



**Jogeshwari Education Society's**

**JES COLLEGE OF COMMERCE  
SCIENCE & IT.**

**Jogeshwari (East), Mumbai- 400 060.**

**Visit Library on: - <http://www1.jescolleedu.in/>**

**Email ID: - [jeslibrary2022@gmail.com](mailto:jeslibrary2022@gmail.com)**



## Introduction

Jogeshwari Education Society's College of Commerce, Science & IT is a vital resource center dedicated to supporting the academic and research needs of the college community. As a hub of knowledge, information and learning the library plays a crucial role in enhancing the educational experience of our students and faculty.

## **Objectives of the Library**

- To build up enriched collection of the library by acquiring books and periodicals in print as well as in digital format.
- To develop the habit of self-learning and lifelong learning.
- To inculcate the habit of reading books outside the prescribed syllabi among learners.

## Library Advisory Committee

Library Advisory Committee plays a vital role in ensuring that libraries remain relevant and responsive to the need of their users. They often include community members, library users, local government representatives and library staff. Their collective expertise and perspective help shape the library's policies, services and overall success.

Library has a Library Advisory Committee consisting of the Principal, Librarian, and teaching faculty.

## Procurement Process for Purchase of Books

- ❖ Receiving recommendations through recommendation form from the faculty
- ❖ Find out the exact details of the Title/s recommended
- ❖ Put up for approval after checking the budget available
- ❖ Prepare and send Purchase Orders
- ❖ Receive Books from Suppliers/Publishers
- ❖ Cross-checking with Purchase Orders
- ❖ Processing and getting the books ready for circulation





## Issue / Return Procedure

### a. While Issuing books:

- ❖ Textbooks are issued to students during the working hours of the library.
- ❖ Last page of the book has the due date card slot.
- ❖ Library card of the student is collected and placed in the library card pocket and kept in the tray.
- ❖ One hour before the closing of the library, all the issued book cards are arranged class wise and are placed in the issue tray.

### b. While receiving the books:

The Librarian

- ❖ has quick glance at the book for any damage.
- ❖ checks due date for default if any.
- ❖ records the book returned by the user account in the library circulation software.
- ❖ Places them in their respective shelves.

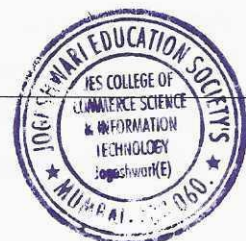
## Documents that can and cannot be Borrowed

### a. Documents that can be borrowed:

- ❖ Textbooks from general shelves can be borrowed.

### b. Documents issued for current reference and cannot be borrowed for home issue

- ❖ Bound volumes of Journals, loose issues of Journals and the latest available issues of magazines
- ❖ Other than Advance Learners reference books cannot be issued.
- ❖ Under special circumstances, these materials can be issued to students with the permission of the Principal or at the discretion of the librarian by taking a deposit amount based on the price value of the book/s.

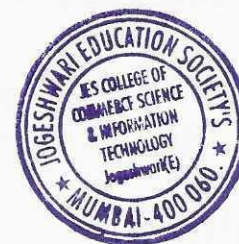


### **Renewal/Reservation and Overdue Charges**

- ❖ For renewal, student must bring the books to the Circulation Counter. If a borrowed book is not in demand, the book can be renewed to the user. The library staff has the right to recall a book if the same is required by another user urgently.
- ❖ Staff can renew a book before the last day of the academic year
- ❖ An overdue charge of Rs.2/ per day shall be charged against each book if not returned by the due date.

### **Days for the issue of books for home reading**

Books will be issued for home reading during working hours i.e. from 9.00 a.m. to 5.00 p.m.





## Issue of Library Cards

All students are issued Library Cards

### Procedure for issue of duplicate I-card & LibraryCard

- ❖ Library accepts applications with a fine of Rs.25 for each card against issuing duplicate I-card

### Loss of books

- ❖ If a book is damaged or lost, either the book needs to be replaced or the cost of the lost edition needs to be paid.
- ❖ If a reference book is lost and the same book is not available or out of print, the same subject book by a different author is replaced after the approval of the concerned subject teacher and the cost of which need to be borne by the individual responsible for the loss.
- ❖ Result of the students are withheld who fails to return the library book/s before the end each of the semesters.

### Precaution is taken to prevent Theft / Misuse of Library resources:

- ❖ 4 CCTV cameras are installed inside the library at strategic points covering the whole area.

### No dues

- ❖ The refund form will be signed by the librarian after submitting all the library cards issued
- ❖ If the library card is not found by a student, the library software is checked for confirmation.



## **User Services**

### **a. Timing**

**Circulation Hours (Issue & Return)**

**Monday-Saturday : 9.00 a.m. to 5.00 p.m.**

**Sundays/Holidays: closed**

### **b. Reference Service:**

Reference books are issued to students for current reading only. These books are kept at the issue counter and after use the reference books are set in the shelves.

### **c. Information Literacy**

The library staff guides the students, research scholars and faculty of the college whenever they need guidance in the use technology, internet resources, and e-resources.

### **d. Library Orientation**

As a Part of User Education, a Classroom Orientation Program is organized for students of First-year classes -through PowerPoint presentation, the Librarian acquaints them with the functioning of the library and creates awareness of the library resources for maximum utilization of the resources.

### **e. OPAC**

A computer with library software is kept at the entrance of the Library for students to access the library catalogue and also WEB OPAC is made available through the college website and library tab.





### **f. Display of New Arrivals**

A list of new books purchased is displayed on the Library Notice Board and a few books are displayed on the New Arrival Rack.

### **g. Computer Resource Centre**

There are 4 computers with broadband connectivity exclusively for students. Students can access information resources, free of cost to improve their learning activities. Library staff monitors the students. Printout facility is also available at a nominal cost inside the library.

### **h. Book Bank scheme**

Book Bank facility is extended to economically weaker students of streams from all sections.

### **i. Advance Learners**

Students studying for competitive examination and other examination can avail the facility.

### **j. Display of books on important days**

Books relating to the days are displayed at the entrance to make students aware of the availability of books.

Collection on Independence Day, Republic day, Gandhi Jayanti, Teacher's Day, Saksharta Divas on Mahatma Phule Jayanti , World Book Day etc are displayed on the respective days.



### **k. College Website**

All the information related to the library is available in the library tab and on the college website. WEBOPAC and Nlist can be accessed to know the availability of the resources in the library.

### **l. Library Cards**

At the beginning of the academic year, after the Roll no. are assigned, Library Cards are issued to all students.

### **Question paper set**

Previous exam question paper sets are made available for students and staff. Question papers of the last three years are filed together and kept for current reference.

### **a. Photo Gallery**

A folder of all photographs of all the activities held in the college is maintained . From the folder, photos are picked to be uploaded on the website and for the college magazine.

## **General Rules and Regulations**

- Students are responsible for books borrowed on their cards.
- Library card is not transferable. A book will be issued only against the library card of the person receiving the book.
- Textbooks and Fiction will be issued for one week.
- Reference books & Periodicals will be issued on all days during the working hours of the Library for current reading and should be returned the same day.
- Reference Books & Periodicals will not be issued for Home Reading.
- Previous year question papers can be issued for reference.
- Students should check the books while issuing and bring to the notice of the library staff for any damage, failing which the students will be held responsible for the damage of the book till subsequent



- discovery reveals the culprit.
- Books/Periodicals damaged or lost must be replaced or the cost of the book needs to be paid.
- A fine of Rs 2/- per day will be charged if a book is not returned by the due date.
- Duplicate Library Card will be issued in the library after scrutiny and on payment of Rs.25/-
- Mobile phone is strictly prohibited in the library.
- SILENCE should be maintained in the Library
- The RESULT of students will be with-held if they fail to return Library Books/Book- Bank books before the end of each of the semesters.

## Activities

### a Curricular Activities

#### *Book-Bank Scheme:*

Under this scheme, the Library Committee selects economically weaker students from all streams and are issued full sets of textbooks for both the semesters. Students should return the books in good condition immediately after the term-end exams.

#### *Library Cards:*

At the start of the academic year, after receiving Roll No, all students are distributed Library cards.



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## a. Co-curricular Activities

### *Orientation Program:*

As a Part of User Education a Classroom Orientation Program is organized for students of First-year classes through Power Point presentation, the Librarian acquaints them with the functioning of the library.

### *Book Review Competition:*

A review on books of English, Marathi, and Hindi is conducted Staff members are generally the Judges for the competition. Winning students are awarded prizes at the function.

### *Book Mark Making Completion:*

The Library Committee has organized Book -Mark Making Competition in the library for all streams of Degree.

### *Report On Debate Competition*

A Debate competition for all streams of Degree College. The participants were divided into teams and the topic was announced a day before .The criteria were explained to the participants. The winners were announced soon after the competition was over. Certain tips to improve were provided by the judges

### *"Report On Quiz Competition"*

Library Department organized an online Quiz Competition on 15th August It was mainly to assess and recognize the general knowledge of students. The objective was to encourage our students to participate and obtain knowledge of various general things.





### **“Report on Newspaper Reading”**

Library Department organized News Paper Reading competition. This was mainly to resurrect the habit of newspaper reading among students which is on the decline lately. The objective was to create awareness among students to learn about various happenings in and around the country.

### **“ Report on Story Telling”**

Library Department organized “STORY TELLING “competition for degree students in the Library. Participants were asked to narrate a story read by them and give their analysis .The objective was to imbibe reading skills, speaking skills and analytical skills among students.

### ***Book Exhibition:***

Book Exhibition is a Book Fair and a special occasion for the book lovers of various age groups. A good variety of books is exhibited on that day for readers to know about the variety of books with useful information available in the library, which plays a great role in encouraging reading habit in them.

Books like Encyclopedia, Dictionaries, Novels, Reference Books and General Collections, Fiction, Biographies in Marathi, Hindi and English are displayed.

### **Library Staff**

**Mrs. Manisha A Shinde**

**-Librarian**

**Mr. Tejas Jadhav**

**-Library Attendant**



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### Library Collection as on 31<sup>st</sup> May 2023

Reference Books	540
Textbooks	5450
Fiction	175
Periodicals	23
Maps	3
Journals	11
Newspapers	03

### Spent on New Books & Periodicals

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
<u>Books</u>	15,602	24,007	1,49,036
<u>Periodicals</u>	0	0	10,050
<u>Database</u>	0	0	35,400





## List of Periodicals

1	University News	J
2	Indian Journal of Marketing	J
3	Indian Journal of Finance	J
4	Chanakya Mandal	M
5	Banking Services	M
6	Lalit	M
7	Yojana	M
8	Down to Earth	J
9	Udyojak	J



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**JOGESHWARI EDUCATION SOCIETY'S  
COLLEGE OF COMMERCE SCIENCE  
& INFORMATION TECHNOLOGY**  
Caves Road, Jogeshwari (E), Mumbai-400 060.



Knowledge is free at the Library. Just get your own Containers

Libraries are the place where you can expect smart and clear answers to even most difficult questions

Without Libraries what have we? We have no Past and No Future

In the time of internet, everyone can visit a Library without leaving home. It's just a matter of opening a Library Website

Reading can take you places you have never been before.



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