

Library Policy

Library Membership and Borrowing Privileges

1. Students and staff need to register with the library for membership by presenting the Fee Receipt and Appointment Order respectively.
2. Student Membership is valid for one academic year and needs to be renewed every year.
3. I-cards are a must for all library transactions.
4. Students are entitled to borrow two books for a period of seven days.
5. Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for rest of the period.
6. Re-issuing facility is available provided the item is not already reserved by other students.
7. Members must return all the library material issued to them for consultation before leaving the reading room.
8. The Employee who leaves the College due to retirement or other reasons should return all their borrowings and procure **No Dues** certificate from the library.
9. If any book is not available in our library, institutional membership facility can be used.

10. Relaxation of Issuing Limit

Issuing Limit will be relaxed in cases of students participating in competitions like debates, elocution, essay writing, article writing, etc.

11. Use of Audio-visual Material

Students can view CD/DVDs in the library only.

Other Library Members

Apart from current St Mira's College faculty, staff and students others who can be members of the library are: Ex-staff, Ex-students, Parent Body, Sister Institutes, and any other information seekers with the permission of the Principal.

Access to E-resources

Members can access E-resources under NLIST and EBSCO Databases- Academic Search Elite, Literary Reference Center and Master File Elite. They need to get login ID and Passwords from the library.

Library Spaces

Library Spaces for conducting extra lectures, discussions, displays, etc. can be used after filling a form available in the library.

Loss/Damage of Reading Material

- Members are responsible for the physical condition of any items checked out on their card. Before leaving the circulation counter please check the sound condition of reading materials. If any damage is found, please bring the matter to the notice of the library assistant.
- In case of loss or damage of reading material, member is liable to replace the copy or pay the designated fine for the book in print.

Record of Visits

- Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
- Bags shall be deposited at the property counter without fail and members are requested not to keep their cash, mobiles and other valuable items in their bags.

Special Services

Special services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

Terms of Use for Online Resources

1. Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual/license agreements between the College and the publishers/suppliers.

2. Violation of copyright law and/or terms of the agreements may result in the suspension of access to online resources for the entire College Community.
3. According to licenses terms users are prohibited from engaging in “excessive or systematic” downloading when using online resource.
4. Login credential is not to be shared with anyone (unauthorised users).