



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | **Email :** jescollegecom@gmail.com | **Web :** jescollege.edu.in

LIBRARY POLICY MANUAL

2026-27



JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | **Email :** jescollegecom@gmail.com | **Web :** jescollege.edu.in

1. Book Purchase Policy:

- The Library budget is also approved by the LAC.
- Collect book recommendations from departments and users.
- Verify whether the recommended titles are already available in the library.
- Obtain approval from the Library Advisory Committee and the competent authority.
- Based on maximum discount offered, supplier/s is selected and approved by the LAC.
- Purchase books from approved publishers, distributors, or vendors.
- Verify the books received against the purchase order and invoice.
- Process the books through accessioning, classification, cataloguing, labeling, and barcoding.
- Make the books available for circulation after processing.
- All decision on procurement of all learning materials is taken by the LAC in the meeting.

2.New Arrivals:

- The newly arrived books in the library are kept for display in New Arrivals cupboards for first few days.
- They are also issued for reading at home, if demanded by readers.

3. Magazine Purchase Policy:

- The selection of Indian & foreign journal subscription during the calendar year is made on the basis of recommendations of the faculty of our colleges and Library Committee.
- The greatest number of Periodicals are subscribed through vendors for optimum security.
- The missing issues are being dealt with all possible measures.

4. Newspaper:

- Library subscribes leading newspaper in Marathi & English language.
- Newspapers are subscribed on the basis of recommendations from Teachers and Students of the college.
- Newspapers are purchased from local vendor to ensure proper and in time availability.

5. E-resources Consortia:

- Every year in the beginning of session, students are being informed and motivated to register themselves for DELNET E- resource Consortia through the library.
- Circulated and membership is provided to students throughout the year.
- This service is available without any charges.
- Subscription to the Consortia is renewed in the month of March-April every year.



JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | **Email :** jescollegecom@gmail.com | **Web :** jescollege.edu.in

6. Use of Feedback forms for suggestions and improvements in our library services/ implement new ideas:

Every year library fills out a Google Feedback Forms from the students. It helps a lot in introducing new ideas and services, improve existing ones and thereby enriching the usage and activities in the library.

7. Overdue Books Policy:

- To ensure return of books from students, 'no dues' from the library is made mandatory for students while getting originals documents from the college.
- To ensure return of books from staff, 'no dues' from the library is mandatory for staff before retirement from the college.

8. Visitor's Statistics:

- The entry register of visitors (students and staff) on daily basis is maintained.

9. Stock Verification Policy:

- Complete physical verification of books or sometimes sample verification is done every 1 years.
- The books not found during stock verification are being listed.
- Library staff to make all possible efforts to locate the books that are not found during stock verification
- Compile a final list of books not found.
- Compare with the list of earlier stock verification to identify common entries.
- Necessary entries in the accession register are done.
- The status of withdrawn records is edited in databases.
- It is tried to improve the system with additional precautionary measures.

10. Library Rules and Regulation for Students

- Perfect Silence should be observed in the library.
- The library card is issued free of charge
- If the library card is lost or damaged, a duplicate card will be issued on payment of a replacement fee of ₹25.
- Student can borrow 1 book at a time for 7 days.
- Student must return the books to the library promptly when due. Failure in dose will result in a fine of Rs. 2.00 per day.
- The books should be borrowed from/returned to the library personally and Transaction should not be carried out through an intermediary.



JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | **Email :** jescollegecom@gmail.com | **Web :** jescollege.edu.in

- Syllabus, Question papers and periodicals should be borrowed against the identity card and should be used in Library only. Student should inform the library staff if they wish to take photocopy of these materials.
- Use of mobile phones in the library is strictly prohibited.
- Paper, wrapping of eatables etc. should not be thrown in the reading room.
- Eatables are not allowed in the library.
- The library premises are under **24×7 CCTV surveillance** to ensure the safety and security of library users,

11. LIBRARY COLLECTION DEVELOPMENT POLICY

- The library buys books and other learning materials which are related to syllabus.
- Library also acquires reading materials which are useful for competitive examinations.
- Inspirations books and fiction books are also procured.
- Library will buy textbooks, reference books on relevant subjects.
- Library will also buy online database for accessing scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the principal.

12. Circulation Services Policies & Procedures

Patrons:

Students of the College are required to have a current validated college Identity Card and Library Card to borrow materials.

Borrowing Limits

- Teaching Staff: 10 Books
- Non-Teaching Staff: 05 Books
- Temporary Staff: 02 Books

Students: 02 Books (1 book for home reading, 1 book for premises issue)

Teachers - Type of Lending

Books/ Reference - Home Lending

Periodicals - Library Premises

E-Resources - Home Lending

Students - Type of Lending



JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | **Email :** jescollegecom@gmail.com | **Web :** jescollege.edu.in

Books - Home Lending

Periodicals - Library Premises

E-Resources - Home Lending

13. Policy Regarding Late Return of Books from Students:

- In case of late return of books, students will have to pay fine at the rate of Rs.2/- per day.
- While charging the fine holidays are counted.
- Re-issue of the books will depend upon the demand for the same.

14. Policy Regarding Late Return of Books from Teachers:

- In case of late return of books, Teachers will not have to pay any fine.

15. Book Bank Policies:

- A notice of Book Bank is published on all the notice boards and is circulated in all the classes at the beginning of the Academic Year
- A student has to apply in the prescribed form, available in the library and submit it to the library along with necessary documents.
- The forms are sent to Book Bank Committee for verification and selection.
- Beneficiary Students will get one set of Text Books at the beginning of every semester.
- Students has to deposit all issued books within seven days after exam.

16. Library Promotion Policies:

- Library offers orientation programs to the students of the college in the beginning of every academic year. Through this program, an effort is made to familiarize every new member with the resources, services, facilities, policies etc. offered by the library.
- The library organizes various activities, games, competitions, events, exhibitions for students to encourage their reading habits and to make optimal use of the library.
- Every year, the library nominates two regular students for Best Library User Award to be conferred at the Annual Prize Distribution Program.

17. Budget

The annual budget for book purchases shall be approved by the institution. Funds shall be allocated according to academic priorities and departmental requirements.



JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | **Email :** jescollegecom@gmail.com | **Web :** jescollege.edu.in

18. Gifts and Donated books.

Books received as gifts or donations may be accepted if they are relevant, in good physical condition, and support the library's collection development objectives. The library reserves the right to accept, reject, or dispose of donated materials.

19. Weeding Policy.

Purpose

The Weeding Policy aims to maintain a relevant, accurate, and useful library collection by systematically identifying and removing outdated, damaged, duplicated, and unused materials.

Criteria for Weeding

Library materials may be considered for withdrawal if they are:

- Outdated or contain obsolete information.
- Damaged beyond repair.
- Duplicate copies with low usage.
- Rarely or never used over a significant period.
- Irrelevant to the current curriculum or research needs.

Weeding Procedure

- The Librarian shall identify materials for weeding based on the established criteria.
- The proposed list shall be reviewed by the Library Advisory Committee.
- Approval shall be obtained from the competent authority before withdrawal.
- Withdrawn materials shall be removed from the accession register.
- Disposed materials may be recycled, donated, sold, or discarded in accordance with institutional rules and applicable regulations.