



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

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LIBRARY POLICY

Vision

Our vision is to provide seamless access to information in both print and digital formats to users across various disciplines and divisions in a digital environment.

Mission

Our mission is to foster a diversified and comprehensive learning society by acquiring and disseminating information for teaching and research. We aim to provide quality resources and innovative services to facilitate teaching, learning, and research.

Introduction

The college library is committed to fulfilling the information needs of students and faculty while contributing to the goals and objectives of the college management. Our library is fully automated with an integrated library management system and follows standard cataloguing codes and formats for bibliographic data.

Library Rules and Regulations

- An Identity Card is mandatory for library access. Books and materials will be issued upon presentation of a valid Identity Card.
- Books will be issued for home reading on all working days. Students and faculty have specific borrowing limits and renewal options. Fines will be imposed for overdue materials.
- Students are responsible for any damage to borrowed materials and are not permitted to lend books to others.
- Absolute silence, discipline, and decorum should be maintained in the library premises.
- Electronic resources are for academic use only, and systematic downloading is strictly prohibited.
- Consumption of food and beverages, as well as taking photographs without permission, is not allowed in the library.
- The Librarian reserves the right to recall any issued book/item at any time.
- All readers are advised not to leave their valuables at the checkpoint, as the library is not responsible for any loss.

Conclusion

The main aim of the St. Xavier's College of Management & Technology library is to promote, preserve, and disseminate information, providing qualitative library services to support teaching, learning, and research.

Date: 1/7/2023

Dr. Martin Poras S.J

Principal

St. Xavier's College of Mgmt. & Tech.

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