

RULES/INSTRUCTIONS

General Instruction for Users

Care of books/document

- Don't pull a book from the shelf by forcefully tugging the top of the spine
- Don't lift/hold the book by holding its cover/casing
- Do not force open a book as it may break its spine/binding
- Users are requested not to take library books/document outside the library that are not issued against their names.
- Please bring college id-card while using the library
- Users are requested to leave the books on the table/trolley after reading, Re-shelving of the books is done by the library staff.
- Keep your personal belongings at the property counter
- Do not damage any library material
- Please handle library material with utmost care. Tearing or folding or cutting of Library books or making any mark on them is not permitted
- Audible use of mobile phones and any other electronic gadgets is not permitted
- Maintain discipline and silence in the library.
- Food and drinks are not allowed inside the library
- No smoking inside the library
- The library reserves the right to take appropriate action in case of violation of library rules by users

E- RESOURCES USAGE POLICY

- ✓ E-Resources (viz. e-journals, e-books, e- databases) are subscribed by GCCBA Library for academic purpose only.
- ✓ Systematic or excessive downloading is strictly prohibited.
- ✓ Use of Intelligent peripherals or accessories like spiders, robots for systematic downloading is forbidden.
- ✓ Commercial Use of E- Resources is against the policy i.e. (Reselling, redistributing and republishing licensed content).

All e-resources available through the library are for academic use only and are governed by license agreements. It is the responsibility of users to ensure that e-resources are used for personal, educational and research purposes only.



Library brochure

GCCBA LIBRARY

YOUR PATHWAY TO KNOWLEDGE

The GCCBA Library was established in the year 2007. The Library, being the heart of the college, supports the college in its mission, to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership and careers in a changing multicultural world.



GCCBA Library, a one-stop place in meeting your information needs. The library is well equipped with latest print and non-print resources and state of the art infrastructure. The library is fully computerised with LIBSYS10- Integrated Library Management System with RFID technology. The major focus of the library is online/digital learning resources which will allow users to access resources anytime, anywhere 24x7.

Organization of the Library

For functional convenience, the library is divided into following different sections:

Acquisition Section: This section acquires books to enrich library collection. The aim of this section to build up and maintain a collection which is qualitatively relevant and quantitatively adequate.

Technical Section: This section is mainly responsible for processing of procured books by classification and cataloguing.

Circulation Counter: Tasks include mainly; (issue/return of books, reserve/renewal, membership registration, issue no due certificate, overdue collection etc.)

Periodical Section: This section includes popular magazines and newspapers both in English and Hindi, mainly responsible for procurement of print journals and e-resources.

Property Counter: Members are requested to keep their personal belongings including handbags, printed materials, umbrellas etc in the property counter which is on the right side of the entrance.

Reference Section: Library comprises a comprehensive collection of encyclopaedias, dictionaries, directories, handbook, yearbook. Such books available for consultation in library premises only and cannot be issued to reader.

Digital Corner: Gccba Library has separate digital library section with 15 computer terminals for better use of e-resources.

Library location and spread

The Library is located on the first floor of academic and administration block, it is well lit and adequately ventilated. The location allows easy access and offers a seating capacity for 100 users at a time. Additionally, the first floor is dedicated to book stacks, a silent reading area with reading carrels, a faculty research and periodical section. The second floor is equipped with girls reading room, boys reading room and one common discussion room for girls and boys.






How to Avail Library facility

The students, staff and faculty members of GCCBA can avail library facilities. They need to register with library as a member by filling the membership form available at (<http://gccbalibrary.ac.in/forms/>) library users are privileged to access e-resources within campus and also outside the campus anytime anywhere.

User Borrowing Privileges

Member Category	Issue privileges	Duration
Faculty members	...8 books	...one month
Contract faculty	...4 books	...one month
Guest faculty	...2 books	...14 days
Non- teaching staff	...2 books	...14 days
PG Students	...3 books	...14 days
UG Students	...2 books	...14 days

Library Collection: The library has rich and diversified collection which include books on all relevant subject for teaching, reference books. In addition to this library has also developed special collection such as fiction, religious and spiritual books, books on literature (Hindi & Punjabi), English language, sports, biographies and general interest titles to take care of the leisure and recreational reading need of users. Currently the collection consists of:

-  **Textbooks**
-  **CDs/Dvds**
-  **Online journals & databases**
-  **Referece books**
-  **Journals-in print**

Arrangement of collection

All books in print are classified as per the Dewey decimal classification and arranged by classification number (subject wise) on the shelf. The detailed shelf and row guide are provided for easy location

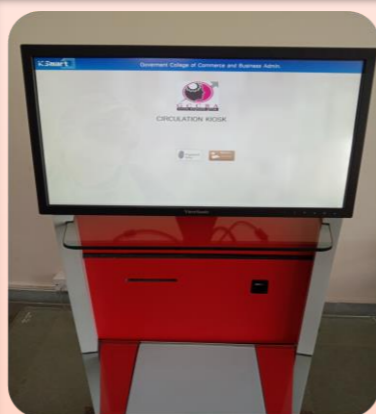
E-Resources & online databases

The library has very rich collection of e-books, e-journals and online-databases catering the information needs of faculty members and students. Registered users have access to following online databases through Internet.

- N-List
- EBSCO
- PROWESS DATABASE
- TURNITIN (Plagiarism checker software)

Library Portal (<http://gccbalibrary.ac.in/>)

It is the single window to the resources and services of the library portal provides direct link to e-resources on publisher's site, help user discover high-quality, relevant web-based information quickly and effectively. Users can download library security form, membership form, book suggestion form etc.



RFID based self
Check-in/out kiosk



RFID based Security gate/exit gate

Library Services

- Circulation of Reading Materials
- Book Bank
- Inter- Library Loan
- Plagiarism checking
- User awareness program
- Web Opac
- Reference & information service
- News Clipping (Library keeps a record of newspaper articles related to college)

RFID SYSTEM

Recently the Library has introduced Radio frequency identification technology (RFID) to facilitates users self issue/return of books without staff assistance. System will generate a slip once the transaction is successful. Users are required to register their identity at the circulation counter in the library. You can also check your account at the kiosk.

Following are the key benefits of **RFID TECHNOLOGY:**


- More than one books can be checked out or checked in at the same time
- Self check-in/check-out of books
- Security control
- Stock verification
- To find misplaced reading material
- Easy shelf management

to know more please visit

<http://gccbalibrary.ac.in/>

Library website

★ SAILENT FEATURES ★

-  **State of the art library with RFID technology.**
-  **Wi-fi facility to its users**
-  **Fully air conditioned**
-  **CCTV Surveillance**
-  **Fire extinguisher**
-  **Reading area with a seating capacity of 100 students at a time**
-  **Spacious with ergonomically design furniture & fittings**
-  **Toilet facility for male, female and physically challenged users**
-  **Ups support system**
-  **Drinking water facility**
-  **Digital Library to access e-resources**
-  **TV display on library walls**
-  **Common discussion room**
-  **Inspirational quotes on library walls**
-  **Property counter**
-  **Self Service-kiosk**
-  **Remote access (off-campus access to digital content of the library)**
-  **Library orientation programme**
-  **Library Blog (<https://gccbalibrary.wordpress.com/>)**
-  **Library website (<http://gccbalibrary.ac.in/>)**

Suggestions/feedback: If you have any suggestions on general library services, please contact to the library staff in the first instance, you may also give your valuable feedback through (https://docs.google.com/forms/d/1K4E1P728CPd46YNVg2YPZcTrOwkZks_tlEMQyAhan_IQ/viewform?edit_requested=true) to help us provide you new and improved services in the future.

ASK LIBRARIAN:

If you have any questions with regard to library resources and its services, please feel free to contact us.

DR. AMARNATH SHARMA (Librarian)

 **8360079260**

 gccbalibrary@gmail.com

sharmago4amar@gmail.com

In person: visit us at Help desk in the library

Our team will be very happy to assist you in making the best use of library resources & services.

Library Timings : **Monday to Friday: 9am to 4pm**
Saturday: 9am to 2pm