



SRI GURU TEG BAHADUR KHALSA COLLEGE

Sri Anandpur Sahib, Distt. Rupnagar (Punjab) 140118

An Autonomous (Grant in Aid) College

Website: www.sgtbcollege.org.in | E-Mail: sgtbkc@sgtbcollege.org.in | Phone: 01887-232037

Panth Rattan Gurcharan Singh Tohra Memorial Library

Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib

Introduction: College library was founded in 1968 and includes a collection of books 42169 as well as 55 print periodicals and journals. The college also subscribes to the online database N-List and DELNET which contains e books and e journals. Both staff and students can easily access. The main goal of library is to give people access to print books and journal e resources. Before entering the reading hall, students must retain perfect silence, turn their phones to silent, and sign a register that is kept at the admission counter. The Library has made consistent progress in terms of colleges of Books, Periodicals, CDs, E-Resources, Services and infrastructure. Books are organised simply according to DDC classified subjects. Our library's primary goal is to meet the demands of the academic community at our Institute by seamlessly integrating the information support system with instructional activities. When it comes to a library's functionality, academic (such as resource selection, technical processing, material organization, reader services, updating new developments, etc.) and administrative (such as material acquisition, bill processing, budget management, etc.) aspects of the institute are typically integrated. As a result, a "Library Policy" is necessary for the institute library's daily operations to follow standardized protocols.

Library Committee The library shall be managed and administered by a Library Committee under the supervision and control of the Principal. The function of the Library Committee is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

Library advisory committee consists of the following members:

Sr. No.	Designation	Position
1	Dr. Jasvir Singh Principal	Chairperson
2	Dr. Manjit Singh (HOD, Commerce)	Member
3	Dr. Surinder Kumar (HOD, Computer Sci.)	Member
4	Prof Bhawna Thakur(HOD, Agriculture)	Member
5	Dr. Devinder Singh (Physics)	Member
6	Prof. Paramjit Kaur (Comp.Sci.)	Member
7	Prof. Sukhwinder Singh(Punjabi)	Member
8	Prof. Ashok Kumar (HOD, Physical Edu.)	Member
9	Mrs. Mandeep Kaur(Librarian)	Member Secretary



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Student Representative:

1	Jaskaran Singh	B.Voc.Software Development
2	Inderpreet Kaur	BSc. Non-Medical
3	Amritpal Kaur	B.A.

Library Collection Development Policy: The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.

Web OPAC: kiosk is installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc.

Book Lending Service: This service is offered to all library users. The resources borrowed from the library shall be returned on or before the due date during library working hours.

Reprography Facility: photo copying service is provided to student and staff members to facilitate the prompt information and service.

SMS Service: through library management software, library send messages to its users for issue return and for overdrew of books.

Book Bank: the book bank facility for economically backward and meritorious students.

Library membership: library provides membership to the students, staff and local users of the area.

Book exhibition: library organize book exhibition for the development of interest in reading of students.

Reading extension service: once in a year, library organizes a reading extension service to the local people of area.

Book donation week: library organizes a book donation week in November.

E-Resources: Library provides remote access to all the users for use of electronic resources (books & journals) under the INFLIBNET, DELNET, and NDL.

Clients: Library provides collection access to the students, local people, faculty & staff.

Library Internet / E-Journals and E-book Service: The library provides individual user ID and its password to users for making use of e-resources for INFLIBNET N-LIST, Delnet and Other databases are made available through IP Based.

Open Access: It provides open access to all library users.



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Library Reading Room Library is a precious reading room and a capacity to accommodate 200 students at a time in reading room of library.

Stock verification Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

Weeding Policy: A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

Reference Services: Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of encyclopaedias, dictionaries, directories, handbooks, CD-ROMs, etc.

User feedback forms Library initiates annual feedback surveys, user satisfaction surveys. This feedback and evaluation certainly help the library to overcome any lacunae in the facilities and service being provided

News Paper clipping service providing to all the users.

Suggestion Box: In Addition to the library appraisal 'Suggestion Box' is kept for suggestions are taken care off.

User Orientation: Library conducts orientation programmes for new users. It is to enable them to use library resources effectively.

Periodical Service: magazines and journals are made available to library users. Students **have to read in library only.**

Working hour: working days are 8:30 a.m. to 5:00 p.m.

Maintenance: The basic function of maintenance is to ensure orderly arrangement of library resources on stacks. All books arranged on the shelves according to classification system. . We do identification of material in need repair/binding .Minor repair carried out on the spot. Daily dusting and cleaning of furniture like table, computers and other things etc. is routine work. In library stacks book supports are required to protect books in shelves from becoming lean or loose. Issue paper, gum bottle, scissor, knife etc. are always on table for binding work.

Library usage Policy, Rules and Regulation

- Show your Identity card whenever you visit the Library
- Write your name in the register / scan your I-card at the counter while entering in the library
- This I Card is lost fresh I Card will be issued on payment of rs.75
- Library books issued only on his/her self-Library card.



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- Library books will be issued only as per schedule.
- One book for 30 days only, it can be renewed.
- Students should return their book in given time period.
- B.A.B.sc 3 books, professional courses 4 books and master 6 books can borrow from library.
- Book Bank only for needy and meritorious students.
- In case loss of books double price of the book lost will be recovered as penalty.
- The loss of I card should be immediately reported to the principal in writing.
- Take proper care of all library resources.
- Any personal belongings are not permitted into the library
- Eatables are not allowed inside the library & reading hall.
- Silence to be maintained.
- Use of mobile phones is strictly prohibited in the library
- No library material will be issued on someone else I Card.
- Take proper care of all library resources.