

ST. JOSEPH'S COLLEGE LIBRARY

About the Library

The College Library was established just after establishment of the college in 1927. It is now named as Fr. John Whelan Library after him. It is situated at first floor of the Stanford Building. The library is now regular in service.

Library Hour

The library is open on all working days as follows:

Monday to Friday:

9:00 a.m. to 3:30 p.m., except for lunch break (12 noon to 1:00 p.m.)

Saturday:

9:00 a.m. to 12:00 noon

Membership

Library membership will be given to the first semester students, when they receive college identity cards. A separate notice will be put up on membership schedule, days and hours

Library orientation

Library orientation programme is held every year for the First Semester students. The schedule is duly notified after the admission closed.

Entry

No students will be allowed to enter the library without Identity Card as well as Library Cards. Outsiders should not be brought to the library.

On silence

Library is a place for serious self-study. All must maintain a conducive atmosphere for silent study. Disturbance of any kind is strictly forbidden. Those violating the rule of silence may be asked to leave the library.

On sitting arrangement

The long tables will have 2 to 3 chairs each side. No more chairs would be gathered and there would be maintenance of distance as per direction.

Hand hygiene

Use sanitizer (spray / liquid) kept at library entrance and maintain hand hygiene.

Library cards are not transferable

Library cards are not to be transferred, exchanged or shared. One can return other's book(s) and thereafter should return the card(s) to

the owner.

Circulation hour

Borrowed books are to be returned in the morning: 9-00 to 11-30 AM; and Library books are to be borrowed in the afternoon: 1-00 to 3-00 PM. There will be no circulation (issue/return) on Saturday.

Borrowing of books

Books borrowed by a student must be returned within **14** days.

Use of catalogue

If you do not know the procedure to search catalogue-entries, on the matter of filling up the requisition slips, seek assistance of library staff. There is also OPAC (Online Public Access Catalogue) to search library books. Usernames and passwords are mentioned beside every computer at user area.

Internet Resources

Internet resources are available through 11 computers kept in the user area. E-journals and e-books are made available through NLIST service of INFLIBNET. For NLIST, usernames and passwords are mentioned beside every computer at user area.

Reference Books

Reference books and rare books for consultation will be issued only on submission of pink coloured consultation card. These books will not be lent out.

On mutilation of books

One should examine the condition of books while borrowing and report to the Librarian / Library Attendant immediately if any damage is noticed. Books are to be handled carefully. The borrower will be responsible for any damage or mutilation of the borrowed book.

Loss of any Library Card

Students should not lose any library card. Loss of any library card must be reported to Library Staff immediately.

Clearance

Clearance is given through a prescribed form available at the Main Office. Library will take all the library cards back to be destroyed and sign the prescribed form on clearance.

LIBRARIAN