St. Xavier's College of Management & Technology
[College Library]

Working hours of the Library:
• 8:00 a.m. to 4.30 p.m.

Library Service Hours:
• Monday – Friday 8:00 a.m. – 4:00 p.m.
• Saturday – 8:00 a.m. – 1:45 p.m.
• During Examinations & Vacations, the library functions as usual but remain closed on public holidays and Sunday.

Library Rules & Regulation:

General Rules and Regulations:
• The College Library is NO-MOBILE ZONE.
• Students must wear ID card at all times.
• The users are requested to enter their names and details in the library user's register placed at the Gate at the time of entry and exit.
• Maintain strict silence in the Reading Room and other areas.
• DO NOT crowd around any counter, but stand in queue and wait for your turn.
• Scan the library notice boards regularly (Both inside and outside the library premise) as well as mail college notice board.
• ID card is NON-TRANSFERRABLE. Using someone else's ID is a punishable offence.
• Kindly cooperate and interact gently with library staff.
• In case of any difficulty library users can approach the Director or the Librarian.
• Only present students and staff of the College can use the Library. No ex-student or outsiders are allowed to use the Library.
• Any indiscipline in the library will lead to cancellation of membership and/or serious disciplinary actions.
• Students should clear all library dues in time to obtain Hall Ticket/Admit Card before Semester Exam.
• Students and Staff members must settle all library dues to obtain Clearance Certificate from the Library Office on completion of studies or duty.
• Sleeping, eating and having refreshments inside the Library are strictly prohibited.
• Do take care of library books and journals.

Guidelines for Lending Section:
❖ All students, faculty members and other staff of the college are entitled to make use of the library facilities.
❖ Students will apply for books in the prescribed time schedule.
❖ Books from the library can be borrowed for a maximum of 15 days.
❖ Students who fail to return books at prescribed time will pay a fine of Rs. 5/- per day, per book.
❖ Any Student who returns any book in bad condition is liable to make a payment of Rs. 50/- per book as binding charge.
❖ Users cannot borrow copies of the same book
❖ As per their entitlements following number of book can borrowed:

Category	Entitlement	Duration	Late Fine
Faculty Full- Time	6	3 Month	Rs. 5/- per day / per book
Faculty Part -Time	3	1 Month	
Non-teaching Staff	1	1 Month	
College Students	3	15 Days	

❖ Students will have to collect borrower's slip from Issuing counter. The borrower has to fill all the information on the borrower slip and submit it to the same counter, according to the following time schedule.

Round	Time for dropping borrower's slip [counter No. 1]	Time for issuing Books [Counter No.2]	Time for returning Books [Counter No. 1]	Day
1st Round	8:00 am - 10:00 am	10:30 pm - 4:00pm	8:30 am – 4:00 pm	Monday - Friday
	8:00 am - 10:00 am	10:30 pm – 1:30 pm	8:30 am – 1:30 pm	Saturday
2nd Round	10:30 Am – 12:10 Pm	12:30 pm – 4:00 pm	8:30 am – 4:00 pm	Monday - Friday
	10:30 Am – 12:10 Pm	12:30 pm – 1:30 pm	8:30 am – 1:30 pm	Saturday

❖ Books must be returned on or before the due dates.
❖ All first / second / third year students should return all books borrowed to the library one week before the End Semester Examinations or Annual Examinations. Therefore, if any students need books, then he/she has to deposit the full cost of the book. At the time of the returning the books the money deposited will be refunded to the borrowers.
❖ If the students do not return the borrowed books on time or the books are damaged at time of returning, then the full deposited money will not be refunded to the students.
❖ The students have to return the overdue library books and deposit library dues, if any, before the taking Admit Card.
❖ No reminders will be given to the individuals. However, consolidated list of defaulters will be displayed in the library or on the college office notice board.
❖ The borrowers shall be responsible for loss or any damages caused to the library materials borrowed. They shall replace or pay the cost of such materials including overdue charges.
❖ The borrowers shall be responsible for loss or any damages caused to the library materials borrowed. They shall replace or pay the cost of such materials including overdue charges.
❖ Borrowers are requested to check the borrowed Books properly before issuing the books. In case of any defects or damages found in the book should be brought to the notice of the library staff.
❖ The readers are requested to take one reading material at a time. They should not pile up books, journals, magazines on the reading tables.

Guidelines for Reading Section:

• The books marked as "FOR READING ROOM ONLY" and periodicals (both journals and magazines) are meant only for reading consultation inside READING ROOM ONLY, cannot be taken out.
• You will be allowed to take maximum THREE BOOKS at a time on your ID card or library card for study in the Reading Room. After consulting books return them at the same counter.

- Do not scatter the pages of any library books, journals and newspaper when reading.
- The Laptops and Palmtops are allowed in the library, but CHARGING may be allowed by the Library Staff on discretion after at least 2 hours of usage of the same. Bring your devices in fully charged mode.
- Books and periodicals newly acquired are displayed in the New Arrival Section.

DISCIPLINE IN THE LIBRARY:

1. Strict Discipline and Silence must be observed inside the library and therefore, any type of conversations, fun activities, sleeping, eating etc. will not be allowed. If anyone is noticed behaving contrary to the library norms and rules, he/she will be asked to leave the library immediately.
2. Do remember to switch off the lights, fans and arrange the chairs in proper place after use.
3. Users are allowed to carry their personal bags in the library but library staff are not responsible for any loss.
4. Library building is under CCTV surveillance so that, any users found misbehaving, abusing the library staff or behaving in an indecent mannerwill be suspended by the library Director or Librarian.
5. **Use of mobile phone** is strictly prohibited inside the library zone. If caught using a mobile, then the mobile will be **confiscated.**

<u>Use of Digital Library Facility:</u>

1. The computer systems are yours and they are provided for enhancing your learning.
2. Students should present their Identity Cards to the Library staff on duty.
3. They must enter their names and details in the register placed at the Librarian's Cabin.
4. Systems will be allotted to students on 'first-come-first-serve' basis.
5. Each student is allowed to use the system for a maximum of one hour per day.
6. Except for information gathering and learning, all other recreational activities like playing games, audio/video streaming, online chatting and accessing social networking sites are prohibited.
7. Downloading, installing and running of software other than those already installed on the computer stations are not allowed.
8. Downloading and accessing/opening of unnecessary sites   and materials are not allowed.
9. Illegal/unlawful activities such as hacking, deleting of files, changing/tweaking of system configurations/passwords resulting   to damage of systems and networks are prohibited.
10. Students may not tamper with any equipment inside the facility, especially the computer units. In case of hardware/software problems, kindly ask assistance from the Library staff on duty.
11. The assigned computer and workstation are not transferable without prior permission.
12. Group study and discussion in and around are not allowed.
13. Full cooperation with the staff on duty is required.
14. The Library staff on duty has the right to request the user to leave the premises if he/she is found to be violating any of these rules. Such students will be blacklisted to use the facility.

Reference Materials:

- Reference books are not for issue and are to be referred inside the library.
- Under no circumstances will reference books be issued either for classroom reading/reference or for reading outside the library.
- Journals/ magazines, University Questions Papers, and Reports are not for loan.
- To refer/consult the loose parts of journals/reports/magazines or newspapers etc., a requisition in a prescribed form is to be submitted in advance. The user must ensure the safe return of items on the same day.
- Users must take care of the journals/reports taken for photocopying and should ensure their safe return.

1. **Library Statistics:**

Particular	BBA	BCA	BCP	BBE/ BBA (IB)	BMC/ BAJMC	Others Subject	Total
Titles	667	745	527	364	289	3435	**6027**
Volumes	1982	2223	1567	1462	562	5083	**12879**
Dictionary	2	1	2	8	7	53	**73**
Print National & International Journals	3	1	4	4	3	3	**18**
E- Journals /Periodicals	1	2	1	2	0	2	**8**
Magazines						14	**14**
News Papers	0	0	1	1	1	4	**7**
Book CD's							**0**
Educational CD/DVD's						45	**45**
E-Books							
E-RESOURCES: DELNET, NDL, NPTEL							

2. Library Services:

IT Facilities:

The Library provides IT facilities to enable readers to consult our electronic resources, catalogues, and image collections, to make use of word-processing and spreadsheet software, and for general internet and e-mail access.

PCs are available in the library at following locations:
1. Reading Room   : no 03for OPCA searching
2. E-resources access in room   : no. 05 systems
3. Lending Counter   :no 02
4. Library Office   : no.01 (server & technical works)

E-Resources:

The following e-resources may be accessed by both the staff and the students of SXC only with a Username and Password. If you do not have one, kindly approach the Library Office.

Sl. No.	Institution	URL	Login Details	Services	Mode
1	DELNET Developing Library Network	DELNET Developing Library Network	http://164.100.247.30/Search/Home	1. Inter library loan services. 2. Resource sharing. 3. Users can exchange any kind of reading materials. 4. Online union catalogue search	IP Based
2	Indian Journals	Indian Journals	https://www.indianjournals.com/	Library has subscribed the following Indian journals for online mode. You can easily access within campus. You will be able to open the landing page without login prompt.	IP Based
3	National Digital Library of India	NDL (National Digital Library)	https://ndl.iitkgp.ac.in/		Login Based
4	DOAJ DIRECTORY OF OPEN ACCESS JOURNALS	Directory of Open Access Journals (DOAJ)	https://doaj.org/	(DOAJ) is a community-curated online directory that indexes and provides access to innumerable high quality, open access, peer-reviewed journals.	Login Based
5	NPTEL	National Programme on Technology Enhanced Learning (NPTEL)	https://nptel.ac.in/		Login Based
6	doab directory of open access books	Directory of Open Access Books	https://www.doabooks.org/		Login Based

Reading Room Services:
The College Library hasa reading room with seating capacity of 70 people. The catalogue system of the library is housed in the reading room (OPAC-Online Public Access Catalogue). The reference, periodical and current awareness sections also function from reading room for reader's convenience. Some rare collections of the college are displayed in the reading room.

Lending Services:
The book borrowing facility is available only for the Fathers, faculty members, current students and staff members of the college. Student can borrow at most 3 books and faculty members can borrow at most 6 books depending on the availability of the same in the library, at a time fourteen days for student and thirty days for Faculty members, which are further renewable at most once in fourteen days slot for students and thirty days slot for faculty members. A delay in return is charged by Rs.5/- (Rupees five only) per day per book.

Selective Dissemination of Information Services:
Library provides last year semester question papers, Project & Internship reports to the students.

Information Desk:
The Information Desk is one of the many specialized services offered by the St. Xavier's college of Management & Technical Librarycirculation counter. It serves as a central information point in the Library.

3. **Contact us**
   Address: St. Xavier's College of Management & Technology Library, Patna
   Contact E-mail: library@sxcpatna.edu.in
   Mobile No. 8987262019