



HSNC Board's Kishinchand Chellaram Law College

Diwan G. J. Advani Law Library

Library Policy & Procedures

K. C. Law College
123, D. W. Road,
Vidyasagar Prin. K. M. Kundnani Chowk,
Churchagte, Mumbai – 400020
Contact no. – 8591065787
Website: www.kclawhsnc.edu.in
E-mail: College: info@kclawhsnc.edu.in
Library: kclawlibrary@gmail.com

PREFACE



The library of K. C. Law College is named after Late Diwan Gopal Das Jhamatmal Advani (1877–1933), one of the leading advocates of Sind. He was a scholar and had written a book titled ‘Arbitration and Specific Relief Act’. He was also connected with many educational institutions in Sind as well as in Mumbai.

Diwan G. J. Advani Law Library is committed to providing quality legal information for excellence in legal education. The Library is also committed to help students excel academically as well as personally by providing avenues of holistic personal development in various formats.

The library staff is experienced and helpful and the resources have been systematically arranged to facilitate optimum usage.

The Library Policy & Procedures document is an informative document where all the procedures, rules and regulations covering all the important functional modules of the library are clearly outlined. It also defines clear policy as to how the various activities of the library are carried out.

It will serve as a guide to the library staff and the library users. To maintain the relevancy of this document, it is recommended that it should be reviewed and updated periodically as and when the need will arise.

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Introduction:

Library plays a vital role in all the programs and activities of the college. The objectives of the Library are in line with the institutional objectives. The Library therefore, aims to serve the information needs of the students, teachers and researchers by providing access to a multitude of information sources including books, journals, and case reporters, both in print and digital formats.

Library is a central hub that houses and provides access to a variety of learning resources like books, e-books, journals, e-journals, databases, case laws, variety of resources, newspapers, syllabi, and past question papers among many others. The library staff provide services that aim at bridging the gap between the various resources and the users.

Library is an integration of academic and administrative aspects of the college.

Objectives:

- To define the procedures for smooth functioning of the Library
- To develop best practices for the benefit of all stakeholders
- To develop innovative services for users
- To ensure optimum utilization of available resources

Working Hours:

The library will remain open on all working days from 9.30 am to 5 pm.

Library Rules:

1. No entry for students without Identity card.
2. Absolute silence must be maintained in the Reading Room.
3. Use of mobile phones and audio instruments is not allowed in the Library. Students found using cell phones in the Library are liable to be fined Rs.500/-.
4. Refreshments of any sort are not allowed in the Library.
5. Books borrowed for reference should not be taken out of the Library without the Librarian's permission.
6. Photocopying the books is not allowed.

7. Ex-students appearing for the exam can use the Reading Room as per the rules given in the Prospectus. They cannot borrow books for home reading.
8. The Reader's Ticket is NOT TRANSFERABLE. The original holder will be held responsible for all the books taken on this card.
9. Only one book will be issued at a time against the Reader's Ticket for a period of 10 days.
10. The book may be reclaimed on request 24 hours after its return, provided the same is not claimed by some other member of the Library in the meanwhile.
11. The book issued should be returned to the Library within 24 hours, if demanded by the Librarian.
12. In case of late return of books, a fine of Rs.2/- per day, including holidays, will be charged.
13. If the Reader's Ticket is lost, a fresh one will be issued on payment of Rs.50/-.
14. Borrowers shall be required to pay the full price of any book lost or damaged by them. If the book lost is out of print the cost to be paid shall be determined by the Library Advisory Committee.
15. The Reader's Ticket will be automatically cancelled at the end of the academic year and should be returned to the Library.
16. Full-time and CHB teachers should come personally to the Library for borrowing and returning books and should ensure that the books are properly issued and cancelled from their account.

Library Orientation:

Librarian conducts Library Orientation for all students of all Programmes in the college at the beginning of the academic year. During the orientation session, students are informed about all aspects of library functioning – collection in all formats, services, rules, facilities provided, access to printed and digital resources, etc.

Lead Reader Award:

From the academic year 2022-23 onwards, the library started the "Lead Reader Award" which is given for optimum use of the library. The Library Advisory Committee and the teachers consider the students' attendance and general participation in addition to library use while deciding the names of the awardees.

Library services and facilities:

- **Reading:** The library provides Reading Room facility to the students and faculty. Students can also access reference books, syllabi, past question papers, and Moot Court Memorials in the Reading Room.
- **Lending:** The Lending section has prescribed textbooks and related material which is issued to students for a period of ten days at a time. Teachers can also avail of the lending facility.
- **Special Lending:** The library goes out of the way and lends multiple books including the reference books to students at a time in special cases or in case of students participating in various competitions outside college.
- **Special Information Service:** Assistance in locating relevant material for students participating in Inter-collegiate, national or international competitions.
- **Reference Service** is provided to faculty and students doing research for various competitions like Moot Court, Client Counselling, Debates, Mediation, Judgment Writing, etc.
- **Current Awareness Service:** Newspaper clippings and other law related news are uploaded on the library blog at www.library-kclaw.blogspot.com.
- **Digital Library Website** (<https://sites.google.com/view/k-c-law-digital-library/home>) has been developed as a single-point access to the free and subscribed legal e-resources. This website provides access to:
 - Syllabi of all programmes
 - Past Question Papers
 - E-Books
 - E-Journals
 - Databases
 - Legal Search Engines
 - Discussion Forums
 - Podcasts
 - Bare Acts
 - Legal Blogs
 - Legal Maxims
 - Gateway to Open Access Legal Information Resources
 - Shodhganga and Shodhgangotri
 - MHRD E-Contents
 - National Digital Library of India
 - Vidyamitra
 - IndCat – Online Union Catalog of Indian Universities
 - Newspapers
- **Electronic Resources:** The library has acquired three legal databases namely, AIR Online, Manupatra and EBC Reader e-Library. Together they provide computerized access to Supreme Court and High Courts

reports from 1950 up to the latest judgments along with Privy Council cases from 1930 to 1950 and also e-books.

- **Remote Access:** Individual user accounts of all students and teachers have been created for the databases like EBC Reader e-Library and N-List so as to provide anytime, anywhere access. Remote access to legal databases like AIR Online and Manupatra is provided by sharing passwords on demand.
- **On Demand Sessions** for the students for guidance on plagiarism prevention, various types of information sources and how to search for information and how to search databases are conducted.
- **Internet:** Students and teachers are provided with free Internet access for academic purposes.
- **Computerized Catalogue:** Catalogue search facility is provided through Intranet. Catalogue is computerized using SLIM software.
- **Computer Lab** in the library premises with 47 computers for students.
- **Book Bank facility** is provided to students from reserved categories and from economically weaker strata.

Library Best Practices:

- **Digital Library Website** developed as a single-point access to the free and subscribed legal e-resources
- **Remote Access** to legal databases of e-books, e-journals, and cse laws and also N-List Database
- **On Demand Sessions** for the students for guidance on plagiarism prevention, various types of information sources and how to search for information and how to search databases
- **Special Lending and Information Service** for students participating in various competitions
- **Free access** to Internet for academic purposes
- **Dedicated computers** for students in the library and Computer lab which is in the library premises
- **Three books** issued at a time to LL.M. students
- **Book Bank** facility to students from economically weaker strata
- **Book exhibitions** for the benefit of library users
- **Exhibition-cum-sale** of books withdrawn from the library is periodically conducted and books are sold at nominal rates for the benefit of students.

Library Membership:

- All students and faculty members of the college are entitled for library membership.
- Each student should get the Library Cards issued for themselves in the library by producing their original fee receipt and stamp size photographs.
- Library membership is valid for one academic year. Library cards have to be surrendered at the end of the academic year. New cards shall be issued at the beginning of every academic year.
- Ex-students who have not cleared all the examinations can also become members on application. However, their membership is subject to approval by the Principal of the College.
 - The membership will be valid for the duration of one semester
 - Library fee (non-refundable) of Rs.500/-/ will be charged.
 - Lending facility is not included in this membership.
- Alumni can avail library facility with special permission from the Principal.

Library privileges for the members:

User Category	No. of books issued	Period of lending	Overdue fine (per book)
Fulltime Faculty	3	One Semester	Nil
Visiting Faculty	1	30 days	Nil
LL.B. Students	1	10 days	Rs.2/- per day
LL.M. Students	3	10 days	Rs.2/- per day
Ph.D. Scholars	5	10 days	Rs.2/- per day

Note: Students participating in any academic competition outside college can avail Special Lending facility and issue reference books only after due permission from the Faculty-In-Charge and the Librarian. Form for Special Lending is available at the Circulation Counter. Fully filled form countersigned by the Faculty In-charge should be submitted to the Library to avail this facility. Overdue fine will be applicable in the books are not returned by the date mentioned in the form.

Circulation of books:

Circulation Desk is the first point of contact for library users and the interaction at this desk creates the first impression about the library in the minds of users. Activities carried out at this desk include:

- Registration of new members
- Issue and return of books

- Attending to users' queries about available learning resources and various rules and regulations
- Attending the visitors
- Maintaining records of library walk-ins, membership, issue-return of books and computer usage
- Sending reminders for overdue books to users
- Issuing No Dues Certificate to users
- Library orientation to new members and casual & special visitors
- Updating catalogue data
- Computerizing student membership data
- Assisting the users in using library catalogue and for any other queries

Issue / Return / Renewal procedure:

- All books from the Lending section can be issued.
- Reference books, Dictionaries, Encyclopedias, Moot Court Memorials, Theses, and Loose issues or bound volumes of periodicals shall not be issued.
- User has to bring the books and the Lending card to the Circulation counter.
- Books will be considered issued after writing issue date and borrower card number and taking signature of the user on the Book card. Due date will be written on the Date Slip pasted inside the back cover.
- Request for renewal may be considered if copies of the said book are available in the library.
- Books can be recalled anytime by the library in case of urgent demand.
- Books are to be presented physically in proper condition for return.
- Members should ensure that borrowed books are cancelled from their accounts.
- Students being absent or there being no lectures (except public holidays and Sundays) are not acceptable reasons for exemption from overdue charges.
- Members are responsible for the books issued to them. Loss of any book should be reported immediately to the library and the lost item has to be replaced by the borrower along with overdue charges, if any. Alternatively, the borrower can pay the cost of the lost item as per the current market price. A receipt for the paid amount shall be issued by the staff at the Circulation counter.

Theft / Misuse of library resources:

Theft / misuse of library reading materials and physical resources shall be viewed very seriously. Each case shall be examined separately, reported to the higher authority and action shall be taken accordingly.

No Dues Certificate:

- No Dues Certificate is a part of the Refund Form for students. They can apply for No Dues Certificate on completion of last year of their program or after expiry of their membership.
- Faculty shall be issued a No Dues Certificate when they resign or are relieved only after completely clearing their library dues.

Computer Lab:

Library provides a modern, networked computing and IT infrastructure to all students and teachers for academic use. Computer Lab in the library premises has 40 computers for student use with seven more computers in the Reading Room and the Research Center. The Internet facility is free of cost but the printing facility is paid at the rate of Rs.3/- per page. Following are the guidelines for responsible use of this facility:

- Users shall take proper care of the equipment and shall report any malfunctioning to the staff on duty or the Facility In-Charge. Users shall not attempt to repair, modify or attach external devices to the system.
- All users shall respect the privacy of other users and shall not allow others to use their passwords or share their accounts.
- Any attempt to circumvent system security is strictly prohibited.
- Transferring copyrighted materials to and from the library system without express permission from the owner is a violation of law and is strictly prohibited.
- Use of Internet for any personal work other than academic use is not allowed.
- Downloading and installing any new software can be done only with express permission from the concerned In-charges or the Librarian.
- Peer-to-peer connections or downloading for recreational purposes are strictly prohibited.
- Playing online games, chatting, or any other use that is not for academic development is strictly prohibited.

Violation of any of the guidelines shall be considered as academic misconduct or indiscipline and appropriate action shall be taken depending on the nature of the violation.

Library Advisory Committee:

The function of the Library Advisory Committee is to support the library activities and services thereby aiding library development.

Composition: The composition of the Library Advisory Committee is as follows:

Chairperson	:	Principal
Member Secretary:		Librarian
Members	:	Vice Principal
		Office Superintendent
		Two Teacher Representatives

Duties and responsibilities: The duties and responsibilities of the Committee are as follows:

- To advise the Librarian in all aspects related to the Library.
- To approve the library budget at the commencement of the academic year.
- To supervise the allocation and utilization of funds for procuring library resources.
- To assist the Librarian in evaluating and negotiating the terms of purchase / subscription with vendors of library resources.
- To review the library functioning with regards to its support to the academic programs of the college.
- To guide the library in providing need based services.
- To consider the opinions of faculty members and students regarding selection and purchase of books, journals, e-resources, etc.
- To suggest and implement various methods for enhancing library usage.
- To assist in stock verification, weeding and writing off from library collection.

Frequency of meetings: At least once a year and as and when required.

Meeting notices: Notices for the meetings should be sent along with agenda to all the members well in advance.

Minutes of the meetings: Minutes of the meetings should be recorded by the Member Secretary and circulated to all members for consideration and approval. If there are no objections, the minutes are confirmed in the next meeting.

Action Taken Reports: Action Taken Reports of all meetings should be presented for approval of all members in the next meeting.

Library Budget:

Once the college Office confirms the number of students admitted in each program in the current academic year, the Librarian prepares a Program wise budget considering the library fee collected.

The draft budget is placed before the Library Advisory Committee for approval.

Suggestions from various stakeholders regarding various resources are also considered for incorporation in the budget.

Purchase of various library resources:

- Order of purchase is placed by the Librarian after approval from the Principal.
- Original bill along with the approved copy of Purchase Order is sent to the Office for further action.
- A register of bills sent to the office is maintained according to the category of resources purchased.

Purchase of books, journals and databases is through approved vendors. Generally, books are received on approval and then those selected by the teachers are purchased after final approval from the Principal. In some cases, direct order may be placed after approval from the Principal.

Collection Development:

All academic libraries have a common objective of providing users with relevant information sources. The fulfilment of this objective is directly related to collection development and organization of information sources.

The library makes provisions in the budget for strengthening of all the programs offered by the college, by providing best possible learning resources. Efforts should be made to augment the collection with books, journals and e-resources relevant to the areas of all current and new programs from time to time.

Now-a-days, there is an increasing demand for e-resources due to their features of multi-user and anytime-anywhere access. So a shift towards these e-resources is expected.

Procurement of books:

Step 1: Approval of books for purchase

1. Recommendations from faculty / students (in prescribed form) are checked for duplication, availability, price, edition, etc.
2. Books are procured on approval from the vendors.

3. Subject teachers select the books from those received and recommend the number of copies to be purchased.
4. An Order Form for selected books is prepared and sent for approval to the Principal.
5. The Principal sanctions the final purchase.

Step 2: Placing the order and physical checking of delivered books

1. Order is placed with the vendor after approval.
2. Once the books are received, they are checked against the Purchase Order and also checked for any damage or fault.

Step 3: Technical Processing

1. Purchased books are classified as per the Dewey Decimal Classification Scheme.
2. Physical processing of the books, that includes stamping, pasting, etc. is done.
3. Books are then given Accession Numbers and entries are made in the respective Accession Register.
4. Accessioned books are then catalogued in the SLIM 21 software.
5. Barcode labels are generated and two copies are printed for each of the books. Barcode labels are pasted on the spine (front cover if the spine is narrow) and the back inside cover of the books.
6. The books are then shelved as per their Class number and Author mark.
7. Accession numbers and date are entered on the bill and then the bill is submitted to the Office for Payment.

Maintenance of books:

Dusting and cleaning of books is carried out as a part of routine cleaning by the Library Peon.

Damaged books are repaired as and when required or are recommended for withdrawal.

Physical Stock Verification of library collection:

- ❖ Physical stock verification has to be carried out for identifying losses, misplaced books, damaged books in need of repair and books to be weeded out.
- ❖ Stock verification has to be carried out every year since the library holds less than twenty thousand volumes.
- ❖ Accession numbers of the books present are noted down cupboard and shelf wise.
- ❖ They are then marked in the MS-Excel file of stock verification.
- ❖ Misplaced books are identified and placed at their correct locations.

- ❖ Damaged books are identified and separated either for repair or for weeding out.
- ❖ Books to be weeded out are identified and separated for weeding out process.
- ❖ A report is generated covering the books present and books not found.
- ❖ Lists of books recommended for weeding out and for writing off are also prepared along with their costs.
- ❖ The report along with these two lists is presented to the Library Advisory Committee for approval.
- ❖ After approval, the list of books to be weeded out is sent to the Management through the Principal for their approval.
- ❖ After approval from Management, the list is sent to the Auditor for their certificate.
- ❖ After this, the books are prepared for withdrawal by affixing a stamp 'WITHDRAWN' at three places – title page, last printed page and front edge – and removing the book cards.
- ❖ Necessary entries are made in the Accession Register and the library software.
- ❖ An exhibition-cum-sale of these withdrawn books is organized where they are sold to students and teachers at a nominal rate.
- ❖ Books remaining after the sale are disposed off through a used papers vendor after taking an Undertaking that the books will be sent for pulping or shredding.

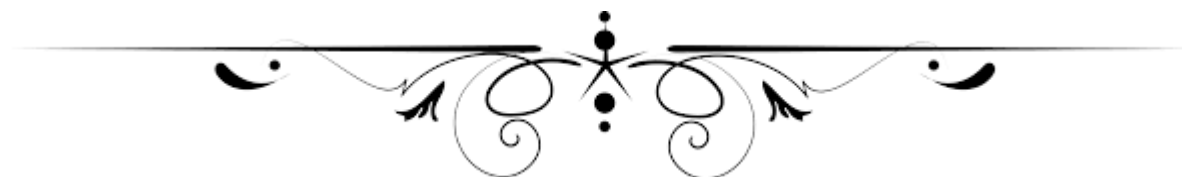
Library Forms:

Books Recommendation Form

Special Lending Form

Refund Form (No Dues Certificate)

Library Feedback Form



K. C. LAW COLLEGE
DIWAN G. J. ADVANI LAW LIBRARY

BOOK RECOMMENDATION FORM

Following books are being recommended for purchase:

Sr. No.	Title	Author	Cost	No. of Copies
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Date:

Signature of the Teacher

Special Category Lending

Date: _____

To,
The Teacher In-charge / Recommending Authority,
K. C. Law College.

Madam,

We the undersigned are taking part in the _____
at _____ to be held on _____.

So we request you to kindly issue books to us in the special category for reference. We will
return the books within 2 days after the date of the competition / after coming back to Mumbai.

Thanking you.

Yours faithfully,

To,
The Librarian,
Kindly issue the books to these students. I assure you that they will return the books on or
before _____.

Sign.:

Name:

(Teacher In-charge/Recommending Authority)

**KISHINCHAND CHELLARAM LAW COLLEGE
MUMBAI – 400 020**

Application for refund of Library Deposit & Caution Money

FILL IN CAPITAL LETTERS

Name: _____
Surname Name Middle name

Address: _____

Tel. No./Mobile No.: _____

Class last attended: _____ Div. _____ Roll No. _____

I year LL.B.: Fee receipt no. _____ Receipt date _____ Library card no. _____

II year LL.B.: Fee receipt no. _____ Receipt date _____ Library card no. _____

III year LL.B.: Fee receipt no. _____ Receipt date _____ Library card no. _____

LL.M. Part I: Fee receipt no. _____ Receipt date _____ Library card no. _____

LL.M. Part II: Fee receipt no. _____ Receipt date _____ Library card no. _____

Ph.D.: Fee receipt no. _____ Receipt date _____ Library card no. _____

The Principal,
K C Law College,
Mumbai – 400 020.

Madam,

I, the undersigned, was a bonafide student of this college during the academic year _____.
I request you to grant me the refund for library deposit and caution money paid by me. I am enclosing my fee receipt / Identity card and Library card and also my cancelled cheque.

Yours faithfully,

(Signature of the applicant)

Date: _____

Library Remarks

Library dues –

Librarian

Office Remarks

Pending dues -

Office Superintendent

Library Feedback Form

Your E-mail id: _____

Name: _____

Membership Category (Select any one):

- ☐ Student
 - ☐ F.Y.LL.B.
 - ☐ S.Y.LL.B.
 - ☐ T.Y.LL.B.
 - ☐ LL.M. Part – I
 - ☐ LL.M. Part - II
- ☐ Ph.D. Research Scholar
- ☐ Faculty
- ☐ Temporary Member
- ☐ Other: _____

What is your main purpose of visiting the library?

- ☐ Research and study
- ☐ Internet browsing
- ☐ Borrowing books
- ☐ Preparation for exams
- ☐ Using e-books, e-journals and databases
- ☐ Reading newspapers

How often do you use the e-books and databases subscribed by the library?

- ☐ Always
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

Which of the following databases / resources you use the most?

- ☐ Free resources through the Digital Library website
- ☐ Manupatra
- ☐ AIR Online
- ☐ N-List
- ☐ EBC Reader E-Library

Do you find the reading materials (books, journals, etc.) available in the library adequate?

- ☐ Yes
- ☐ No

Rate the collection in the library

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Rate the infrastructure and ambience of the library

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Do you use the computers provided in the library?

- ☐ Yes
- ☐ No

IS the library staff cooperative and helpful?

- ☐ Yes
- ☐ No

Do you find the Digital Library Website useful?

- ☐ Yes
- ☐ No
- ☐ Not visited yet

Do you prefer formal orientation for effective use of library?

- ☐ Yes
- ☐ No
- ☐ Don't know

Any comments or suggestions about the library?

