

**Reading Halls:** The College Library has reading halls with a total seating capacity of 50. It also have a separate reading room with four study carrels especially for Faculty members.

**User Orientation and Awareness:** All the newly enrolled students are made aware about the various facilities provided by the College Library every year during Induction/Orientation Programme organized on the very first day of the start of the new academic session. The students are also helped and trained in searching the books in the College Library by the library staff.

**In-house / Remote Access to e-Resources:** The users also access this facility through DELNET website on the computers installed in the College Library. Library is provide off site access to various e-journals and e-books etc.

**Reference:** College Library provides access to all reference collections including encyclopaedias, yearbooks, dictionaries, atlas, biographies, competition books and reports etc. All these reference books are for consultation only.

**New Arrival Display Service:** Books newly added to the library are displayed on the Revolving display stands before they are released for loan.

**Newspaper & Magazines:** Newspaper reading and magazine stands are provided for the readers.

Dictionary: Dictionary display stands are provided.

**Current Awareness Service:** The Library provides various important services like Current Awareness Services (CAS), Newspaper Clipping Service, Reference Services, information regarding examinations, results, syllabus, etc.

**The College Library Committee:** The College Library is administered by the Library Committee. The Librarian holds the position of Member Secretary while the teachers-in-charge of all the Departments of the College are the members of the Library Committee. The Staff Council of the College elects a Convener of the Library Committee. The tenure of Convener and teachers-in-charges are one year. Being a statutory body of the library, it gives its recommendations for the betterment of the Library and its services from time to time. The college Library acquires books and reading resources on the recommendations of the Teachers-in-charge of the various departments of the College. Some of the general and reference books needed by the library are purchased by the Librarian in consultation with the convener of the Library Committee.

### **COMPOSITION OF COLLEGE LIBRARY COMMITTEE**

Librarian	—	Member Secretary
Convener	—	Convener ( <i>elected by Staff Council for one year</i> )
Co-Convener	—	Co-Convener ( <i>elected by Staff Council for one year</i> )
Members	—	A few Members ( <i>elected by Staff Council for one year</i> )
Teacher-in-Charges Library Committee	—	All Teacher-in-charges are the members of Library Committee

At the beginning of the new academic session, a tentative budget is allocated to the various departments.

