curriculum delivery and research programmes
- To provide timely and equitable access to learning resources
- To promote reading habits and information literacy
- To integrate print, digital, and open educational resources
- To preserve institutional knowledge and heritage collections

Objectives

- To acquire, organize, and disseminate quality information resources
- To support outcome-based teaching and research activities
- To strengthen ICT-enabled library services
- To maintain a balanced, updated, and relevant collection
- To ensure preservation and conservation of rare materials
- To comply with NAAC, UGC, and affiliating university norms

Library Infrastructure

- Total Carpet Area: 6669 sq. ft.
- Seating Capacity Area: 1250 sq. ft.
- Reading Halls: Separate halls for students and faculty
- Power Backup: Available
- Depository Counter: Capacity for approximately 100 users

Library services-

The library offers the following services to support academic and research activities:

User and Academic Support Services

- Circulation and reference services
- Reading room facilities
- User orientation and information literacy programmes
- Career guidance and career corner
- Research display facility

- Feedback and grievance redressal mechanism

Resource and Access Services

- Open and closed stack system
- OPAC facility
- Latest arrivals display
- Rare books section
- Indian Knowledge Systems (IKS) Corner

Digital and Reprographic Services

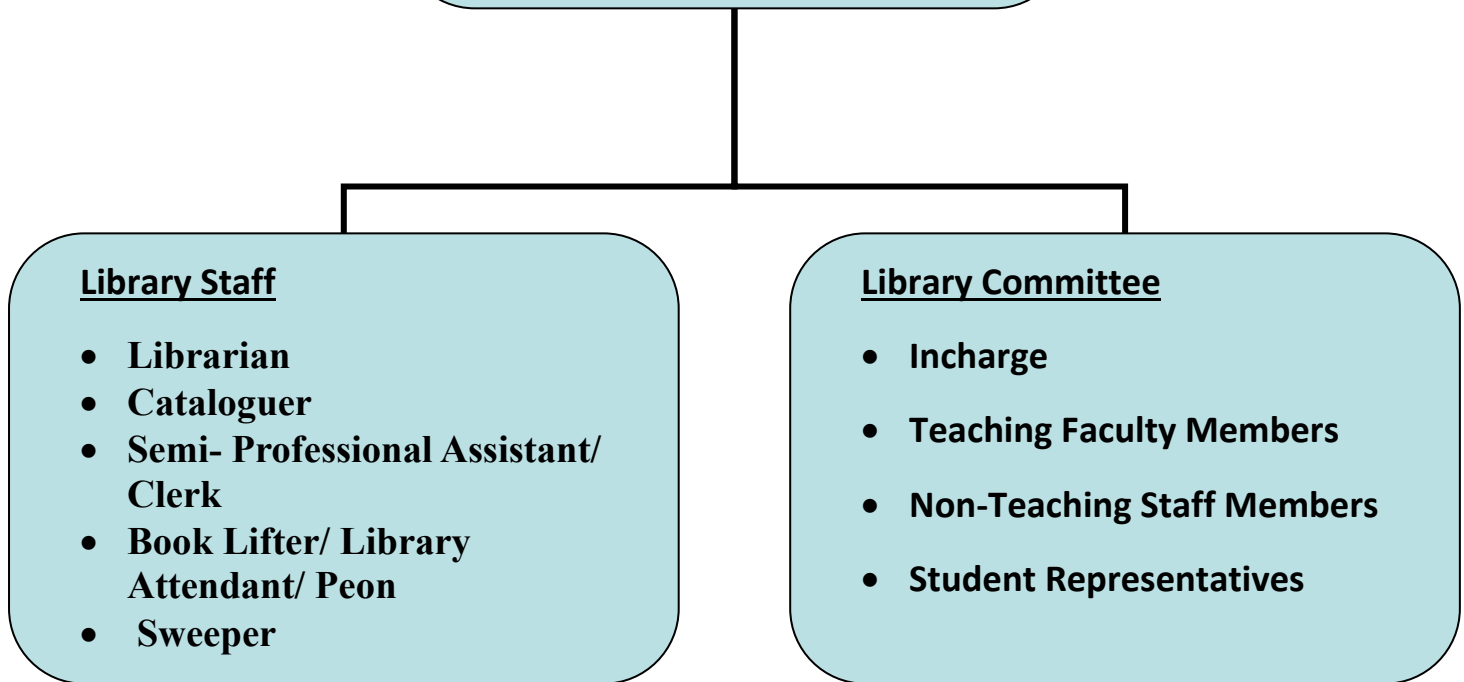
- E-resource access
- Internet and LAN-based services
- Reprographic facilities
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Support services-

- **Computer** – There are 9 computers for students, 2 computers for Faculty, 5 computers for Library staff and 1 computer for server.
- **Journal Section** -This section houses prints of 27 journals related to Humanities, Sciences, Education as well as Commerce disciplines, both of national as well as international repute.
- **Internet Services** – Internet services in library work via LAN services in the college having a speed on 1024 MBPS ensuring seamless communication and data sharing.
- **Reading Hall for Students and Faculty** – There are 02 halls for students each with a capacity of 50 students each decked with 04 computers where students can study and access reading materials. There is also 01 hall with a capacity 25 for faculty members having 02 computers for their use.
- **Depository Counter-** The counter has a capacity of depositing articles of around 100 students or faculty members.
- **Research Display Facility-**The library has a designated section for the display and consultation of Ph.D. theses, dissertations, and UG & PG research project reports submitted to the institution. These resources support research orientation, academic writing, and quality enhancement in teaching–learning practices.
- **Automation-**The library is partially automated using *Alice Integrated Library Management Software (ILMS) Version 6.0*, with OPAC access available to users. Gradual upgradation towards enhanced automation and digital service delivery is planned in alignment with institutional quality goals.

Working Hours- 09.30 AM to 04.30 PM

Library Governance & Management



Functions of Library Committee:-

- Policy formulation and review
- Approval of budget and purchases
- Monitoring library services
- Approval of weeding and condemnation
- Planning digitization and modernization initiatives

Library Collection

The library maintains a rich and diversified collection of more than 1,04,000 learning resources, which includes:

- Text Books
- Reference Books
- Rare Books
- Encyclopaedias
- Print and Online Journals

- Magazines and Newspapers
- Theses and Dissertations
- UG and PG Research Project Reports
- Manuscripts and Institutional Publications

Current Subscriptions:

- Newspapers – 12
- Journals – 30
- Magazines – 23

Collection development is supported through institutional funds, government grants, donations, and exchange programmes

Library Rules and Code of Conduct

To ensure effective utilization of library resources and to maintain a conducive academic environment, all users are expected to adhere to the following rules and code of conduct:

- Library membership is compulsory for availing library facilities, and users must carry their valid identity card while accessing the library.
- Silence and discipline shall be strictly maintained within the library premises to facilitate an atmosphere of study and research.
- Users must handle library materials with care. Marking, tearing, folding, writing, or causing any damage to books, journals, or other resources is strictly prohibited.
- Library resources issued must be returned on or before the due date. Loss or damage to library materials shall be recovered as per institutional norms.
- Reference books, rare books, journals, and archival materials are to be consulted within the library and shall not be issued.
- Use of mobile phones inside the library is restricted and permitted only for academic purposes in silent mode.
- Consumption of food and beverages inside the library is strictly prohibited.
- Users shall make ethical and responsible use of electronic resources and comply with copyright and licensing agreements.
- Misconduct, misuse of library resources, or violation of library rules may result in suspension or withdrawal of library privileges.
- Suggestions and feedback from users are encouraged for continuous improvement of library services.

E-Resources-

The library provides access to national and institutional e-resources, including:

- INFLIBNET (N-LIST)
- DELNET
- CCSU e-library portals
- Open access and internet-based academic resources
- Internet access through campus LAN

Book Issue Entitlement-

All registered students, Faculty members, Research Scholars, Non-teaching staff, Alumni, have the right to access the college Library. They get the books as per the table given below -

Category of Members	No. of Books entitled	Duration
Under Graduate Faculty	20	One Month
Post Graduate Faculty	30	One Month
Guest Faculty	05	One Month
PG Students	04	07 Days
UG Students	03	07 Days
Research Students	04	15 Days
Non- Teaching staff	05	One Month

Circulation and Fine Policy

- Books must be returned on or before the due date
- Reference books and journals are not issued

Fine structure:

- Students: ₹1 per book per day after 7 days
- Research Scholars: ₹1 per book per day after 15 days
- Repeated defaulters may face suspension of library privileges

Circulation Timings-

Students - 10.00 AM to 03.30 PM
Alumni – 01.30 PM to 03.00 PM
Torchbearers – 11.30 AM to 01.30 PM
Faculty – 10.00 AM to 04.00 PM
Non Teaching – 11.00 AM to 02.00 PM

Library Budget Planning

• The annual library budget is prepared by the Librarian in consultation with Principal, Library Committee and IQAC

Budget allocation includes:

- Books and reference materials
- Print journals and magazines
- E-resources and databases
- Binding and preservation
- Library software and automation
- Budget utilization is monitored by the Library Committee
- Expenditure statements and utilization certificates are maintained for audit, AQAR, and SSR documentation

Collection Development Policy

The library follows a transparent and participatory collection development process:

- Department-wise recommendations from faculty members
- Alignment with university syllabus and curriculum revisions
- Support for research, competitive examinations, and interdisciplinary studies
- Preference to latest editions and standard publishers
- Inclusion of Indian Knowledge Systems (IKS) materials

Final approval of all purchases is carried out through the Library Committee and competent authority as per institutional financial rules.

Purchase of Books and Journals

The standard procedure includes:

1. Collection of departmental recommendations
2. Consolidation and verification by Librarian
3. Approval by Library Committee
4. Administrative sanction by Principal
5. Procurement through approved vendors as per government purchase rules
6. Entry in accession register and library records

Journal subscriptions and renewals are finalized annually based on:

- Curriculum relevance
- Research requirement
- Usage statistics
- Budget availability

Weeding and Condemnation Policy of Library

To maintain the relevance, accuracy, and usability of the collection, systematic weeding and condemnation is undertaken

a) Objectives

- Removal of obsolete and outdated materials
- Space optimization for new resources
- Enhancement of collection quality

b) Criteria

Materials may be weeded if they are:

- Outdated editions replaced by revised ones
- Physically damaged beyond repair
- Irrelevant to current curriculum
- Duplicate copies with negligible usage
- Old competitive examination guides

c) Condemnation Procedure

- Physical verification by library staff
- Preparation of list with accession numbers
- Recommendation by Library Committee
- Approval by Principal / Management
- Condemnation as per government and audit norms
- Proper updating of stock and accession registers

Rare books, manuscripts, and archival materials are exempted without special approval.

Preservation and Security

The library is committed to the systematic preservation, conservation, and security of its information resources to ensure their long-term availability and usability. The following measures are adopted:

a) Stock Verification

The library conducts stock verification after every three years in accordance with institutional norms to assess the physical condition, availability, and accuracy of library holdings. This process helps in identifying lost, damaged, or obsolete materials and facilitates timely weeding, replacement, and updating of records.

b) Binding and Repair of Books

Damaged and worn-out books are regularly identified and sent for binding or repair to extend their functional life. Special attention is given to frequently used textbooks, reference materials, and journals to ensure their continued usability without compromising content integrity.

c) Proper Shelving and Ventilation

All library materials are systematically arranged on appropriate shelving to prevent physical damage and ease access. Adequate ventilation, lighting, and cleanliness are maintained to protect books from dust, moisture, insects, and fungal growth, thereby ensuring a conducive environment for preservation.

d) Fire Safety Arrangements

The library is equipped with essential fire safety measures, including fire extinguishers and clearly marked emergency exits. Staff members are sensitized to basic fire safety protocols to ensure prompt response and minimize damage in case of emergencies.

e) Preservation of Rare and Archival Collections

Rare books, archival documents, and special collections are preserved with extra care through controlled handling, restricted access, and proper storage conditions. Where feasible, digitization is encouraged to safeguard content while minimizing physical handling of original materials.

The Library Policy of Raghunath Girls' Post Graduate College, Meerut shall be reviewed periodically to ensure its continued relevance and effectiveness in supporting academic and institutional goals. The review process will take into account revisions in the curriculum, recommendations made by the NAAC peer team, and compliance with AQAR requirements. Additionally, emerging technological developments in library services and information management, along with feedback received from users, will be carefully considered to enhance resources, services, and overall library functioning.