

CENTRAL LIBRARY AT A GLANCE
DHAKUAKHANA COLLEGE
DHAKUAKHANA-787055

1. LIBRARY PHILOSOPHY

Books are for use
Every Reader his or her book
Every Book its Reader
Save the time of the reader
Library is a growing organism

Five Laws of Library Sc by Dr.S.R.Ranganathan, Father of Library Sc in India

2. TYPE OF ACCESS: Open Access

3. DIFFERENT HOURS

a. OPENING AND CLOSING HRS:

*8:30A.M. -4:30 P.M. (*Except Sundays and Holidays*)

Library remains open even during Summer and Winter Vacation

The above timings of the library may subject to change from time to time which will duly be notified in the Notice Board of the library.

b. CIRCULATION TIMINGS

Issue:

For Degree: 12 Noon Onwards (Wednesday, Thursday Friday and Saturday)

For HS : 12 Noon Onwards (Monday and Tuesday)

Returning of books are done from 10 A.M.-4:00 P.M on all working days.

C. REPROGRAPHY (XEROX)

12 Noon-4 PM (Everyday).

4. PRIVILEGES FOR USERS

Teachers: 8 Books for 30 Days

Students: B.A/B.Sc : 3 Books for 15 Days

HS : 2 Books for 15 Days

Book Bank (Under poor Fund)

Both Degree and HS Students: 2 Books for one Semester

5. LIBRARY SERVICES

- a. Automated Circulation Service
- b. Periodical Service
- c. Reference and Referral Service
- d. Reading Room Service
- e. Internet Service
- f. Reprography
- g. OPAC (Online Public Access Catalogue)

6. GENERAL GUIDELINES

I. Entrance

1. Students are requested to enter into the Library with College uniform
2. Please register your name before entering into the Library.
3. Members are to keep their bags, umbrellas, boxes, files, etc at the property counter which is located at the entry point of the library at their own risk. They are advised not to keep valuable items like mobile phone, cash, or such other things in the property counter. Only Laptop / notebooks / IPad and the Library books to be returned will be allowed inside the Library. ***However, for carrying personal books inside the reading room, please collect the Gate pass.***
4. Before Collecting Admit Cards for Final Examination (semester/Yearly), Students should return all the library books which will notified from time to time in the Notice Board of the Library.
5. No any Library services will be provided without the Library Master Card.

II. Access

6. Users are allowed to bring their own taste of reading directly from the book shelves. After reading, they are requested to submit the same to the Circulation counter.
7. The members caught tearing of pages/stealing books or otherwise intentionally damaging any library documents or its accessories will be suspended forthwith from using library facilities.
8. For accessing Internet facility, users are requested to register their name in the Internet register.
9. Users are requested to use the internet facility basically for accessing E-Journals and E-Books under N-LIST facility of UGC-INFLIBNET Programme.
10. Code of Conduct for Using Computer and Internet

- a. Do not install any software without prior permission of librarian.
- b. Do not remove any connected devices from the computer (LAN card, keyboard, mouse, etc).
- c. Do not connect your own devices to computers (mobile, ipad).
- d. Do not download movies, songs.
- e. Turn off the computer after your work is completed.
- f. Use of Social networking sites like Facebook, twitter etc are not encouraged inside the Library area

Students are encouraged for using the internet facility for their academic and career development purposes.

III. Gentleness

11. Please use the library books with proper care. Underlining, folding of pages, etc is strictly prohibited.
12. Please do not spit or make dirty inside the library campuses.
13. Please maintain Silence within the Library areas. Readers should avoid talking / gossiping inside the library premises.
14. Kindly keep the Mobile Phones either in switch off or in silence mode.

Kindly give your suggestions and feedbacks so that we can continuously improve the Library services.