



Janata Shikshan Mandal's

Smt. Indirabai G. Kulkarni Arts College, J. B. Sawant Science College and
Sau. Janakibai Dhondo Kunte Commerce College and
J. S. M. College of Arts, Science & Commerce (Junior College)
Late Nanasahab Kunte Educational Complex
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Principal : Dr. Anil K. Patil (M.Sc., Ph.D.)

President : Adv. Gautam P. Patil

Permanently Affiliated to University of Mumbai. Included under section 2 (f), 12(B) of the U.G.C. Reaccredited by NAAC with 'B' Grade (CGPA:2.08)
Mumbai University Best College Award 2018 - 2019.

Ref. No.

Date : 21/06/2022

LIBRARY UTILIZATION AND MAINTENANCE POLICY

Procedure for Utilization:

- The JSM College Library is serving more than 80 thousand resources in print as well as e-resources and well equipped to cater the need of 2500+ students and 150+ staff members.
- The JSM College Library is open on all working days between 8.00 a.m. to 5.30 p.m.
- Books in the Library are classified according to Colon Classification system; which is an Indian innovation, a rarity today.
- The JSM College Library is using the SOUL 2.0 library management software for its housekeeping operations.
- To save the time of the reader, Automated Circulation of books is done using barcode technology.
- The users can search availability of Library books and other reading material with the help of Web OPAC (Online Public Access Catalogue).
- The JSM College Library has access to 200000+ E-books and 6000+ E-journals through N-LIST consortium.
- The resources and services provided by the library are made available on library website as well as on android mobile app.
- Library is divided into section wise in order to using the resources and services of the Library like reading section, book issuing section, periodical section, reference section and digital library section.
- Library books are normally issued only for 7 days and the borrowing period can be increased by renewal if the book is not in demand.
- A separate reading hall with seating capacity of 75 students which remain open for reading and access of internet.
- Book Bank Facility available, where the books issued to the backward class students as well as economically backward students at the starting of academic semester and return the book at the end of academic semester.

Procedure for Maintenance:

- Users of the JSM College Library shall be bound by the policies and procedures of the Library and of JSM College more generally. Additional procedures and guidelines may be implemented by the Library to govern specific services and facilities, including the definition of specific borrowing privileges, lending procedures, and archival practices. These policies and procedures may be enforced by levying fines, suspending privileges and other sanctions as specified by the Library from time to time.



- Library users must at all times respect the need to maintain a quiet atmosphere conducive to independent study and research. Any user who exhibits behaviour that is disruptive to other users may have their library privileges revoked, and/or be immediately evicted from the Library and subject to review and the possible imposition of sanctions under the appropriate disciplinary policy or regulation (e.g. Student Conduct).
- It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the Library staff.
- Document maintenance includes shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, stock verification, binding, preservation, care and weeding out of documents is done.
- The process for renewals subscription to the printed & e-Journal and other e-resources begins at least three months in advance so that the subscription for Journals and e-resources is continued without any discontinuation in issues.
- The addition and withdrawal of Books, Journals and other resources for the next calendar year is done through recommendation from the Head of the concerned Departments.
- The process for purchase of books begins after receiving of the recommendations from the departments and approval of the competent authority through Chairman of the Library Committee.
- Arrangement of all documents should be according to the classification scheme and shelved with clear labelling and numbering systems for the easy access and to save the time of the users.
- Library maintains the Accession Register, Periodical Record Register, Fine Register, Online Gate Entry Register, Withdrawal Register, No Dues Clearance register, Old Question Papers, News Paper Clippings file etc. as required from time to time.



Prin. (Dr.) A.K. Patil

Principal

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Hon. Adv. Gautam P. Patil
President

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