



MES' Pillai College of Education & Research Sec. 8, Khanda Colony, New Panvel (W)

LIBRARY POLICY

Policy No: Lib/pcerp/Rev.2020

Our library acts as a Central Library for B.Ed., M.Ed., B.P.Ed., & Ph.D. Research Centre. Library has in stock more than 13,000 books in Education. The library also subscribes to all leading educational journals in addition to few magazines of general interest and back volumes are bound & preserved for research activities. It has a separate collection of dictionaries, encyclopedias, dissertations & thesis, research tools, maps, charts and CD ROMs.

Book Arrangement:

Library follows an open access system. Books in the library are arranged according to particular subjects for easy access to students.

General Rules & Regulations:

1. Identity card is compulsory for getting access to the library.
2. Personal books and the bags are not allowed in the library and will be kept at the entrance. Library is not responsible for any loss of personal belongings.
3. Each student is allowed to issue 2 books at a time.
4. Students have to return the issued books on or before the due date. In case of late submission, Rs.2/- per day will be charged.
5. In case of any kind of damage to the books while returning, the last user will be held responsible for the same.
6. In case of loss or damage of a library book, the user has to pay double the cost of that book or replace the same with a new copy of the latest edition.
7. Reference resources and non-book material will not be issued out.
8. Use of mobile phones or any other items which are disturbing to others are not allowed in the library.
9. The librarian reserves the right to suspend the privilege of borrowing of any member found misbehaving.

Circulation Rules:

All the students of the library will be provided with a borrower's card.

B.Ed. – 2 books for 7 days

M.Ed. – 2 books for 7 days

B.P.Ed. – 2 books for 7 days

Ph.D. – 2 books for 10 days

The loan period may be extended twice unless there is no demand for it. Books may be reserved, if necessary. Fine will be charged for late return.

Library Automation

Library uses KOHA, a library management software package. Online library catalogue (OPAC) is available for the readers for quick search of the resources. Library software has an attendance module which keeps track of time spent in the library by the user.

Digital Resources

Digital Library includes access to UGC N-List. It provides access to 97000 + E-Books and 6000 + E-Journals like J-Store, Cambridge University Press, Oxford University Press, Springer e-books, Sage knowledge e-books, Indian Journals etc. E books are made available in the library for extra reference.

Library Services

- Attending the “Users query for effective interpretation of library rules and regulations”.
- Library orientations / information literacy.
- Assisting the users to access OPAC.
- Current awareness bulletins
- Reprographic Services
- Newspaper Clippings
- Access to Internet
- Weekly alerts through mail
- Reference services

The Institute shall continuously review and update the approved policy and is committed to its implementation.

