



# B.C GUPTA MEMORIAL CENTRAL LIBRARY

GURUCHARAN COLLEGE, SILCHAR

ESTD. 1935

Silchar - 788004, Assam

Phone : 03842-264257 (Librarian) / 267042 (Principal) / 265602 (O)

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From :

## Library Policy

Library policy is a collection of rules and guidelines that governs the operations of a library. These are designed to ensure the effective and efficient work done in a library.

### 1. Book Acquisition:

- Books purchased in the Central Library should be recommended by the HODs of the concerned departments of our college.
- The concerned staff in the Acquisition Section confirms the price of each book and the discount rates after receiving the books and bills in the library.
- After receiving books in the library, each book is listed in the Accession Register, which contains all the necessary information about the book, including the price, publisher, year of publication, etc.
- After that, the bills are sent to the Principal i.e. Chairperson of the Library Committee (LC) for payment with the accession numbers listed against each item.

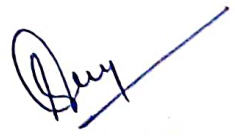
### 2. Weeding Out:

- The library staff creates a department wise list of outdated books that haven't been used or the books have lost the traceable pages.
- The list is forwarded to the departments in question for review. After being reviewed by the concerned departments, the list is approved by Library Committee (LC) for the weeding out step.
- The approved books are removed from the library stack and made freely available to the users for academic usage or put up for auction.

### 3. Internal Training of Library Staff:

- Training given to the library staffs by the Library's own expertise and resources.
- The activities of training are carried out by internal staff and employees.

Dated: 02-05-2022

  
(Dr. Sehnara Begum Choudhury)  
Librarian  
Central Library  
G. C. College

**LIBRARIAN**  
**B.C.G.M.C LIBRARY**  
**SILCHAR**