



**Deccan Education Society's
Fergusson College (Autonomous), Pune**

Policy of Library and Library Services

(Bai Jerbai Wadia Library)

Introduction

Bai Jerbai Wadia Library is one of the oldest library across the State. Over a period of time, changes/ modifications in infrastructure and services have taken place. The library is automated. An on-line public access catalogue is available for users. Very old and rare manuscripts have now been digitized. There is a separate policy for maintenance of library and library services. The building of the Bai Jerbai Wadia Library, comprising of two floors was completed in May 1929 with a sumptuous donation of Rs. 1.61 lakh from the Wadia brothers and was inaugurated in June 1929 without any formal ceremony. Apart from this, the library also has collection of very old and rare manuscripts like Raosaheb Mandlik and N.B. Bramhe collections. The entire first floor of the library serves as a Reading Hall for students and is spacious enough to comfortably accommodate around 400 students at a time. This is perhaps one of the largest Reading Rooms of any library in the State. The library has heritage status and supported and recognized by National Archives of India. Very old and rare manuscripts are digitized and are made available to the user.

Purpose

The policy is designed and implemented to provide maximum benefits to all stakeholders and maximum services of the library be provided especially to the students of the College.

Policy

1. Make all services of the library available to all stakeholders.
2. As far as possible, promote purchase of e-books which will save on the space.
3. Create additional infrastructure depending on the academic need.
4. Make budgetary provisions for purchase of books/reference books/ journals (preferably online journals) and maintain consistency in journal subscriptions and maintenance of computer centres/ browsing centres.
5. Help and support students with blindness using the braille corner and computational facility established in the library.
6. Make available photocopying facility (outsourcing) at reasonable rates for library users.
7. Approve all budgets/ requirements through Library Advisory Committee.
8. Automation of library services.

Who can avail / Use Library and Library Services?

1. All Registered students of the College
2. Alumni of the College
3. Teaching and Non-Teaching Staff of the College
4. General Public (after following the due process and subject to approval of Library advisory committee)

For Assistance/ Queries a User can mail to: librarianfcp@fergusson.edu

The Library Advisory Committee

Dr. Ravindrasing Pardeshi	Principal and Chairman
Prof. Nitin Kulkarni	Vice Principal
Dr. Prakash Pawar	Vice Principal
Prof. Swati Joglekar	Vice Principal and Prof-In-Charge of Library
Dr. Sonali Joshi	Head, Department of Biotechnology
Prof. Sujata Bamane	Head, Department of English

Dr. Samir Terdalkar	Coordinator, IQAC
Dr. Santosh Ghuge	Head, Department of History
Dr. Aparna Vaidyanathan	Department of Computer Science
Shri. Jeevan Limaye	Department of Computer Science
Smt. Kiran Ghadge	Assistant Librarian
Smt. Vrushali Limaye	Invitee
Dr. Sheetal Ruikar	Invitee
Shri. Ankur Shukla	Invitee

Roles and Responsibilities

1. Plan on adequacy and optimal use of facilities/ services available in the library.
Make decisions on the library services.
2. Approve budget for library for each financial year.
3. Approve requirements of the library with special reference to subscriptions.
4. Approve/ sanction services to be provided to general public
5. Make decisions on weeding process of books/texts.
6. Establish specialized services like for manuscripts, reference reprography (Inter Library Loan Services), information development and notification, printing, bibliographic compilation, remote access to e-resources and databases.
7. Monitor maintenance of library and stock verification.
8. Design and develop library webpage on the home page of the college website.
9. Conduct orientation programmes regarding library services with all stakeholders.
10. Improve competency of library staff through visits, lectures by experts, discussions and actual training.
11. Facilitate automation of library services through MASTERSOFT ERP.

Automation of the Library Services

Automation of library services has been one of the priorities of the College and Bar Coding of the books/reference books has been completed and the process of issue and return is automated. Most of the reference books now have RFID tag. Implementation of Digital Library facility enhances the automation and Efforts are underway to make library remotely available through ERP system and make the facilities fully automated.

Policy for Weeding out of Books

The College has two discipline – namely faculty of Arts and faculty of science. The student strength of the college is above five thousand students. Bai Jerbai Wadia Library serves as the central library for all stakeholders and there is consistent flow of students and teachers for reading and referencing work. The library is now automated and also hosts two computational centres for students. Reading material in the form of books, reference books, journals and periodicals are constantly used and over a period of time these materials get worn out and some become absolute due to revisions in the curriculum. The Library Advisory Committee (LAC) looks into day to day affairs of the library. The LAC in its recent meeting decided to weed out books/ reading material which has become absolute/ worn out/ out of date. The process of withdrawing such unserviceable reading material from the circulation in library is called weeding out or discarding.

Reasons

1. Older editions of reference books such as Year Books, Annuals, Handbooks, etc., are weeded out as they are to be replaced with new editions.
2. Out of date and out of syllabus books weeded out to be replaced with the new editions/ revised editions of reference books.
3. Some books, after their use for a few years their pages become brittle, such books listed for weeding out.
4. Books and journals mutilated by readers must be withdrawn from the circulation.

5. Library faces acute space problem to accommodate reading material due to ever increasing stock of new books/ reference books, therefore it is essential to weed out unserviceable materials.


Procedure

1. Books for weeding out will be identified, the cost and the worth of each book will be verified and a list of potential material for weeding out will be placed before the Library Advisory Committee for its approval.
2. Books/Material approved by the Library Advisory Committee for weeding out will be entered in the register and Catalogue cards will be removed. A “withdrawn” stamp will be placed in the book before disposing it off.
3. The books/material may be disposed of by offering them to affiliated colleges, individual readers or sold as scrap.

Loss of Borrowed items (lost and cost recover)

1. In case of loss of books/text books/reference books by the student, the student is asked to replace the copy of book/text book/reference book.
2. In case of unavailability, the student is asked to pay the cost of book/text book/reference book.
3. The same process is followed for teaching and non-teaching staff.

Note: The College authorities may bring amendments in the above stated policy as and when necessary.


Prof. Swati Joglekar
Prof-In-Charge




Dr. Ravindrasingh Pardeshi
Principal