

SILIGURI COLLEGE OF COMMERCE

College Para, Siliguri

POLICE OF LIBRARY

Siliguri College of Commerce is an institution of Single faculty College, providing institution to the students about commerce education, e.g. Commerce and Management. We have two children. One is at main campus and other at Extension Campus. Both are running under the guidance of one Library Committee. The working hour of the Library is from 2 p.m. to 8.30 p.m., facing constraints of accommodation. We are sharing the college building with Siliguri College excepting Administrative Building. The main objective of the Library to attract students for the use of Library. There are some rare books preserve in the Library like "Statistical Account of Bengal" published by Trubner & Co., London, 1876, by W.W.Hunter.

Rules & Regulations :

Students must take clearance before the filling up the form of University Examination. Lending Period of Books is 14 (fourteen) days and if any particular book have no extra demand from student it can be re-issue by the Library but Librarian has the authority to take decision in the matter.

Constitution of the Library Committee:

1. Principal/Teacher-In-Charge be the Chairman of the Committee. Otherwise in absence of both in above Senior member of the Committee may preside over the meeting.
2. Librarian be the Convenor.
3. Three Faculty member holding substantive post be the member of the committee.

Functions of the Library Committee:

1. Purchase of books, institution of Library Kit and types of decision regarding development of Library can be adopted and submitted in the written form to the Principal/Teacher-In-Charge for Disposal, Decision of the Principal/Teacher-In-Charge be the final and binding.

Library Rules and Regulation :

Membership :

The following person are eligible to become the member of the library :

1. All the bonafide students / Teaching Staff / Non-Teaching Staff.
2. Special reader may use the library without loan facility with permission of the Principal.

Membership Cards:

1. Library Card will be issued to a student only on the presentation of his/her pay slip on the condition that all Colleges dues, including library deposit, have been cleared up to date.
2. The library card is not transferable.
3. In case the card is lost, the matter must be brought to the noticed of the Librarian in written and duplicate card will be issued on payment of a fine of Rs. 50/-

Loan Facility :

1. Book form the College Library will be issued only to regular students of the College.
2. Book/Books will be issued to the students only on the presentation of his/her library card which is no case of transferable.


PRINCIPAL
Siliguri College of
Commerce



SILIGURI COLLEGE OF COMMERCE

College Para, Siliguri

3. General Students may avail one volume at a time and Honours Students may avail two volume at a time.
4. Students may be allowed to keep the books upto a limit of 14 days but he/she may also renew the same after a period of 14 days.
5. The intending borrowers for home should submit their requisition slip's for books within working hour and book will be issued to them against such requisition.
6. When a book is to be issued to a student. His/her library card along with the requisition slip for the book will be kept in the library against such issue and the card will be given back to the student only on the return of the book.
7. Rare and reference books and journals will not be issued out and in no case these can be taken out library room.

Loan facility for the College Staff:

College Staff	No. Of Books/Study Materials	Duration
Teaching (Substantive)	15	6 months
Teaching (Part-Time)	5	3 months
Non-Teaching (Substantive)	5	3 months
Non-Teaching (Contractual/Temporary)		

Fine :

1. If books are not returned on ;due date, fine of Rs. 1/- will be charged each day of dealy.

Responsibility for the book issued :

1. At the time borrowing a book, every member should examine it carefully and immediately bring to the Staff working at the issue counter of any mutilation, defacement or damage found in the book otherwise the borrower will be responsible for any damage, defacement or mutilation detected at the time of return.
2. If any member loses a book, he/she replace the book, in default he/she pay current market price of the book. If a book is one of the volume of a set the reader may be asked to replace the whole set.
3. Student must deposit library card to the library at the time of leaving this College and obtain a clearance certificate.

Discipline :

1. Talking, Sleeping, Smoking or loitering in the Library is not allowed.
2. The above rules are subject to additions and alterations from time to time and any alteration to the above rules will be notified through notice board.
3. The librarian may recall any book from any member at any time even before the due date.


PRINCIPAL
Siliguri College of
Commerce

