



BAKLIWAL FOUNDATION

College of Arts, Commerce & Science, Vashi

[Affiliated to KKS University & Approved by GoM, DTE, MS, AICTE, Delhi]

ISO 9001:2015 Certified Institution • College Code: 5053 • DTE Code: 3615



Bakliwal Foundation

**College of Arts, Commerce
& Science, Vashi**



BFCACS - Library Policy
2024 - 2025



Policy for Library

✚ Title: Policy for Library

✚ Version: 1.0

✚ Effective Date: June 2024

✚ Review Date: June 2026

✚ Issuing Authority: Principal

✚ Drafting Official(s): Coordinator, IQAC.

✚ **Purpose of this Policy:** The purpose of this Library Policy is to establish a structured framework for the effective management, access, and utilization of library resources at Bakliwal Foundation College of Arts, Commerce & Science. This policy outlines the rules and guidelines that ensure equitable access to library facilities, promote responsible use of resources, and support the academic and intellectual growth of students, faculty, and staff.

It aims to foster a disciplined, resource-rich, and learner-friendly environment that encourages reading, research, and lifelong learning in alignment with the educational objectives of the institution.



Policy for Library

1] Statement:

The policy aims to support the educational and teaching programs of the college by providing physical and intellectual access to information. It thrives to serve as a resource center by developing a comprehensive collection of books, journals and e-resources.

2] Scope:

This policy and its components apply to the students, research scholars, faculty, concerned administrators, and student/faculty of sister concern institutions and alumni with special permission.

3] Objectives:

- ❖ To understand the research, teaching and learning needs of its users and serve as repository of information.
- ❖ Provide online and offline access to books, journals and other reading material.
- ❖ To ensure the preservation and long-lasting availability of library collections and resources.



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4] Regulations:

4.1 Library working hours:

- ➔ Monday to Friday: 9.00 AM - 4.40 PM
- ➔ Transaction Saturday: 9.00 AM – 4.40 PM [Only on 2nd & 4th Saturday]
- ➔ During Examination days: 8.30 AM – 5:30 PM (Monday to Saturday)

4.2 Library Membership:

The Library fees shall be included in the admission fee and hence, separate fee shall not be collected for membership. College ID card shall be served as Library card. Faculty – Full time / Part-time, staff, research scholars and students of the college are considered as Members by default.

4.3 Procurement of Books:

4.3.1 Registration of Suppliers:

There shall be a registered book suppliers / vendors. They shall supply only latest editions of the books and charge only according to the publisher's catalogue or copy of the publishers invoice etc. With regard to foreign publications, the vendors shall charge as per price list. This shall enable control unhealthy competition among the vendors.

4.3.2 Purchase of Books on Approval:

The practice is to collect recent books on approval basis, which shall be displayed in the library. The list of the same will also be made available on the Intranet to all the users of the College library. The teachers shall fill in the books recommendation forms and send the same to the librarian with the signature of their HoD for purchase. Books, which are not selected, shall be taken back by the vendors after a stipulated time.



4.3.3 Books selection through publishers catalogues:

The College library shall collect the publisher's catalogue and the same shall be made available to the HoDs. The HoDs shall place it before the department staff for selection and submit the list of selected books for purchase through proper channel.

4.3.4 Visits of the publishers' representatives:

The representatives sent by the publishers to the college library may be allowed to visit the departments to promote their books. As they are not the direct sellers, they shall only create awareness about the recent publications of different subjects to the faculty. If those books found suitable, HoD may send their recommendations to the college library for purchase.

4.3.5 Direct Recommendations:

Teachers may obtain information about books from different journals, reviews, internet and College library may arrange to circulate reviews to the departments. In such cases too recommendations may be sent through their HoDs.

4.3.6 Teachers Visit to Book Shops/ Book Fairs:

Teachers may bring the details of the books when they visit book shop or book fair in Bangalore and fill in the recommendation forms. In such cases too, College library shall make necessary arrangements to procure the books.

4.3.7 Books Purchase on High Priority:

Teachers/students have the privilege of raising request for purchase of books instantaneously, which are urgently required for their use through HoD. The same shall be procured over mail / telephonic orders / Online within two days. If the book is not available in the country and is to be imported then it may take one to three weeks for procuring the book.



4.3.8 Books Selection through Exhibitions:

The College library shall organize periodical exhibition of books inviting all the registered vendors to display their books in the library premises. This shall be communicated to the teachers well in advance and such exhibitions shall enable the teachers to have exposure to the wide choice.

4.3.9 Collection:

- ➔ LAC shall decide on procurement of the books, Journals etc, based on the requirement and availability of existing copies in the library.
- ➔ Reference book shall be procured maximum up to 10 copies.
- ➔ Text books shall be procured maximum up to 10 copies.
- ➔ Books written/published by the teachers of the college shall be procured maximum up to 5 copies.

4.3.10 Circulation

Circulation is issuing of books and other materials from the library collection to its users and collecting back in the periodic intervals,

- ➔ To enter library and borrow library materials, identity card issued by the college is compulsory for both Students and Faculty.
- ➔ Only text books shall be issued.
- ➔ Reference books/ journals/ annual report and project reports, newspapers are kept for reference only and not for issue.
- ➔ Faculty shall contact Librarian to avail inter library loan facility.



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- ➔ All the materials borrowed from Library shall be returned along with the overdue charges if any before collecting NO DUE Certificate from the library for exams or leaving the college. The details as follows

Sr.No.	Type of Users	No. of Books	Duration of Borrowing	Overdue Charges [ODC] in Rs.
01	UG / PG Students	02	07 Days	1Rs./Day
02	Research Scholars	05	1 Month	1Rs./Day
03	Part Time Faculty	02	1 Month	1Rs./Day
04	Full Time Adhoc Faculty	03	1 Month	1Rs./Day
05	Full Time Permanent Faculty	03	1 Month	1Rs./Day

4.4 Library Facilities and Services:

The following facility shall be timely updated and made available to users. Library shall facilitate “Best Library User Award” every year to the Faculty/Staff and Students in order to encourage utilizing library facilities regularly.

Library Management software(Libsoft) with RF facility	Reference Service	Printing facility through computer	Organizing Book Exhibition
Current Awareness Service (CAS)	SDI Service	Newspaper Clipping Service	Book Bank facility for (SC/ST)
Circulation Service (Books issue/ return/ renew/reissue/ reserve)	OPAC Search Service	Information Display & Notification	Departmental Library Facility
	Internet Browsing Service	Display of New Arrivals	Question Bank Services



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	CD's Browsing Service		
	Reprographic Service		

4.5 Regulator for User:

- ➔ All users shall sign in the gate register.
- ➔ College dress code shall be followed in the library also.
- ➔ Users shall carry valid identity card /smart card to the library compulsorily.
- ➔ Users shall maintain silence in the library.
- ➔ Mobile phone shall be strictly prohibited inside the library premises.
- ➔ Users shall not enter staff working areas without permission.
- ➔ Users shall maintain a clean, pest-free environment.
- ➔ Personal books/ folders/ files/ blazers/ jackets shall not be allowed inside the library.
- ➔ Food, beverages, Juice, Coffee/Tea, Chocolates etc is strictly prohibited inside the library.
- ➔ User shall not carry valuable items, huge cash and leave personal items unattended for an extended period of time.
- ➔ Library staff shall not be responsible for unattended items of users.
- ➔ User found taking away book without completing circulation procedure shall be informed to Principal and dealt seriously that may lead to six months suspension.
- ➔ User shall maintain the code of conduct inside library. If found misbehaving, he/she shall be suspended from the library for six months.



- ➔ Users are expected to leave library premises at closing time.
- ➔ Users are expected to follow instructions provided by library staff

4.6 Privacy/Copyright/Ethical Regulations:

- ➔ Library collections and services are developed for adult users.
- ➔ Library offers open access to a number of electronic resources as well as the Internet for authorized users for academic purposes.
- ➔ Accessing and viewing controversial material shall be prohibited.
- ➔ Library policy upholds the individual's right to privacy, and hence library staff shall not monitor content or censor access to materials that others may find offensive.
- ➔ User shall protect the privacy of Library ID and shall not transfer to other individuals at any circumstances.
- ➔ Users are expected to respect the rights of copyright owners and, when appropriate, shall obtain permission from owners before using or copying protected material.
- ➔ Use of electronic information resources in an ethical and lawful manner shall be for educational and research purposes only and not for commercial or other for-profit purposes.

4.7 Regulator for Borrower:

- ➔ Borrowers shall familiarize themselves with access, circulation, request services, policies and procedures.
- ➔ Borrowers shall check the issued book before leaving the premises.



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- ➔ Borrowers are responsible for issue/tracking due date/renewal/return Library materials are subject to recall at any time.
 - ➔ Books shall be returned on time to avoid Over Due Charges (ODC). Penalty of Rs. 1/- per day shall be imposed.
 - ➔ User shall not lose due date card issued. Penalty shall be imposed. Borrower shall replace the book lost/damaged by him/her.
 - ➔ Library materials shall not be replaced by the user.
 - ➔ Provide correct Email ID and contact number to library.
 - ➔ Borrower shall ensure timely payment of ODC; Lost/damaged charges in the fee counter and submit receipt to the library for reference.
 - ➔ Borrower shall report lost/stolen cards immediately to the Librarian to avoid unauthorized use by others.

4.8 Care and handling of books/reading material:

- ➔ Shall protect borrowed books from rain, dampness, pets, heat, sun, fire, smoking and tobacco product.
- ➔ Shall handle books carefully, while photocopying.
- ➔ Shall not fold corners of pages or use tape, sticky notes, paper clips or other objects to mark the pages of a book and use book marks.
- ➔ Shall take notes rather than using highlighters, underlining, writing in the margins of the library books and periodicals.
- ➔ Shall avoid eating snacks and drinking beverages while in the library or handling books at home.



4.9 Noise policy:

The Bakliwal Foundation College of Arts, Commerce & Science Library shall be committed by providing environment that is conducive to a variety of study needs. Noise shall be kept to a minimum throughout the library, and the guidelines outlined are strictly enforced. Conversation and using of mobile phone shall not be permitted.

4.10 Prohibited behaviors in the Library:

- ➔ Acting as if under the influence or the consumption of alcoholic beverage s or drugs of any kind is prohibited.
- ➔ No pets are allowed.
- ➔ Smoking and use of tobacco products, electronic cigarettes and similar devises are not allowed in library or within 100 meter radius of College premises.
- ➔ Possession of weapons of any type, including fire arms strictly prohibited.
- ➔ Behavior that interferes with normal use of the library is not allowed.
- ➔ Rowdiness, threatening, abusive language, inappropriate use of computers and other Equipments, excessive noise from loud voices are strictly prohibited.
- ➔ Use of library space for prolonged /habitual sleeping not permitted.
- ➔ Engaging in sexual harassment or overt sexual behavior is an offense.



4.11 Policy Violation:

- ➔ User shall pay three times the price of the book/material if the lost/damaged book is not replace with same or higher Edition /version.
- ➔ Users engaged in activities that are illegal or that disrupt the work of other users shall be asked to cease that activity and shall be reported to the Principal.
- ➔ User is responsible for inappropriate use of copyrighted, licensed and other electronic resources. The library may suspend delivery of services to any individual found to be in violation of its policies.
- ➔ User whose behavior causes complaint, either from library users or from library staff, shall be asked to refrain from the inappropriate behavior may be asked to leave the library premises if the user refuses to comply he/ she shall be suspended from the library for three months.
- ➔ If the offense is determined to be of a serious enough in nature, or where a user repeatedly engages in inappropriate behavior, the user may be permanently banned from all library services.
- ➔ Unpaid charges are turned over to Student Account Services for collection. Failure to pay shall result in the placement and withholding exam result.
- ➔ As a deterrent to theft and intentional mutilation of library collections, equipment, and/or facilities, and as a means to recover the cost of resulting loss and damage, the Library shall collect money from the caution deposit/salary of that persons.
- ➔ Intentionally misplacing library collections, equipment, and/or items located in library to deprive others of their use shall be punished.



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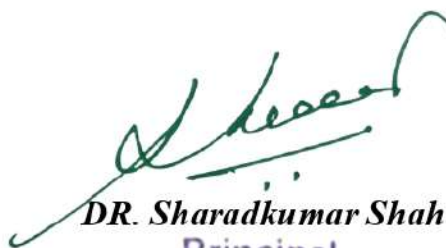


4.11 Security Deposit

At the time of applying for library membership, students are required to pay a **Library Security Deposit of ₹500/-**. This amount is refundable upon successful completion of the course, subject to the return of all borrowed materials and clearance of any dues.

Sr. No.	Name of Faculty	Designation
01	Dr. Sharadkumar Shah, Principal	Chairman
02	/Prof. Sneha Lokhande , Senior Faculty (SC/ST Category)	Convener
03	/Prof. Yougandhara Mohite, Senior Faculty (DT/NT Category)	Member
04	/Prof. Kavithaselvi Thever, (Female preferably from SC/ST/DT/NT Category)	Member
05	Ms. Girija Sargee [SYBBA], Students Representative	Member
06	Ms. Anil Karani-Patel, [TYBCA] General Secretary of Students' Council	Member
07	Mrs. Shreya Shirsat, Librarian	Member Secretary




DR. Sharadkumar Shah
Principal
BAKLIWAL FOUNDATION
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