

LIBRARY AT A GLANCE

1. Name of the Library	:	Central Library, Sapatgram College
2. Year of establishment	:	1972
3. Library Building	:	Part of First Floor of administrative building
4. Total area of Library	:	2168 Sq. Ft.
5. Working hours	:	9-30 AM to 4-30 PM
6. Library collections	:	Total No. of Books : 23404 as on 30 th June, 2024 Text Books : 20468 Reference Books : 2936 Titles : 9039 Rare Books : 15 Book Bank : 1035 Journals : 07 Periodicals : 11 News Papers : 03 Maps : 45
7. Library Software used	:	SOUL 2.0 (ILMS) developed by INFLIBNET Centre, Ahmadabad
8. Classification Scheme	:	Dewey decimal Classification 23 rd edition
9. Digital Library software	:	D-Space (Open Source software)
10.Automation status	:	Fully automated using RFID technology
11.Library staff	:	Permanent – 01, Librarian Contractual – 02 , Library Assistant and Library Bearer
12.Library services	:	RFID self service KIOSK (Circulation) Reference service Reading Room service OPAC and WEB-OPAC service

		Free Wi-Fi service with Computer facility in E-Resource Corner. Book Bank service Orientation service New arrival Display Information bulletin Board

LIST OF JOURNALS AND PERIODICALS IN CENTRAL LIBRARY, SAPATGRAM COLLEGE

PEER REVIED JOURNAL

Sl. No.	Title of the journal
1.	Economic and Political weekly
2.	Aitiya (The Heritage)
3	Drishti
4	Rock Pebbles
5	Dogo Rangsang
6	The Quarterly Review of Historical studies

PERIODICALS

Sl. No.	Title
7	Indian literature
8	University News
9	Yojana
10	Kurukshetra
11	Down to Earth
12	Competition Success Review
13	Readers' Digest
14	Prakash
15	Gariyashi
16	Prantik
17	Desh

Library Services and facilities :

- Automated Circulation Service
- Reference Service
- Reading Room service
- Book Bank service
- Reprography service
- Printing service
- User Orientation service
- Book Bank service
- OPAC (Online Public Access Catalogue)
- Internet Service
- New arrival display
- Question Bank service

Library Rules and Regulations:

1. The Library will remain open on all working days from 9-30 AM to 4-30 PM.
2. All teaching staff, non-teaching staff and students are allowed admission in the library.
3. Any other person who is not a member may enter in the Library only by special permit to be issued by the Librarian.
4. While entering the Library all personal belongings such as Bags, Umbrellas, personal books and such other items (Except mobile and Laptop) are not allowed into the Library. These should be deposited at the property counter.
5. Every member must be required to put their attendance at RFID Library Attendance.
6. Silence must be strictly observed in the Library.
7. Use of Mobile phone inside the Library is strictly prohibited.
8. The borrowed books should be returned on due date, if not, a levy of Rs.2/- (Rupees two) only per day per volume shall be imposed.
9. If a book is lost, torn or damaged by the borrower, he/she shall be liable to replace the book (Same title, author) or pay the double price of the book.
10. Underlining in the pages is strictly prohibited.
11. Reference books, rare books, question papers, journals are not issuable.
12. Category of membership and loan privilege:

Teacher	10 Books for one month
Non-teaching staff	5 Books for one month
BA Major Students	3 Books for fifteen days
BA General and HS students	2 Books for fifteen days

