



KLE Law College

KLE Law College, Bengaluru

Constituent College of KLE Technological University, Hubballi
Recognised by Bar Council of India and Government of Karnataka

DEPARTMENT OF LIBRARY AND INFORMATION CENTRE

LIBRARY POLICY & QUALITY MANUAL

Library Policy Manual

KLE Law College

Constituent College of KLE Technological University

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1. College Vision and Mission

College Vision:

To inspire, sculpt and empower the students through holistic education to attain the objective of 'Learn with Purpose and Live with Purpose'

College Mission:

- To disseminate industry oriented legal education of global standards rooted in social values.
- To impart coherent legal education by laying special emphasis on participative clinical learning.
- To promote the values of democracy, diversity and inclusiveness.
- To calibrate curricular, co-curricular and extra-curricular activities in tune with the vision of the Institution and also foster democratic values.
- To organize community and social concern oriented programmes in the domain of law with the common man as focal point.
- To create an apt atmosphere for learning with the aim of developing ethically strong and morally exalted individuals with the values of love, truth, service and sacrifice.
- To promote research culture and nurture innovative ideas among the faculty and students.

2. Library Goal and Objective

Library Goal:

To deliver quality and on-time service to library users.

Library Objective:

- To provide access to and promote the discovery and use of local and external information resources.
- To build collections and create tools to support research, teaching and learning.
- To understand the research, teaching and learning needs of its users.
- To ensure the preservation along-lasting availability of library collections and resources.

3. Library Physical Structure

LOWERGROUNDFLOOR(BASEMENT):

- Reading Hall
- Bound Volumes of Journals
- Reports
- Question Papers
- Competitive Exam Books
- Computers with Internet Facility
- Research Centre
- Photocopy Machine for Print and Xerox

Library has Wi-Fi
Facility in all floors

GROUND FLOOR:

- Property Counter
- Library Entrance
- Circulation Counter(Book Issue/Return/Renew)
- Current Periodical Section(Include Newspaper, Magazines and Journals)
- Reference Section Books including Law General Books

FIRST FLOOR:

- Borrow Books including General Books
- Reading Hall
- E-Resource Section

4. Overview of the Facilities

The KLELCB Law Library is a gateway to primary, authentic and core legal information for its users. Our library, with a vision to provide a state-of-the-art information environment, supports academic activities by providing an ideal learning and research facility to library users.

Opening Hours:

The Library is available for the use for all KLECB members;

Monday to Friday	9.00 am to 7.30. pm
Saturday	9.00 am to 5.00 pm
Sunday	10.00am to 2.00pm

Circulation Timing:

The Library materials circulation times for all KLECB members;

Monday to Friday	10.30 am to 5.00 pm
Saturday	10.30 am to 4.30 pm

Circulation of Materials:

Users may borrow books and non-books (non-books include journals, magazines, newspaper, bound volumes and report) during working hours at the library circulation counter.

Post Graduation Students may borrow three books and Under Graduation Students may borrow two books and Book Bank Students (SC/ST Student) may borrow four books in their name. The books are issued for students maximum ten days and two times renewals. And excellent students may borrow four books under the special issue category for ten days and two times renewals.

Faculty members and staffs may borrow twelve books for the period of one month.

The Library materials in certain advertised categories may not be issued without special permission of the Librarian as following;

- Reference Books
- Un Bound Parts/Current Issues of Journals
- Hand Books
- Dictionaries
- Reports

Fine will be charge don late return of books for students.

Issued items from the library may not be taken out station unless special permission is given.

Loss and Defacement of Books and Non Books:

The Cost of replacement with treble amount (price of the book X 3) along with the fine will be charged to the person for loss or damage the library materials. Any student if determined to have defaced or damaged any library item intentionally will have his/her library privileges revoked for a period of time determined by the Library Committee.

Students must take care of library materials and must not deface them by underlining, writing or drawing in them by removing any part of them, or in any other way.

Code of Conduct:

- Identity card is mandatory for getting access to the library.
- Library registration is compulsory prior using library resources.
- Please keep your Personal Belongings outside the Library.
- The Library is not responsible for any item left in the Library.
- Borrowing materials without a valid identity card is prohibited.
- No one is permitted to use another Identity Card.
- Do not reshelf books, periodicals etc., leave them on the tables properly after use.
- Talking is strictly prohibited in the library.

- Refreshments/eatables are strictly banned inside the library.
- Making Noise, Spitting are strictly prohibited.
- Students shall take care of their Personal belongings if anything loss, Library is not Responsible.
- Laptop if used in the library must have their own power and cable connector.
- Mobile phones are to be set in the “OFF” or “VIBRATOR” mode prior to entering the Library.
- Authorities ‘reserve the right to suspend library membership or strict action towards defaulter.
- What you can carry inside the library;
 - Books
 - Laptops
 - Tabs
 - Writing material
- What you cannot carry inside the library;
 - Bags
 - Eatables
 - Water Bottle, Juice can etc.

5. Over view of the Services

The library provides the following services to staff and students;

Computerized Services:

The library has automated all its services through ‘**KOHA 23.05.02.**’ Web OPAC service gives search facilities for library resources. Automated circulation system has facilitated speed and efficient service at the circulation section.

E-Resources Facility:

The Library provides access to online e-resources to advance the learning process with KLE Tech University Hubballi Knimbus- Digital Library Platform and subscribes databases of e-journals, e-books & case report. It regularly adds new resources to the collection for the benefits and easy access to all the users.

Plagiarism Check Facility:

KLELCB Library provides the plagiarism check facility to all library users through Turnitin Software.

Library Electronic Services(LES):

KLELCB Library provides electronic services to users by e-mail, i.e. e-books downloaded, e-books link, article, question paper etc.,

SC/ST Book Bank Facility:

Book Bank facility is available for SC/ST Students and they may borrow four books in their name, by showing caste certificate.

Reference Service:

KLELCB Library provides personalized short range and long range reference services to its users with its vast collection of books.

Reprographic Service:

Photocopy(xerox)facilityisavailableforthelibraryusersinsidethelibrary.

Wi-Fi:

Wi-Fi Facility available in the Library.

Pick and Drop Service:

Under this service, the library provided the space to pick up and drop off the books. Students can drop off their personal used textbook(s) and distribute the same to the needy student community. Where they can drop off the used book(s) in the specified place or pick up any book(s) that they need for free.

6. Process Flow

Input

University Norms, standards for library setup and collection,
Prescribed syllabus and recommendations
Requisitions from Faculty Member and Students



Resources

According to Library annual budget prepared by Librarian and
approval by the Principal



Output

Books, Non-Books, Periodicals, E-Resources and Database

7. Library Procedure

Books:

Requirement of books based on the syllabus prescribed by the university; semester wise lists are received from the concerned faculty members of the department. This list is cross-checked with the books that are available and final requirement list will sent to principal/library committee for approval and after the approval will call for the quotation.

Librarian will request for quotation to vendor according to the requirements. After receiving the quotations from different vendors, comparative statements prepared by the Librarian according to the library budget and submit to principal approval. After that, Librarian will prepare for purchase order of the requirements. The purchase order sent to respective vendors for books supply.

Books received and verified for completeness in terms of price and condition etc., then books are taken in to stock and processed by following regular procedures like classification and cataloguing etc.,

Librarian will acknowledge the bills with principal signature and finally bills submit to Accountant for clear the payments.

Periodicals and E-Resources:

Periodicals and E-Resources are subscription/renewal based on the recommendation made by the concerned faculty members. Subscription/renewal of the periodicals and e-resources done by as per the norms apply for the books procurement.

Circulation:

The Library user carry the identity card to circulation counter and it will be issued by observing the regular procedure like verifying the identity of the user, obtaining signature and putting the due date etc., two renewals are permitted for the books which are not demand by other users. If there is a demand renewals are not permitted.

When the borrower returns the books on or before the due date, the documents are checked in the counter with respect to the completeness and condition of the document. Automatically email will go the respective users regarding issue/returned the books.

Reference books are issued for reference purpose within the library. However on emergency reference books are issued for overnight after obtaining the identity card with permission of Librarian.

External Users/Visitors:

External users from other institutions or college are allowed to use the library on a letter from their Institution or college. External users are not permitted to issue library items.

Other visitors to the library may use it provided a staff member introduces them to the Librarian. The Concern staff member is responsible for the visitor. External users and visitors are allowed to use the Library only during office hours.

Role of Library Staff in helping users:

During Normal Working hours the Librarian and other Library staff will assist the users. They will also assist in obtaining necessary reference material for individual users. The Library will also provide necessary service to obtain personal subscription or book purchases for faculty and students.

8. Library Best Practices

- 1) Observation of other library practices by institute on a visits
- 2) User Orientation(Information Literacy Programme)
- 3) Extended Library Opening Hours
- 4) Maintenance of Service Areas
- 5) Access to e-Resources
- 6) Library Book Exhibition
- 7) Best Library User Award
- 8) User Feedback Practice thru Suggestion Box

9. Library Staff

Name of the Staff	Qualification	Designation
Mr.Dharmaveer K. Kusugal	MLISc.,PGDLAN,M.Phil	Librarian
Mr.Shailasha	M.Sc, MLISc	Assistant Librarian
Mr.VidyanandC.Shettnavar	BLISc. MLISc.	Library Assistant
Mr.YogeshH.G.	Seventh Standard	Attender
Mr.MaruthiH.Chimalagatti	SSLC	Attender
Mr.SubashK.	PUC-II	Attender

10. Library Photos





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