

Lady Doak College, Madurai
J.X. Miller Library
2022-2023

Mission

The Lady Doak College Library's Mission is to identify, acquire, organize, preserve and provide access to pertinent recorded knowledge to support teaching, research and creative activities.

Library Policies Outline

1. Management and Administration of Library

A. General Polices

- Stock Verification Methods
- Membership
- Resource Mobilization
- Photocopy and Copyright issues.

B. Technical Processing Methods

- Classification
- Cataloguing – Indexing techniques
- On-Line Public Access Cataloguing (OPAC)
- Processing Time

C. Manpower

- Skilled / Semi-skilled /Unskilled Staff
- Training & Professional Involvement
- Staff: Users: Collection ratio
- Managing the situation with limited staff

D. Facilities

- Ventilation, fan, water, toilet facilities, generator, property counter
- Notice boards, sign boards, library statistics, research cubicles for scholars/teachers
- Cleaning and preserving physical outlet

2. Collection and Services

A. Acquisition methods

- Policy on book selection and collection development
- Accessioning methodologies
- Periodicals & Peer-reviewed journals
- Book bank practices
- Weeding out polices

B. Periodical Section

- Policy on selection of periodicals
- Maintenance of receipts

- Binding procedures
- Display methods
- User access to current journals
- Maintenance of e-journals

C. Information Services

- Modern / Specialized services
- Library Networks / Consortia
- Consultancy, when possible

3. Extent of the Use of services

- Use Behavior Promotion
 - Make users aware of information products
 - User Surveys
 - User Group

4. Use of Technology

A. Computerization

- Software and Hardware use (ICT Infrastructure & know-how)
- Terminals for user and staff
- Updating and Editing of Data
- Techno stress Management

B. Digital Library Practices / Initiatives

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Library Policies

1. Management and Administration of Library

A. General Policies

- **Stock Verification Methods**

Physical stock verification method – Cross checking the accession register with the stacks.

Introduction of RFID (**Radio Frequency Identification**) and Stock is also Checked through it

- **Membership**

The College community: faculty, students and non-teaching staff
Membership is extended to the alumnae and the Guest of the College on request. Membership may also be extended by the Librarian to supporters of the Library.

- **Resource Mobilization**

Through

- Government
- Funding organization
- Gift

- **Photocopy and Copyright issues**

Students & faculty of Lady Doak College are permitted to utilize the photocopying facility only for academic purpose. Full book photocopying is never permitted. Only the required chapters are permitted for photocopying when permitted by law.

B. Technical Processing Methods

- **Classification**

The Dewey Decimal Classification system is followed, with references to OCLC (Online Computer Library Center Dublin, Ohio)

Author number is entered through the cutter's system.

- **Cataloguing – Indexing techniques**
Anglo-American Cataloguing Rules - 2 (AACR) method is used for cataloguing. “Sears List of Subject Headings” is used for subject keywords.
- **OPAC**
OPAC is available for members.
- **Processing Time**
Averages 30 minutes per document. (Includes classification, cataloguing, data entry, RFID TAGS)

C. Manpower

- **Skilled / Semi-skilled /Unskilled Staff**
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- **Training & Professional Involvement**

Staff training is conducted periodically. Staff expertise and interest is identified & responsibility is directed in their expert field, taking interest into consideration. So, professional involvement is achieved to the maximum.

- **Managing the situation with limited staff**

Additional assistance through 1. the work scholarship scheme (students as part-time staff) & 2. trainees in library science field.

D. Facilities

- **Ventilation, fan, A/C, water, toilet facilities, generator, property counter**

All the above named facilities are available and all well maintained.

- **Notice boards, sign boards, library statistics, research cubicles for scholars/teachers**

College news, education, information technology, general studies, human rights and newspapers cuttings, etc., are displayed in the notice board.

Newspapers are filed for future reference and weeded after a year.

Library Statistics regarding books, journals, users, collection, etc., are displayed inside the Library.

Research cubicle is available for research scholars/teachers.

- **Cleaning and preserving physical outlet**

Everyday cleaning is carried out with the assistant.

Dusting work is done, and naphthalene balls are used to preserve the books.

2. Collection and Services

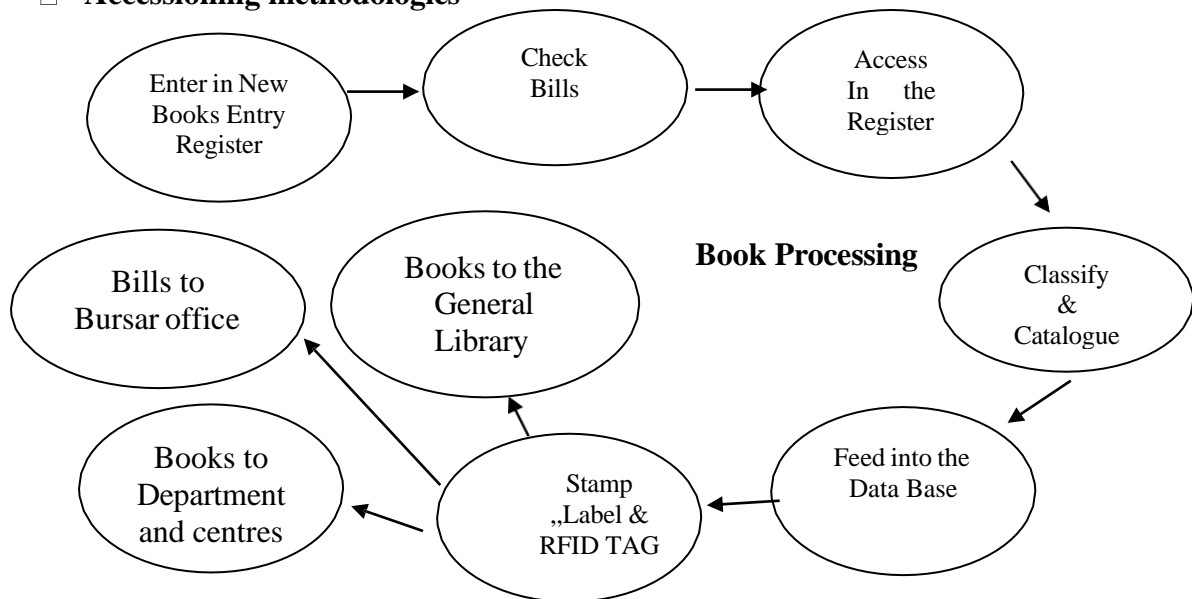
A. Acquisition methods

□ Policy on book selection and collection development

Books are selected by course teachers in various departments, approved by the heads of the department, and purchased according to funds available and priorities set. Books for purchase are also recommended by Coordinators of specific programs.

General books are selected by the Librarian and subject experts in specialized areas.

□ Accessioning methodologies



□ Book bank practices

Book Bank Books are issued to the students those who are economically weak for a semester on the due recommendation by the department faculty.

□ Weeding out polices

The subject experts select the books for weeding & Library Committee members of the Department will check the books for weeding & approve it to be weeded.

Weeded books are sold, profits going to the Library Fund, or donated to village libraries.

B. Periodical Section

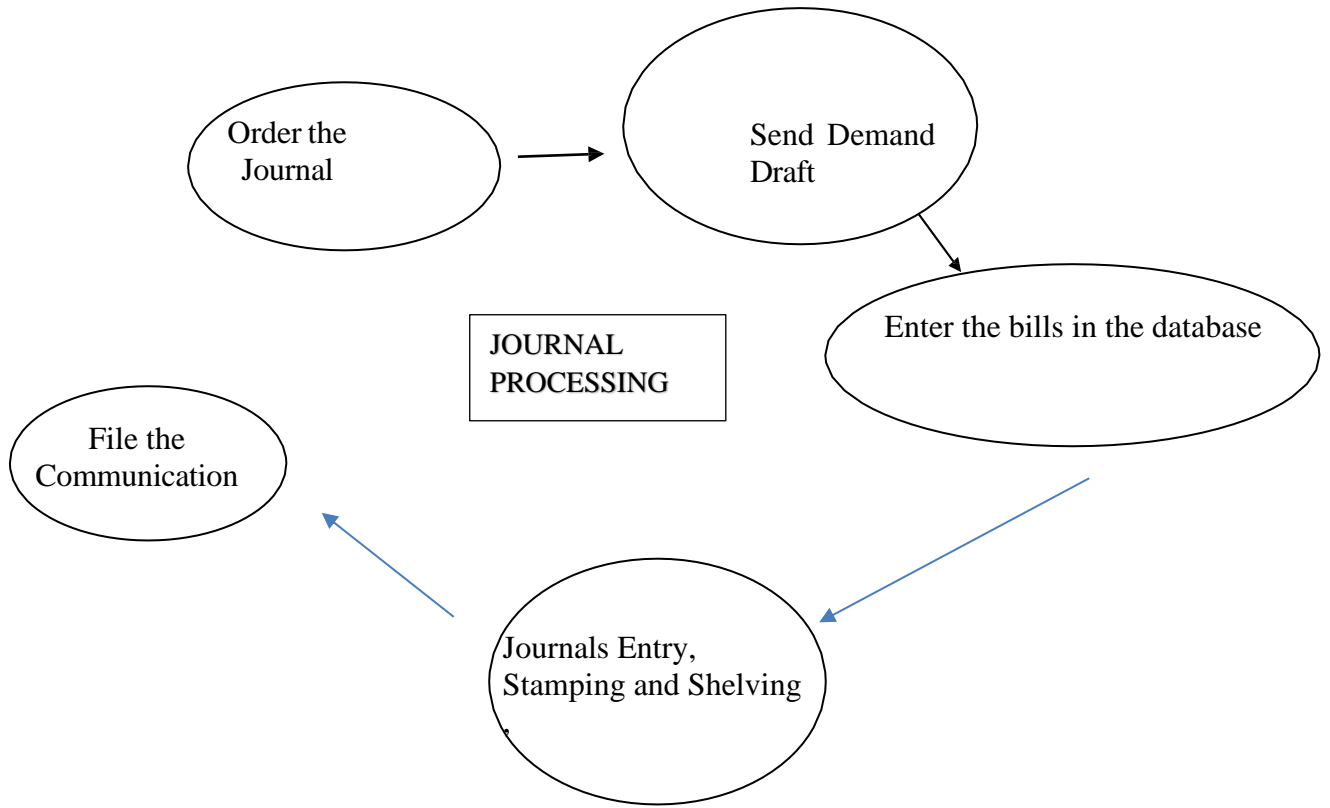
□ Periodicals/ Peer-reviewed journals/E- Journals

Order journals and periodicals through vendors or publishers

After ordering we receive the bills and send Demand Draft to publishers.

Journal particulars, is uploaded in the journal data base. On the receipt of the Subscribed Journals issues, details are updated in the Journal Entry.

Subscription renewed for every year through e-mail & post.



□ **Policy on selection of periodicals/journals/ e- journals**

Periodicals & journals are recommended by the experts & the Librarian and are approved by the Selection Committee. Journals are subscribed & renewed periodically & bound in the year-end.

□ **Maintenance of receipts**

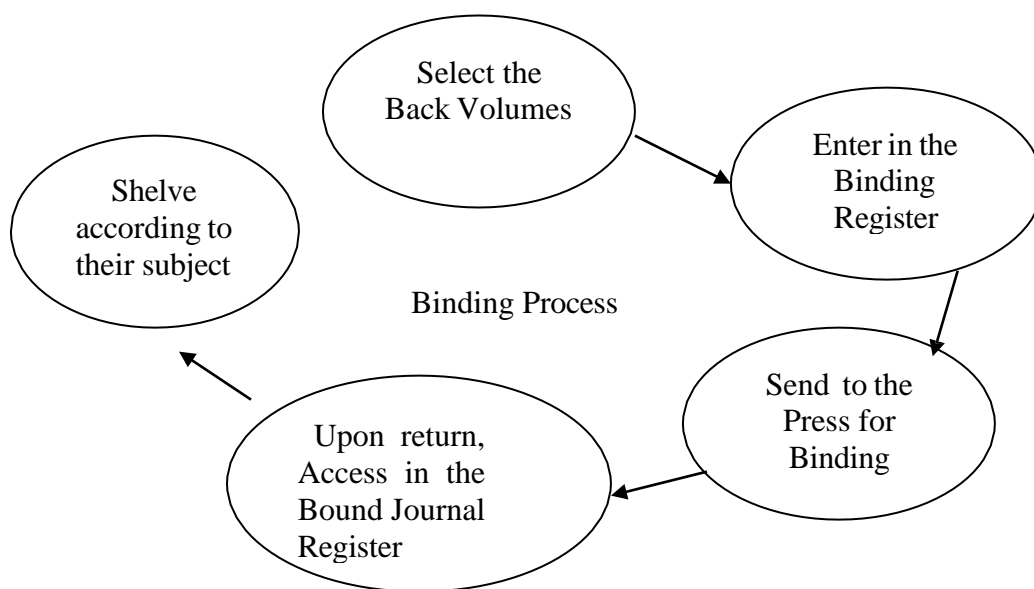
All the journal bills and communications are filed according to the Chronological Order.

□ **Binding procedures**

Select back volumes for binding.

Enter selected journals in the binding register and send to the press for binding.

Upon receipt of bound journals, access them in the bound journal accession register. Shelve bound journals according to their subject.



□ **Display methods**

All the periodicals are displayed in the journals rack according to the subject. E-journals are listed in the digital library

□ **User access to current journals**

During the Library hours users can access the periodicals. On special request students & faculty can get the journals issued on overnight basis.

E- Journals are accessed through the digital library- e resources

□ **Maintenance of e-journals**

E-Journals are renewed after evaluation and recommendations of stakeholders.

C. Information Services

- **Modern / Specialized services**

Current Awareness Service (CAS)/ready reference service/reprography service/browsing unit/user orientation programme / library services as outreach programme/courses on bibliography guidance in Digital Library Access.

online searching and reference materials, library week celebrations, book exhibitions, Selective Dessimination of Information (SDI) and on-line reference service.

- **Library Networks / Consortia**

Member of local consortia

Member of Information Library Network (INFLIBNET)

Member of E Shodh Sindhu

- **Consultancy, when possible**

Successfully guided other college librarians for automation, and to introduce innovative programmes

3. Extent of the Use of Services

- **Use Behavior Promotion**

Give user orientation programme for freshers, and introduce the collection and services to guests.

- **Make users aware of information products**

Create awareness through CAS & displays.

- **User Surveys**

Conduct periodically in each and every section through the records study. Record login and logout times.

Record web sites visited.

Use this data to create monthly statistical report

- **User Group**

Students, staff, researchers and special visitors.

4. Use of Technology

A. Computerization (a continuous process & subject to change with technology)

- **Software and Hardware use (ICT Infrastructure & know-how)**

Software: AUTOLIB Version 8

Hardware : 8 Computers, 1 servers, 2 Printers, 1 document scanner, 2 barcode scanners, 1 LCD projector, RFID Staff Station, & RFID Gate Entry.

- **Terminals**
Maintain separate terminals for student users and staff.
- **Updating and Analyzing User Access Data**
With the help of CIT
- **Techno-stress Management**
Train faculty and staff yearly

B. Digital Library Practices / Initiatives

- Provide Access to E-Resources, Full text & Secondary periodicals
- Provide Access to E-Books; Standards & codes; Reference sources
- Maintain Archives and Digital repositories
- Maintain Hardware & Software for Digital Libraries