



**Government First Grade College for Womens
Krishnarjaja Nagara– 571602**

**Library and Information Centre
Government First Grade College for Women's
Krishnarjaja Nagara– 571602
<https://gfgcwkrnlibrary.weebly.com>**

Contents

- 1. Overview**
- 2. Library Vision & Mission**
- 3. Library Personnel**
- 4. Library Services**
- 5. Library Statistics**
- 6. Library Resources List**
- 7. General Instructions of Library**
- 8. Library Features**
- 9. Future Plan**

*Books are for use
Every reader his or her book
Every book its reader
Save the time of the reader
The library is a growing*

organism

*Dr. S.R. Ranganathan (1892-
1972)*

LIBRARY MANUAL

Overview

The library recognises the importance of functioning in a thoroughly professional way taking into consideration the interests of all departments. The Library Committee consists of the Principal as Chairperson aided by a Convenor, senior faculty and the Librarian as Secretary of the Committee. The Committee also has representatives from each department for one academic term or more. The Library Committee works on a rotational basis of faculty involvement. These faculty representatives report back to their respective departments on all the issues discussed, funds allocated, new journals subscribed to and they also encourage members to suggest names of books to be included. The faculty members of the committee also play an important role in coordinating the Library Orientation for the new entrants. This enables the Librarian and the Library staff to meet student batches and introduce them to the easy means of accessing the books on the shelves as well as available online resources. The Library Committee takes the lead in setting strategic directions for all aspects of the library services and operations. It meets regularly to engage with all the issues related to student requirements from the library as resource, and endeavours to prioritise funds judiciously in order to make the process and operations of the library student friendly. The Library Committee pays attention to the needs and intellectual aspirations of the students who are enabled by this valuable resource towards maintaining world class academic standards. The library is housed in the main building of the College with 50 seating capacity for reading and conference purpose. Library is partially automated with all its subsystems like LAN connectivity and Wi-Fi. Library Management Software system is incorporated with latest technologies that enables Library to serve its users more efficiently. The library has a wide collection of Books, photocopying facility, News Papers, Rare books, e-resources, previous years question papers etc. A specialised service provided by the library includes INFLIBNET.

The automation of the Library through OPAC has resulted in the easy access of information from any computer within the campus on subject/ author-wise book, account information like books borrowed and due date to return, penalty to be paid,

if not returned in time, and so on. It also facilitates retrieval of information. File Description Document Any additional information View Document.

The library has separate website gfgwkrnlibrary.weebly.com where it allows the users to access resources required by them. The library also maintains previous years question papers both hard copy as well as soft copy uploading in the website.

The library will be recognized as an accessible and exceptional center of research, learning, and creativity focused on student success. Library is the service center of an educational institution. It is the storehouse of knowledge in various branches of learning. Acquisition of knowledge should help in the enlightenment of the individual at the spiritual and mental levels and should inculcate social virtues and intellectual development to make students a worthy citizen. The library has two cater to the needs of the UG and PG students. And facilitated for the underprivileged students also.

At present Library has in its stock of 13,735 books, more than 2500 e-journals and 55,000 e-books can be accessed under the OPEN ACCESS and more than 14,286 free online scholarly journals can be retrieved through DOAJ- directory of OPEN ACCESS journals and The Directory of Open Access Books (DOAB). And they can retrieve more than 50,000 free E-books through Gutenberg project and digital Grantha Bhanadar.

Fully automated library by using E-Granthalay 4.0 cloud version. Which is helped students and faculties access to online catalogue of library collections through OPAC.

The library has a well-arranged stack area and a Reference section where reference books are kept for the staff and students. Reference section has Encyclopaedia's, Yearbooks, Handbooks, Dictionaries, Biographies, Books on competitive exams and General Knowledge. In order to enrich the library number of valuable books and rare books on varied topics of study and interests are added every year.

Our Vision

The Library will be recognized as an accessible and exceptional center of research, learning and creativity focused on user success. To fulfill this mission, the Library commits to:

- Understand the teaching, and learning needs of its users
- Build collections and create tools to support teaching, and learning
- Ensure the preservation and long-lasting availability of Library collections and resources
- Create hospitable physical and virtual environments for teaching and learning

Our Mission

- Understand the research, teaching, and learning needs of users
- Build collections and create tools to support research, teaching, and learning
- Ensure the preservation and long-lasting availability of Library collections and resources
- Create hospitable physical and virtual environments for study, teaching, and research
- Advance local, national, and international library and information initiatives
- Develop, encourage, and sustain expertise, skill, commitment and an innovative spirit in its staff

Library Values

In all of our interactions, we are guided by these values

- We encourage the process of learning and the life of the mind.
- We anticipate and contribute to scholarly inquiry.
- We promote the Library as both a real and virtual extended classroom.

Library Personnel

Dr. Chetana M. MA., MLISc, Ph. D
Librarian

Eighteen years of Experience, Started my career as Resource Person and Web Designer @ Central Institution of Indian Languages, Mysore. Worked as Librarian at Government First Grade College, Sakaleshpura from 2008 to 2010, from July 2010 I am working here till date.

Library Services

The library offers services such as

- Circulation (Issue/Return/Renewal)
- Reference Service
- Referral Service
- Internet Service
- Reprographic/Scanning Service
- User Guidance Service
- Current Awareness Service
- Newspaper Clippings Service
- Display of New Arrivals
- Previous Question Papers
- Institutional repository

Library Statistics

Sl. No.	Resource	No's
1	Total no. of Books	13734
2	No. of titles	4727
3	Reference Books	13820
4	Journals	15
5	Magazines	16
6	Newspapers	7
7	CDS	84

Total No. of Books (Subject wise) in the Library

Sl. No	Subject	No. of Titles	Number of Books
1	Kannada	1213	1810
2	English	98	834
3	History	218	1754
4	Economics	82	735
5	Sociology	79	765
6	Political Science	86	789
7	Physics	438	1145
8	Chemistry	642	918
9	Mathematics	394	1208
10	Commerce & Management	296	2477
7	Environmental Studies	2	60
8	Computer Application	10	65
9	Reference	1182	1186
11	Physical Education	50	50
		4790	13734

Library Usage Statistics

Percentage of teachers and students using library per day over last Five Years 2016-2021

Year	Percentage of teachers and students using library
2016-17	76 %
2017-18	74 %
2018-19	63 %
2019-20	53 %
2020-21	46 %

Periodicals

	National	International
Journals	15	-
Magazines	16	-

Journals

Sl. No	List of journals	Periodicity
Commerce and Management		
1.	Indian journal of management and business studies	Yearly
Chemistry		
2.	Chemical Weekly	Yearly
Physics		
3.	Physics for You	Yearly
Mathematics		
4.	Mathematics Today	Yearly
Economics		
5.	Journal of Applied Economics	Yearly
English		
6.	Indian Literature	Yearly

7.	English Today	Yearly
Political Science		
8.	Indian Journal of Political Science	Yearly
History		
9.	Indian Historical Review	Yearly
Sociology		
10.	Indian Journal of Social Development	Yearly
11.	Urban India	Yearly
Kannada		
12.	Hosathu	Yearly
13.	Sankramana	Yearly

News Papers and Magazine

Sl. No.	Name	Periodicity
News Papers		
1.	Prajavani	Daily
2.	Udayavani	“
3.	Vijayavani	“
4.	Vijaya Karnataka	“
5.	Mysore Mithra	“
6.	Andolana	“
7.	Indian Expree	“
Magazine		
8.	Sudha (weekly)	Weekly
9.	Taranga (weekly)	“
10.	The Week	“
11.	India Today	“
12.	Employment News	“
13.	Udyoga Varte	“
14.	C.S.R	Monthly
15.	Study Planner `	“
16.	Gruhashobha	“
17.	Thushara	“
18.	Mayura	“
19.	Arogya	“
20.	Ayurveda Yoga	“

21.	Butti	“
22.	Spardha Vijetha	“
23.	Spardha Spoorthy	“
24.	Yojana	
25.	Kurukshetra	

General Instructions

- All library users are required to enter their names and sign in the Entry Register provided at the entrance of the library.
- First & Second year BA, B.Com and BBM students can borrow 2 books at a time from the library for a period of 14 days, final year students can borrow 3 books.
- Single renewal is generally allowed. More than one renewal is allowed if and only if multiple copies are available.
- Library books should be returned on or before the due date. Please note that if a student habitually returns books late, it could result in suspension of library borrowing privileges of that student. All borrowed books must be returned and library dues (if any) must be settled in a timely manner.
- Borrowers are expected to replace lost / damaged books with a new book(s) within the stipulated time.
- Personal items (such as books / folders / files / blazers / jerkins / purses etc.) are not allowed in the library.
- Reference sources like Journals / Magazines in the library will not be issued.
- All library users are expected to maintain silence in the library at all times. **Cell phones are strictly prohibited.**

- All borrowed books must be returned and dues must be settled prior to receiving admission ticket to take examinations.

Library Timings

Week days	10.30 am – 4.30 pm
Circulation Transactions	
10.30 am – 3.30 pm	