



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>

POLICY DOCUMENT OF CENTRAL LIBRARY

INTRODUCTION

The Central Library at Maulana Azad College is one of West Bengal's oldest and largest, catering to the diverse needs of students, faculty, and researchers. It houses around 100,000 books, including many rare volumes, and is recognized as a top college library in the state. With state-of-the-art technology, it offers extensive print and digital resources, including e-books, journals, magazines, theses, videos, language tools, and newspapers, all accessible anytime, anywhere. The library is also becoming fully automated with Koha Integrated Library Management Software.

CIRCULATION POLICY

- Fully automated Circulation system for all patrons like Teachers, Staff and students. For Teachers maximum 30 books for 3 months, a Staff maximum 5 books for 3 months and for UG Students maximum 2 books for 15 days respectively can be lent out from the Central Library. Which can be reissued for another 15 days. For PG students' maximum 5 books can be lent out for 15 days. However, the no. of books issued to needy students are sometimes increased beyond the limit of maximum number of books.
- All borrowers may issue and return the books at the automated Self Book Check-in Check-out Kiosk and/or manually over-the-counter during the Library Hours and via sensor-based Book Drop Box after the Library hours.
- Within the campus Library Extension services are provided in the form of Departmental Seminar Library which is completely managed by the Heads of the all Departments and /or Seminar Library-in-charge. This Seminar Library is only for the benefit of bonafide students of Honours and PG courses. There is also a Seminar Library in the Baker Govt. Hostel under the Administration of the Hostel Superintendent.

LIBRARY HOURS

- The Library remains open from 10 AM to 5 PM except Saturdays, Sundays and other holidays. The library hour on Saturday is from 10 AM to 2 PM. However, in case of important work, the library is kept open till the work is over, sometimes till late night also.

WRITE OFF POLICY

- Since the status of the college is pure Government College, write off policy is usually discouraged. In spite of that the Governing body of the college has the power of writing off the books worth of Rs.5000 at a time.

LIBRARY SERVICES AT A GLANCE

- Lending Service
- Reference Service
- Reprographic service
- Lamination Service
- Documentation Service for teachers on demand.
- Searching & Printing services free of cost.
- Daily Newspaper Service with 2 in English, one newspaper in Bengali and Urdu language and Employment News in English and Karmakheta (employment) in Bengali



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- Open Access for Teachers, Staff, Retired Teachers, PG Students. For UG students Open Access is allowed as and when required.
- Pest Control Service with Occasional Dusting and Termite Control Services.
- Internet with LAN and Wi-Fi facility.
- Air conditioned Library Front Office, CREATIVITY & INOVATIVE HUB / READING ROOM with the sitting capacity of 60 students in 600 sq. ft., Manuscript Room, Book stack, and Bengali Language stack.
- Quick and personal services to Divyangjan users - 1 computer assigned for visually and hearing impaired user using NVIDIA software
- 3 computers for the students in the CREATIVITY & INOVATIVE HUB / READING ROOM.
- Teacher's Cabin inside the Creativity and Innovative Hub.
- CCTV surveillance in CREATIVITY & INOVATIVE HUB / READING ROOM, Front office of the Library and Stack Rooms at 10 locations.
- Separate Manuscript Section with display unit.
- New Arrival Electronic Display unit and two hardcopy Journal Display Units.

IMPLEMENTATION OF NAAC CYCLE-II RECOMMENDATIONS

- The Central Library is moving towards full automation by significant upgradation and installation of Hardware and Softwares like RFID Security Gate, Middle Ware, RFID-Tags, Book Drop Box, Bar code Scanner for Footfall, Self-Check in/ Check-out station, Brail Software like NVIDIA for Divyangjan, Multi-Lingual Hub, Creativity and innovative Hub
- Accessibility of e-Books and e-Journals has been increased through Institutional Membership of BRITISH COUNCIL LIBRARY, Kolkata, and AMERICAN CENTRE LIBRARY, Kolkata, NLIST of UGC- INFLIBNET, DELNET, DOAB, DOAJ, etc.

LIBRARY COMMITTEE

Sri Nayer Jamal (Librarian & Convener)

Dr. Susanta Roy Karmakar (Assoc. Prof. of Zoology)

Sri Shahnawaz Shibli (Asst. Prof. of Urdu)

Dr. Onkar Nath Pathak (Assoc. Prof. of Urdu)

Dr. Santanu Chattopadhyay (Assoc. Prof. of Bengali)

Sri Anjan Saha (Asst. Prof. of History)

Sri S.M.M.J.S. Alquadri (Asst. Prof. of Arabic)

Sri Ayan Banerjee (Asst. Prof. of History)

Convener, Library Committee

Maulana Azad College
Librarian (Selection Grade)

WBES
Maulana Azad College
Govt. of West Bengal, Kolkata-13

Co-ordinator, IQAC

Maulana Azad College
Co-ordinator
IQAC

Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13

Principal

Maulana Azad College
Principal
Maulana Azad College, Kolkata
Govt. of West Bengal