



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 4

INFRASTRUCTURE AND LEARNING RESOURCES

4.2 Library as a Learning Resource

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Submitted to



4.2.1 LIBRARY POLICY

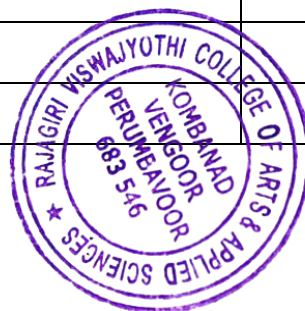
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POLICY MANUAL



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PREFACE

Welcome to the Rajagiri Viswajyothi College of Arts and Applied Sciences, (RVCAS) Policy Manual

This manual is more than just a collection of rules and guidelines; it is a reflection of the values, principles, and vision that define RVCAS College. As we continue to grow and evolve as an academic institution, this document serves as a cornerstone of our commitment to excellence, equity, and community.

At RVCAS, we believe that every member of our college—students, faculty, staff, and administration—plays a vital role in shaping the vibrant, inclusive, and dynamic environment that we are proud to call our own. This policy manual is designed to provide clarity, consistency, and direction, ensuring that we all work together towards common goals and uphold the standards that distinguish RVCAS.

The policies outlined in this manual have been carefully crafted to support the academic and operational integrity of our institution. They are intended to guide our decisions and actions, promote a culture of respect and accountability, and ensure that everyone at RVCAS has the opportunity to thrive. Whether students and staff are navigating academic procedures, understanding their rights and responsibilities, or seeking guidance on college operations, this manual is here to assist them.

It is important to recognize that this manual is a living document. As we continue to adapt to new challenges and opportunities, the policies within will be reviewed and updated to remain relevant and effective. We encourage all members of our community to engage with this manual, to familiarize themselves with its contents, and to contribute to its ongoing improvement.

Together, we will continue to build an institution that not only meets but exceeds the aspirations of all who are part of the RVCAS family.



9) LIBRARY POLICIES

A. Library Advisory Committee

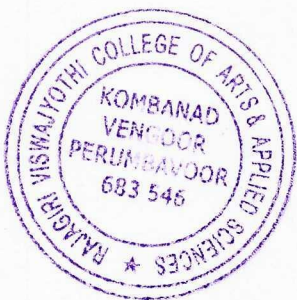
The Library Advisory Committee (LAC) helps support and improve the library by connecting it with both the academic community and the college management. Its goal is to keep communication flowing between the College Library and its users. The LAC meets every three months to review updates from the Librarian about library operations. The committee members are the Principal as the Chairman, Associate Director, Librarian, Faculties from each department and Office Superintendent.

B. Book Purchase

The library buys books regularly based on faculty recommendations, which are prioritized. After the librarian checks these recommendations, they are sent to the purchase committee for approval. Library staff also suggest general reference books and other materials not covered by specific departments. Student textbook needs are also considered. New books are processed and displayed for borrowing within 20 days.

C. Stock Verification

The library regularly conducts physical stock verification to ensure that its records are accurate and to prevent any loss of books. During stock verification, library staff compare the actual number of books on the shelves with the records in the catalog to identify any discrepancies.



D. Lending

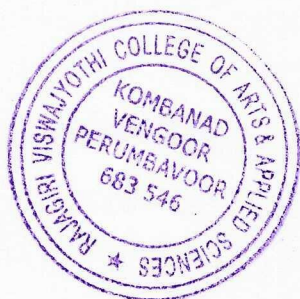
Membership	No. of Books	Duration	Overdue Charges
UG	4	15 Days	A fine of Rs.1/per day for the next 15 days after which the fine will be doubled for subsequent days
Faculty	5	20 Days	
Non-Teaching Staff	3	15 Days	

Repeated failure to return books on time will result in the cancellation of library membership.

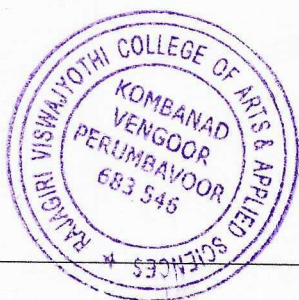
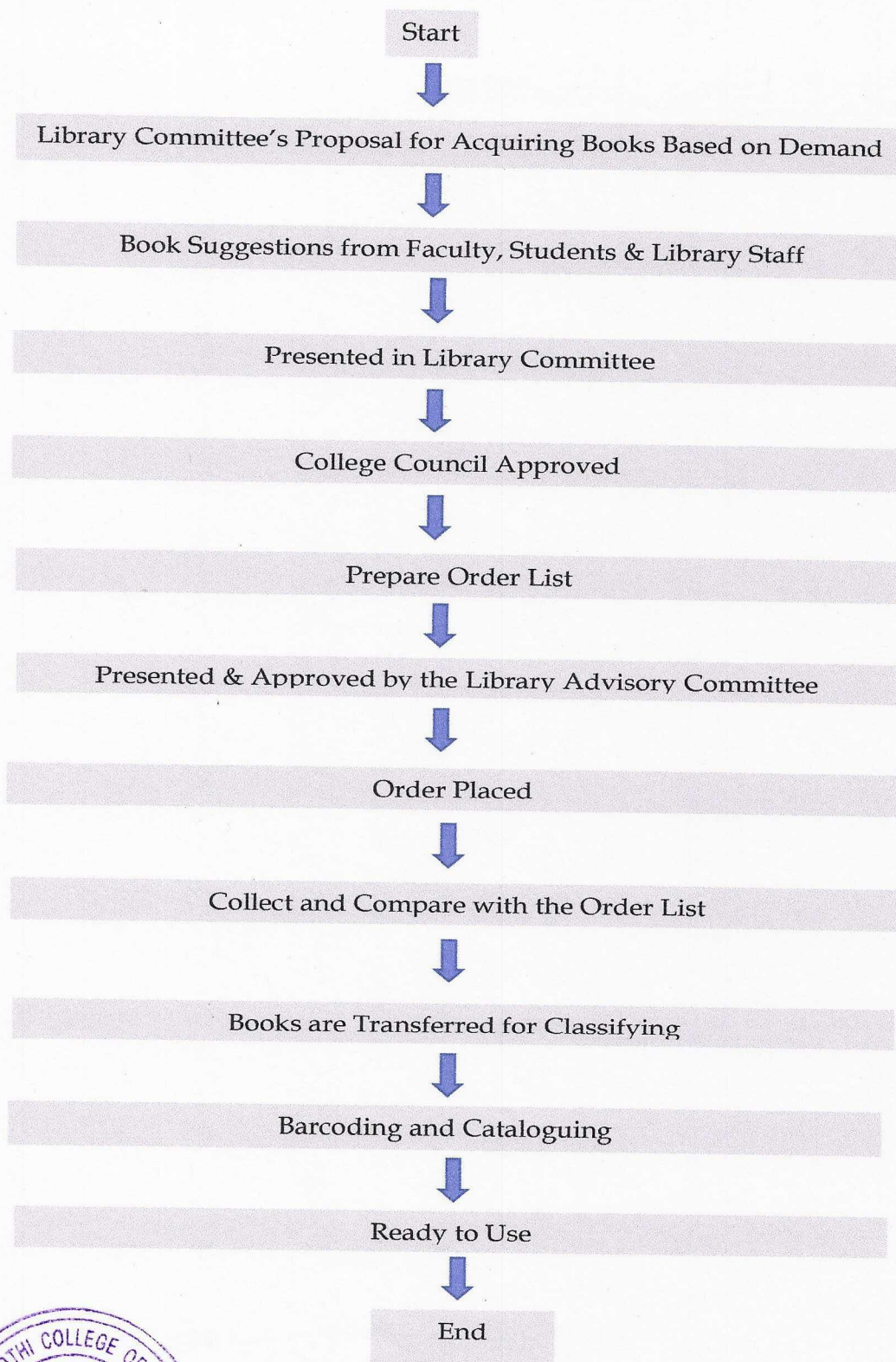
E. Collection Development

The Collection Development Policy of Rajagiri Viswajyothi College Library oversees how materials are acquired, managed, and accessed to support the research and teaching needs of faculty and students, in line with the library's mission. This policy directs the selection of resources and helps systematically evaluate the library's collections and access. The library's collection is periodically reviewed by librarians and faculty members. Publishers and vendors offer electronic lists and printed catalogs of available titles to aid in developing the collection.

The libraries' general book collection supports the core and interdisciplinary studies of the RVCAS community. Additionally, the library focuses on expanding its electronic resources to offer users access to high-quality scholarly materials. Subscribed e-resources, including online journals and databases, are made accessible to library users.



F. Library Acquisition Process



G. Library Maintenance

Management provides the necessary funding to maintain the library. Every day, cleaning staff members designated for this purpose disinfect and maintain the cleanliness of the library. Every collection, including the infrastructure, is inspected on a regular basis to determine whether materials need to be replaced, repaired, or removed.

H. Noise/Silence

The mission of the Rajagiri Viswajyothi College Library is to make the space both friendly and ideal for studying. When utilizing the library, everyone, including students, staff, should be considerate of others' rights and try to observe silence.

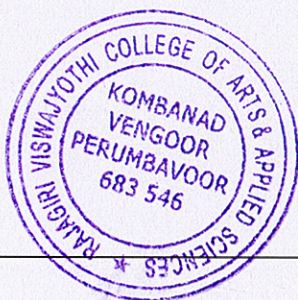
I. Library Discipline

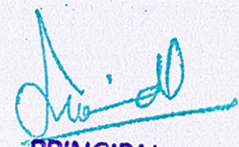
It is mandatory for members to handle books, journals, and other library resources with caution. If a member's negligence causes any damage, that member will be responsible for covering the cost of replacement.

J. Loss of Documents

If a member loses a document(s), they must:

- i) Notify the Librarian immediately.
- ii) Replace the lost document(s) with the latest hardbound edition if available.
- iii) If the document(s) are not available in the market, pay the current cataloged price of the hardbound edition plus an additional 10 percent for service and processing fees, or make minor alterations with the Principal's approval.
- iv) If the document(s) are out of print, pay up to three times the latest known price or the price set by the authorities.




PRINCIPAL
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