

## Library - Services & Facilities



**The college library offers the following services to its users for effective & efficient use of its resources –**

- Computerized Circulation Service
- Book Bank Service for Needy & Reserved Category Students
- Reference Book Services
- Literature Service
- Separate Study Room / Reading Facility for Staffs & Students
- Soft Copy of Exam wise Syllabus
- Year wise, Test / Exam wise, Soft Copy of Question Papers Service
- News Papers Cutting / Photostat Copies Service on Career Guidance & Current Topics
- E - library & Internet Facility
- Library WEB OPAC
- Regular Orientation or Information Literacy to New Enrolled Students & Staffs
- Training in the sensible use of E - Resources for users
- Library Collaboration Service
- Library Best User Award (Extra two books facility)
- New Arrivals of Learning Materials is displayed in the College - Library portal
- Celebrate birth & death anniversary of Great Indian Leaders
- Collection of Competitive Examinations Related Books
- Daily News Papers
- E - Newspaper Service
- New Email Alert Service

## **Following Services are being provided at Circulation Counter –**

- Membership Registration
- Issue of Books/Journals
- Return / Renewal of Books / Journals
- Collection and Remittance of overdue charges and fine charges
- Reservation of Books
- Reminders for Overdue Books
- Inter-Library Loan
- Issue of Temporary Permits for External Users
- Loss of Books
- General Enquiries
- Issue of No Dues Certificates