

# Policy Document

## Deomornoii Degree College Library



Prepared by IQAC, Deomornoii Degree Colleg



# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date .....

### Policy Document

### Deomornoi Degree College Library

#### 1. Introduction

The Library of Deomornoi Degree College stands as a vital academic and intellectual hub of the institution, playing a central role in supporting teaching, learning, research, and extension activities. It serves as a gateway to knowledge by providing access to diverse information resources in print and digital formats. The library is committed to fostering academic excellence, intellectual curiosity, and a culture of reading among students and faculty, particularly catering to learners from rural and economically modest backgrounds.

Recognizing the importance of knowledge preservation and dissemination, the college library not only supports the academic curriculum but also safeguards the rich cultural and literary heritage of Assam through its unique manuscript collections. This Library Policy has been formulated to ensure effective utilization of resources, systematic management, equitable access, and continuous development in alignment with the academic vision of Deomornoi Degree College.

#### 2. Objectives of the Library Policy

The objectives of the Library Policy are as follows:

- To support the academic curriculum, teaching-learning processes, and research activities of the college
- To provide timely and equitable access to quality print, digital, and reference resources
- To promote reading habits, self-learning, and lifelong learning among students
- To preserve, document, and digitize rare manuscripts and heritage collections
- To encourage ethical use of information and academic integrity
- To modernize library services through ICT and digital initiatives
- To ensure systematic organization, maintenance, and preservation of library resources

#### 3. Library Membership

- All students enrolled in the college, teaching staff, and non-teaching staff are eligible for library membership
- Each registered member shall be issued a valid library card or may use their institutional identity card
- Library membership is mandatory to access borrowing and reference services
- Members must comply with library rules and regulations for continued access

#### 4. Collection Development Policy

The library follows a well-defined and inclusive collection development strategy to meet academic and intellectual needs.

- The library acquires textbooks, reference books, journals, magazines, newspapers, competitive examination materials, and e-resources



# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date .....

- Selection of materials is based on syllabus requirements, faculty recommendations, student needs, relevance, quality, and budget availability
- Special emphasis is given to local and regional publications, Assamese literature, folklore, and cultural studies
- The library continuously updates its collection to keep pace with academic advancements and emerging disciplines

### 5. Circulation and Borrowing Policy

To ensure fair access and effective use of library resources, the following borrowing rules are followed:

- Each student is entitled to borrow two books at a time for a period of 15 days
- BPL (Below Poverty Line) meritorious students and differently-abled students are allowed to borrow two additional books as special consideration, promoting inclusive education
- Teaching staff may borrow a higher number of books for a longer duration as decided by the Library Advisory Committee
- Borrowed books must be returned on or before the due date
- Late return of books may attract a fine as per library rules

### 6. Best Reader Award

To encourage regular reading, research orientation, and responsible use of library resources, Deomornoi Degree College confers a “Best Reader of the Year” Award.

- The award is given annually to the most regular, disciplined, and enthusiastic library user
- Criteria include frequency of library visits, number of books borrowed, timely return, and responsible conduct
- This initiative aims to cultivate a culture of reading and academic curiosity among students

### 7. Digital and E-Resources

In tune with modern academic needs, the library emphasizes the use of digital resources.

- The library provides access to e-books, e-journals, online databases, and open educational resources
- Users are encouraged to use digital platforms responsibly and ethically
- Efforts are made to introduce library automation, online catalogues, and ICT-based services
- Digital literacy is promoted through orientation programmes and awareness sessions

### 8. Preservation of Heritage and Manuscript Collection

The library takes pride in preserving valuable traditional manuscripts that reflect Assam’s rich cultural and literary heritage.

- The library maintains rare collections such as Tulapat and Sachipat manuscripts
- These manuscripts are preserved with proper care, environmental control, and documentation



# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date.....

- Digitization initiatives are undertaken to ensure long-term preservation and wider accessibility
- Researchers and scholars may access these materials under special supervision

### 9. Library Conduct and Discipline

To maintain an academic environment, the following rules apply:

- Silence and discipline must be strictly maintained inside the library
- Mobile phones should be kept in silent mode
- Personal belongings should be kept outside the reading area, wherever facilities permit
- Users must handle books and materials carefully
- Marking, tearing, or damaging books is strictly prohibited

### 10. Book Loss, Damage, and Replacement

- Any loss or damage to library materials must be reported immediately
- Lost or damaged books must be replaced with the latest edition or compensated as per library norms
- Borrowers are fully responsible for materials issued in their name

### 11. Library Development and Extension Activities

The college is committed to continuous improvement of library facilities and services.

- Regular efforts are made to expand the library collection
- Digital access facilities are gradually introduced
- The library organizes book exhibitions, reading awareness programmes, orientation sessions, and literacy activities
- Feedback from users is collected for service improvement

### 12. Library Advisory Committee

- The library functions under the guidance of the Library Advisory Committee
- The committee includes representatives from teaching staff and administration
- It reviews library services, policies, and development plans periodically
- Recommendations of the committee guide future growth and modernization

### 13. Implementation, Review, and Updation

This Library Policy was implemented on 10/04/2023 as per the recommendation of the Hon'ble Governing Body of Deomornoi Degree College.

- The policy was reviewed in July 2025
- It is subject to periodic review and modification to meet changing academic, technological, and institutional needs
- Any amendments shall be made with due approval of the competent authority

Dr. Ajit Kumar Sarma  
Coordinator, IQAC  
Deomornoi Degree College  
Coordinator, IQAC  
Deomornoi Degree College  
Date .....

Dr. Gitali Kalita  
Principal  
Deomornoi Degree College  
Darrang  
Deomornoi Degree College