

# Salesian College

## Sonda/Siliguri

### Library policies and guidelines

**Brief History:** Salesian College Sonada (SCS) with its campus in Siliguri (SCSC) is a Government recognized minority educational institution of the Catholic Church, run by the Salesian of Don Bosco Kolkata Province where presently 2000 students do their Arts&Humanities, Commerce, Science and Professional Courses (UG & PG) streams affiliated to North Bengal University (NBU). SCS established in Shillong in 1933 was shifted to Sonada in 1938. **Salesian College Siliguri Campus (SCSC)** was inaugurated on 9<sup>th</sup> July 2009. More than twelve honours general and professional UG & PG Courses are offered in the college.

The library at Salesian College Sonada has been named **Verzotto Memorial Library** in honour of Fr. Joseph Verzotto, sdb who rendered over three decades' of dedicated service to the institution as its librarian.

Salesian College Sonada/Siliguri Libraries serve the information needs of the College community, the scholarly world, and the locals. The resources and services of the Libraries have been assembled to meet the specific needs of the members of the college community. The mission of the Libraries is based on the dual goals of providing access to information while ensuring preservation of library resources and collections. In achieving these goals, the Libraries will ensure access for all users who need information while implementing appropriate standards to provide for the preservation of library materials and resources. Individual users share access to the finite resources of the Salesian Libraries with all other users. Follow the links below to use library policies and procedures information.

<https://www.salesiancollege.ac.in>

### Resources in Library

Sl. No	No. of Books	Reference Book	Journals	E-Journals	E-Books	Magazines	Encyclopedia	News Papers
1	60,000	15000	50	20	500	20	30	08
	No. Rare Books	CDS & DVDS						
	30	415						

## **LIBRARY COMPUTER LAB AND WI-FI & INTERNET FACILITY**

The SCS library is Wi-Fi enabled and the computer section is equipped with internet connection which Students and faculty may use exclusively for study/research purpose only. Viewing or downloading materials other than study related is prohibited and disciplinary action may be taken against persons engaging in such activities.

## **RARE BOOKS**

The SCS library has a collection of rare books which may be availed on special request by researchers.

## **WRITING DESK**

SCS students can avail themselves of assistance from the Library Writing Desk which helps students to write term papers and minor thesis with input on research methodology.

## **RESEARCH FACILITY**

SCS library facilitates research activities by providing Research Scholars with a work station, access to library resources & internet. Food and Accommodation on Campus may be provided on payment of Rs.1000/- per day. Research Scholars should produce valid ID and a recommendation letter from his/her supervisor.

## **PART TIME WORK/VOLUNTEERING OPTION**

SCS Students can opt to render part time service in the library in lieu of a **Service Scholarship**. Those interested in voluntary service can do so and gain valuable experience in eBLIS, library system maintenance, Database management, Scanning and documentation. They may be awarded a **Certificate of Appreciation** on satisfactory completion of a period of service.

## **POLICY STATEMENT: ADMISSION TO LIBRARY**

<b>CATEGORY</b>	<b>REQUIREMENT</b>	<b>ACCESS</b>
<b>STUDENT</b>	<b>VALID ID CARD</b>	<b>FULL ACCESS</b>
<b>FACULTY</b>	<b>APPOINTMENT LETTER (ONE TIME)</b>	<b>FULL ACCESS</b>
<b>ALUMNI</b>	<b>REGISTERED MEMBERS ONLY</b>	<b>REFERENCE ONLY</b>

<b>FULL MEMBER</b>	<b>DEPOSIT OF RS.2000/- (REFUNDABLE)</b>	<b>FULL ACCESS</b>
<b>RESEARCH SCHOLAR</b>	<b>VALID ID</b>	<b>REFERENCE ONLY</b>
<b>VISITOR</b>	<b>PERMISSION OF THE LIBRARIAN</b>	<b>REFERENCE ONLY</b>
<b>VIP</b>	<b>INFORMATION TO THE LIBRARIAN</b>	<b>REFERENCE ONLY</b>

## Borrowing policy

### Loan services

You will need a College Identity Card where an individual barcode is allotted for library access.

[Loan privileges](#) | [Renew books](#) | [Fines](#) | [Lost and damaged items](#)

Library Services	Requirements for SCS Students, Faculty, Staff, and Affiliates
Library Catalog and Resource Discovery	Accessible to all users for searching resources from Libraries' <a href="#">eBLIS</a> . Access to Libraries' licensed electronic resources including databases, e-journals, and e-books requires login OPAC connected through LAN
Off-campus access to SCS Libraries licensed electronic resources (eBLIS) including databases, e-journals, e-books	Requires login Individual barcode provided in the Identity Card.
Use of INFLIBNET, SAGE, Publishing India Group e-Journals including access to SCS Libraries databases, e-journals, and e-books	Requires login the User ID & Password
Scan, print, copy	Free scanning is available in the library; bring a USB flash drive to save scanned documents or send to your email account. Printing and copying need to visit in the reception corner.
Check out circulating library collections	Requires valid College ID Card and current enrollment at or employment with Salesian College. Cards are non-transferrable to another person. Borrowers who owe Rs.500/- or more in library charges will be blocked from checking out library materials until the balance due falls below that amount.
Online booking and renewals	Not available

Library Services	Requirements for SCS Students, Faculty, Staff, and Affiliates
In person/Proxy renewals of Library items	Requires valid ID Card and current enrollment at or employment with Salesian College. Cards are non-transferrable to another person. Items may be checked out again if there are no waiting requests and borrower owes less than Rs.50/- in library charges.
Non-circulating collections	Non-circulating collections including reference materials, closed stack collections, and many journal collections may be used only in the library.
Place Recalls for items checked out to other borrowers (only items checked out for six weeks or longer may be recalled)	Requires ID Card with SpecialBarcodeaccess with the username and Password
Retrieve from Shelf Service for items with Available status in Library Catalog	Requires ID Card with Special Barcode
Salesian College Publications, Research and Translation Centre	Salesian College Library is open to all researchers including those not affiliated with SCS or another academic institution. Collections must be used on-site in the library's reading room. Non college users need to register for a User Account.
Cash /online payments for library fines, fees, damage, and lost item replacement charges	Requires ID Card login with valid user ID and Password Online ID & make payments through Cash, Visa, Master Card, Credit Card.

### **EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

This policy does not apply to other users.

Individuals no longer enrolled at or employed with Salesian College Sonada &Siliguri will no longer qualify for library privileges at the same level described in this policy. The exceptions are that, Researchers,Alumni, IGNOU students of the college Library, continue to qualify for library services as described in this policy.

### **BORROW, RENEW, RETURN**

## Loan Periods

Items	SCS Graduate Students, Faculty, Staff, Affiliates	SCS Undergraduate Students and Reciprocal Borrowers	Resident Borrowers
Books	1month	1 week	1 Week 2 items
Unbound journals	Varies by library location; usually in library use only		
Bound journals published 2 or more times per year	Varies by library location; usually in library use only.		
Media items (CDs, DVDs, etc.)	Most items 1Week; videos and DVDs 1 week	All items 1 week	
Laptops, calculators, etc.	Use within the college premises	Use within the college premises	Not available for checkout to Resident and Reciprocal Borrowers

For questions about specific items or materials not listed here, please ask at [any library service desk](#).

To check out items, SCS students, faculty, staff, and affiliates must present their SCS ID Card. Other borrowers must present their [SCS Library Borrower Card](#).

Borrowers are responsible for returning or renewing items on or before the due date and time to avoid overdue and lost item replacement charges. Items may be returned to a library service desk.

## Renewals

Active borrowers in good standing may renew eligible library materials by the due date in order to extend the loan period. All eligible items may be renewed at a SCS Libraries service desk. Items recalled or requested by another user or that have been declared lost will not be eligible for renewal.

Items	SCS Graduate Students, Faculty, Staff, Affiliates	SCS Undergraduate Students and Reciprocal Borrowers	Resident Borrowers
Books	2 renewals	2 renewals	
Unbound journals	If circulating item, No renewal.		
Bound journals published 2 or more times per year			
Media items (CDs, DVDs, etc.)	Varies. Circulating items checked out for 1 weeks or 1 month may be renewed. Videos and DVDs checked out for 1 week may be renewed online once.		
Laptops, calculators, etc.	Renew all items at service desk.	Not available for checkout to Resident or Reciprocal Borrowers	

## FINES, FEES, AND LOST BOOK CHARGES

For more information about SCS & SCSC Libraries Fines, Fees, and Lost Item Replacement Charges, including damaged visit service desk

Items	Declared Lost At	Maximum Charge Per Item
Books	30 days overdue	Item replacement cost (varies/item) plus existing cost of the item and overdue fine.
Unbound journals	30 days	Item replacement cost (varies/item) plus Rs.200/-

Items	Declared Lost At	Maximum Charge Per Item
	overdue	andoverdue fine
Bound journals published 2 or more times per year	30 days overdue	Item replacement cost
Media items (CDs, DVDs, etc.)	30 days overdue	Item replacement cost
Laptops, calculators, etc.	10 days overdue	Item replacement cost

## Recalls

All items checked out for 1 week or longer are subject to immediate recall by other borrowers. Recalled library materials are due 7 days after the first recall notice is issued, and the items can no longer be renewed.

## Items Not Found on the Shelves

First, ask for assistance at the library's service desk to see if the items can be found.

Second, use one of the Libraries' services to request the items needed. Ask for help at the closest service desk or see information at the front desk.

## More Information

For detailed information about access to library services and circulation policies and procedures, see Library Policies and Procedures in college website and also in handbook.

## LIBRARY RULES/CODE OF CONDUCT

- As you enter the library, you are expected to submit the **IDENTITY CARD**, and **RECORD YOUR ENTRY** using the **biometric device** installed at the Library Welcome Desk.
- **The Library users must not bring into the library any personal books, bags, files, dairy, or question bank** except borrowed items for the purpose of returning them. All personal items must be deposited at the Welcome Desk. You may bring only plain papers and pens.

- The borrowers are requested **no to exchange library books** among themselves for any reason.
- It is the responsibility of the borrower to take care of the books and return them personally.
- Books from the Reference section are not meant for lending, they are strictly for consultation only.
- Current and back issues of Journals/periodicals/ magazines etc., bound and preserved, are not given on loan. They are meant only for reference.
- Books lost, defaced or damaged in any way shall have to be replaced by the borrower.
- No book shall be retained by the students during university exams and winter vacations.
- All users must observe **total silence** in the library. Group discussions are not permitted in the library. There are special rooms attached to the library for group discussions/study/research.
- Anyone caught marking, defacing or mutilating library materials will be expected to replace the same with its latest edition along with a fine of Rs.1000/-
- The Library committee reserves the right to **body check** students if necessary.
- You can search for Books/Articles by logging on to **<http://184.95.32.186/OPAC/>** or **<http://192.168.0.3/OPAC/>**
- Each student is allowed to take only TWO BOOKS at a time.
- Books taken from the library on loan should be returned before the expiry of **TWO WEEKS**. The same book cannot be renewed. It may be renewed after a week. Failing to return the book on the due date may incur a fine of Rs.10 per day.
- **No visitors are allowed in the library without the explicit permission** from the librarian/management.
- Library rules and regulations are subject to review by the library committee from time to time.



## **The Librarians:**

SCS

Fr Dr Tomy Augustine sdb  
Mr Valentine Chettri

SCSC

Fr Dr Babu Joseph sdb  
Ms Sushma Gurung, MLIS

## **Library Staff**

Mr Terence Lepcha (HI)  
Ms Sandhya Chamling (PT)

Mrs Dipesh Bareilly  
Ms Babita Ruchal

## **Library Committee:**

SCS

Fr Dr Tomy Augustine sdb  
Mr Valentine Chettri  
Ms Yadika Prasad  
Dr Dipankar Rudra  
Fr Dr George Chempakathinal

SCSC

Fr Dr Babu Joseph sdb  
Ms Sushma Gurung, MLIS  
Ms Prayana Subba  
Mr Bryan Kerr  
Fr Jagjivan Tirkey

*s/d*

***The Principal***  
***Salesian College, Sonada-Siliguri***