

❖ LIBRARY

A. ABOUT LIBRARY

There is rich library in CITY ACADEMY LAW COLLEGE of more than 1000 articles of books, journals and magazines. In Library there is sitting arrangement for 50 students at once. There is also 10 computer systems provided for Academic works.

B. ROLES & RESPONSIBILITIES OF LIBRARY COMMITTEE

- ❖ The Library Committee shall manage the affairs of the Library and be responsible for :-
 - The scrutiny of the suggestion for orders.
 - The purchase of books, journals and magazines etc.
 - The preparation of the annual estimates for the Library.
 - To maintain all the records related to library.
 - The enforcement of the Library Rules.
 - The control and discipline of the Library staff.
 - To advise head of the institute and management regarding advancement in library services.
 - To maintain the facility of the e-library.
 - To take necessary measures for maintenance of books and other library resources.

- ❖ The Library Committee shall meet once a term. All orders for books should be placed with the Librarian by the 15th of each month. A special meeting of the Committee may be called by the Librarian when required.

Sr. No. o.	Name	Designation	Position
1	Dr. Amita Asthana	Assistant Professor	Convener
2	Mrs. Trisha	Chief Librarian	Assistant Convener
3	Ms. Sumbul Siddiqui	Assistant Professor	Member
4	Mr. Dileep Singh	Assistant Professor	Member
5	Mr. Shantanu Chaturvedi	Student Representative	Member
6	Ms. Divyanshi Singh	Student Representative	Member

C. LIBRARY SERVICES

❖ The **NAME THE LIBRARY** Library has been providing following services to its users:

1	Book Borrowing facility
2	Reading facility
3	Reference service
4	Free consultation services to visitors of the library
5	Online e-journals, e-books
6	Photostat facility @ 1.00 Rupee per copy
7	Cyber library (10 well equipped computer with Internet facility)
8	Civil Services and Other Competition Related Study Material
9	Plagiarism Detection service through PLAGIARISM –X software

D. Library Timings

Daily	:	10:00 AM – 4.00 PM
Sunday & Holiday(s)	:	Closed
Routine Services	:	10:00 AM – 03:00 PM (Opens in working days only)
Cyber Library facility	:	11:00 AM – 03:00 PM (Opens in working days only)
Reading room facility	:	10:00 AM – 4.00 PM

E. RULES OF LIBRARY

1. Library will be open from 10:00 AM to 4 PM.
2. Reading Room will be open from 10:00 AM to 4 PM.
3. No student will be allowed to avail library facility without valid ID card and library card. The borrower cards are not transferable.
4. For availing library facility, students should be in respective proper uniform.
5. Users should maintain peace in the library & should not disturb other readers in the library otherwise library facility will be withdrawn.
6. Unauthorized removal of books or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict action and or fine.
7. Books must be return on or before the due date otherwise a fine of Rs. 5/- will be charged per day/book.
8. At the time of deposition of late fine you must collect receipt for the payment from the library.
9. Absence & illness are not acceptable excuses for exemption from paying overdue charges.
10. If the Due Date falls on holiday declare by college, then students may return their books on the next week on scheduled day.
11. Books will not be reissued.
12. In spite of repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the authority.
13. Books will be accepted and issued only during specified schedule of the class.
14. Library follows closed access system. A copy of each title is available in reference section.
15. While entering the library, users have to put signature in the visitor register book and keep all the belongings at the property counter room and the authority will not be responsible for any loss.
16. Students should take care of cleanliness of the library.
17. Students will only read the newspapers on the newspaper reading section.

18. Students should not disturb the arrangements of the library furniture.
19. Books issued on ID card are only for reference and are not allowed to take them outside otherwise a fine of Rs. 20/- will be charged per day/book.
20. Outsiders are not allowed in the library without the permission of the Librarian / authority concerned.
21. Use of Mobile phone is strictly prohibited in Library.
22. Student can issue only 1 extra book for semester exam after library no dues.
23. The double cost of the book will have to pay if the issued book has lost, page tearing and missing, etc.
24. It is mandatory for all members who are using facilities to follow the library rules & regulations. For any dispute or problem, Librarian may be contacted.
25. All members of the library team are available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities.