

LIBRARY

Central Library of the Midnapore College (Autonomous) is equipped with fully computerized facilities. It is one of the largest and richest college libraries of West Bengal. Readers cutting across the line of staff, students and outside scholars can have access to considerably valuable range of some rare and old reference books, journals and periodicals along with continuous regular collection of important reference books, text books, journals, periodicals, educational CDs and DVDs.

- ❖ The membership of the Library is open to all students, teaching and non-teaching staff of the College.
- ❖ The Library and the Reading Room are open on all working days except National and gazetted holidays from 7.00 a.m. to 5.00 p.m.
- ❖ Borrowing facilities are extended to all the members of the Library. However, retired teachers, eminent scholars and researchers are provided with the reading room accessibility.
- ❖ The Library has been upgraded with the pace of time with LIBSYS software and Online Public Access Catalogue (OPAC) for extending facilities of automated search and online access respectively.
- ❖ Automated barcode system is being used to make the circulation system effectively modernized.
- ❖ With a capacity of accommodating 200 students at a time the College Library amply facilitates the requisite space for Reading Room.
- ❖ The Library extends privilege of the Book Bank to financially challenged students having BPL cards.
- ❖ Readers can take the facility of photocopying from the Library.
- ❖ Digital Library with internet browsing facility has been accessible to the interested members of the Library especially students engaged in project-work.

PROCEDURE OF ENROLMENT & FACILITIES EXTENDED TO THE MEMBERS OF CENTRAL LIBRARY

1. A person eligible for membership is required to fill up the Membership Registration obtainable from the library counter and submit the same duly signed by the competent recommending authority wherever necessary to the Librarian for the enrolment as member of the Library.
2. Each student member will be issued one Lending Card and another Reference Card (non-transferable) for borrowing books to home and using reference materials for the Reading Room respectively. There are certain guidelines required to be followed by the students.
 - ❖ Students are not allowed in the Library without Library Card. Readers must maintain silence in the Reading Room and abide by the Rule of the Library.
 - ❖ Use of Library Cards except the bona fide persons is strictly prohibited.
 - ❖ Loss of Library Card must be reported to the Librarian and duplicate card will be issued on payment of Rs. 10/-.
 - ❖ Loss or damage of any library book requires replacement with current edition or deposit of an amount 10 times of the recorded price of the book whenever the particular book is unavailable in the market or out of print.

Borrowing Facilities:

Home Issue:

- a) One book at a time against the Lending Card for a period of 15 days. Late return is liable for paying fine/overdue charge as per Rule.
- b) Overnight Issue: One reserved book against the Reference Card for overnight borrowing only to be returned next working day within the first hour.
- c) Late return of book after the due time is liable for paying fine/overdue charge as per Rule.

3. All the non-student members will be issued membership cards meant for borrowing books, particular number of which is determined through classification effected by the Library Rules

i) Research Scholars/Research Fellows/Research Assistants (Stipend Holders):

They are entitled to borrow maximum five (5) books at a time against Membership Card.

ii) Research Scholars (Non-Stipend Holders):

They are not entitled to borrow any books. However, they are provided with Reading Room facilities.

iii) Teaching Members

a) Fulltime College Teachers:

They are provided with the privilege of borrowing 25 books in a session against Membership Cards.

b) Part-Time Teachers (Government Approved Permanent):

They are entitled to borrow five (5) books at a time for 15 days against the Membership Cards.

c) Contractual Teachers:

They are entitled to borrow ten (10) books at a time for 30 days against the Membership Cards.

iv) Non-Teaching Members:

They are entitled to borrow ten (10) books at a time against the Membership Cards.

Termination of Membership

Student members will have to surrender their membership cards at the time of filling up of forms for Final Semester End Examination. The Librarian will issue clearance certificate before the filling up of forms. Caution money will be returned on the production of clearance certificate from the Librarian to the effect that the books and cards have been returned to him/him.

To terminate the membership of the Library a member will have to return all the books borrowed and his/her Reader's card and apply to the Librarian for termination of membership.

In case of the staff member his/her membership will cease to exist on the date of his/her retirement from service, before which he/she will have to surrender all the books and Lending Cards. Accordingly, he/she will be issued clearance certificate.