Government Arts and Sports College, Jalandhar

LIBRARY PROFILE

Introduction

The College Library has witnessed steady growth, continually meeting the diverse information needs of its users. It is a fully air-conditioned facility, furnished with modern, modular, and comfortable furniture, providing an inviting and conducive learning environment. The library is completely automated, with all core functions—acquisition, cataloguing, circulation, and serials control—managed through an integrated Library Management System. Resources are systematically classified according to the internationally recognized Dewey Decimal Classification (DDC) system. In addition to an extensive print collection, the library subscribes to national and international journals, magazines, and newspapers. Dedicated computer terminals provide seamless access to digital resources and e-learning platforms.

Library Timings:

For Study & Reference -9.00 am to 3.30 pm

Membership & Loan system:

All the registered members of the college (Faculty, Staff & Students) have been provided with borrowing facility from library as per their entitlement as given below:

CATEGORY	NO. OF BOOKS	PERIOD
Under graduate	2	14 days.
Post graduate	3	14 days
Faculty & Staff	3	14 days

Library Rules and Regulations

Loss or Damage of Books

- Members are responsible for the safekeeping of borrowed materials.
- Marking, underlining, tearing pages, or damaging books in any way is strictly prohibited.
- Any loss must be reported immediately to the circulation desk and compensated with a replacement copy (same or latest edition).

Loss of Library Card

- Lost cards must be reported to the Librarian immediately.
- Library cards are non-transferable. Borrowers are fully responsible for items issued on their card.

Overdue Materials

- Books must be returned on or before the due date. Overdue charges will apply unless exemption is granted in writing by competent authority.
- In exceptional cases, the Librarian may recall books before the due date.

Clearance Certificate / No-Dues

- **All borrowed items and the library card must be returned when applying for a clearance certificate.**

Library Services

- Open Access Collection: All books are classified under DDC and systematically arranged on open shelves.
- Web OPAC (Online Public Access Catalogue): Two dedicated terminals are available for users to search for books. Newly acquired books are added to OPAC immediately.
- Newspaper Clipping Service: Faculty and students are updated regularly with relevant news via email and notice board.
- Current Awareness Service (CAS): Notifications of new arrivals (books and journals) are shared through display and email.
- User Awareness Programs: Orientation sessions for new students and training sessions for new services/resources are organized regularly.
- Book Reservation Facility: Users can reserve books already issued to someone else by submitting a request at the circulation desk.
- New Arrivals Display: New books are displayed on the "New Arrivals Rack" and updates are shared online.

E-Resources Access

The library provides access to several high-quality online resources:

- DELNET: Union catalogue of books, journals, multimedia databases, full-text journals, books, dissertations, and more.
- World Library: Largest collection of e-books and millions of journal articles.
- South Asia Archive: Primary and secondary sources across science, social sciences, and humanities.
- Shodhganga: Repository of Ph.D. theses submitted by research scholars across India.
- INFLIBNET Institutional Repository: Articles, training materials, newsletters, and proceedings.
- e-PG Pathshala: Curriculum-based, interactive e-content across 70 subjects funded by MHRD.
- VIDWAN: Profiles of researchers, faculty members, and experts across India.

- IndCat: Union Catalogue of Books, Theses, and Serials from major Indian universities.
- NDL (National Digital Library): A single-window platform integrating digital resources across institutions with multi-language and accessible content. Registration is required for access.

General Rules

- Maintain silence in and around the library premises.
- Writing on, marking, or damaging books is prohibited.
- Mobile phones must be kept on silent mode inside the library.
- Members must present their ID card to use library services.
- Personal belongings and issued books are subject to checking at the library gate.
- Unauthorized removal of books will result in a heavy fine and disciplinary action.
- Photography is allowed only with prior permission.
- Misconduct with library staff may result in suspension of membership.

Library Events

Library organizes various programs to create awareness among users about use and usability of various resources and services. Glimpses of some of the events are as under**:**

❖ **Book Exhibition: on special themes or occasions.**









- **Librray Orientation: for new students to familiarize them with library resources and services.**



