



GOLAGHAT COMMERCE COLLEGE

Jyotinagar, Golaghat, Assam-785621
Telephone: 03774-280465 Email: pcomm_glt@bsnl.in
Website: <https://golaghatcommercecollege.org/>

Third Cycle NAAC Accreditation, 2021

Criterion IV

Infrastructure and learning Resources

4.2.1: Library is automated using Integrated Library Management System (ILMS)



SUBMITTED TO



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

SL. NO.	CONTENTS
1.	LIBRARY POLICY
2.	SNAPSHOTS OF LIBRARY RESOURCES

1. LIBRARY POLICY

1 Vision

- To develop reading habits among the students, staffs and teaching faculties.
- To serve the society by providing free access to different books for enhancement of knowledge.
- To incorporate and equip with the latest technology and adopt user friendly approach towards students and faculties.

2 Working Hours

- 2.1 9.00 AM to 5.00 PM on all the working days (Monday to Saturday)
- 2.2 Library remains close during the government holidays.

3 Classification Scheme

- 3.1 Dewey decimal classification (19th Edition)
- 3.2 Cataloguing according to AACR-2
- 3.3 MARC – 21 for bibliographic description

4 Library Management Software

- 4.1 SOUL-3.0 (software for University/College)
- 4.2 D-space for digital library Management

5 Facilities

- 5.1 Open Access System: Allow students to go to the stack room
- 5.2 OPAC (Online Public Access Catalogue) module to find out the status of books
- 5.3 Borrowing Book facilities
- 5.4 Reference section
- 5.5 Periodical Section
- 5.6 Book Bank
- 5.7 Digital Library
- 5.8 White Smoke Plagiarism Software
- 5.9 Reprographic and Printing facilities
- 5.10 Internet Facilities
- 5.11 Stack guide
- 5.12 Arrangement of shelves according to class number

- 5.13 Individual user Id to each user's
- 5.14 Reservation facilities for best use of books
- 5.15 Digital Repository
- 5.16 Bar code sticker on the book and user id for fasting the circulation system
- 5.17 Information Display board
- 5.18 Other Services includes separate rooms for teachers and students, drinking water facility, toilet facility, newspaper corner etc.
- 5.19 Newspaper Clipping
- 5.20 Suggestion box
- 5.21 Books and Journals for Career guidance
- 5.22 Best Reader Award
- 5.23 Internship facility
- 5.24 Special Area Differently abled users
- 5.25 Question Bank Facilities: Previous year question paper in both physical and pdf format
- 5.26 Orientation Programme for new users
- 5.27 CCTV Cameras

6. ICT Services

- 6.1 College library automated
 - 6.1.1 SOUL 3.0 is used
 - 6.1.2 OPAC
 - 6.1.3 Main Server
 - 6.1.4 Networking of computers: four number of computers are connected to the main server
 - 6.1.5 Reprographic and printing facilities is available in the library
- 6.2 Soft Copies of previous year question papers are available
- 6.3 Library provides free internet access to its users.
- 7 Safety and Security
 - 7.1 Library has single door for entry and exit
 - 7.2 Digital Gate Entry facilities
 - 7.3 Issue and return of resources: Automated Circulation system is there for issue and return of resources. Following table shows the borrowing pattern of users

Sl. No.	Type of Membership	Book Entitlement	Duration (Days)	Renewal
1	H.S. Students	2	15	Renew on 15 days from the issue of book
2	U.G. Students	2	15	Renew on 15 days from the issue of book
3	Post Graduated Course	2	15	Renew on 15 days from the issue of book
4	Teaching Staff	5	30	Renew on 30 days from the issue of book
5	Non-teaching Staff	5	30	Renew on 30 days from the issue of book

7.4 Rules and Regulations

7.4.1 Library will remain open from 9.00 AM to 5 PM on all college working days.

7.4.2 Before entering into the library, members have to deposit their belongings, other than note books in the property counter.

7.5 A member will have to show the library/identity card at the main entrance before entering into the library.

7.6 Before entering into the library, the gate register is to be signed legibly.

7.7 Books borrowed by the library members may be recalled by the librarian at any time.

7.8 Borrowers must satisfy themselves about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.

7.9 Books will be issued to the students' members for 15 days. An overdue charge of Re.1/ for each book per day shall be levied on a member, if a book is kept beyond the loan period.

7.10 A member must produce his/her identity card & reader's ticket at the time of borrowing.

7.11 The membership card and the reader's ticket are not transferable.

7.12 No reference books, rare books & periodicals shall be issued to members.

7.13 Silence should be strictly maintained in and around the library.

7.14 Prior permission from the librarian and signing in the registers are required for using the following library facilities.

7.14.1 Use the computer (internet) in the digital library chamber.

7.14.2 Use of Laptop and I-pad in the library.

7.15 Mobile phone should be kept in silent mode in the library.

7.16 Decorum & discipline should be maintained in the library.

7.17 Disciplinary action will be taken against anyone who will be caught practicing unfair activities like spitting in and outside the library premises, use of tobacco products, writing on the walls and reading tables, creating disturbance inside the library etc.

7.5 CCTV Camera: The library is under the CCTV surveillance. 16 nos of camera are installed for security purpose.

7.6 Clearance at the end of the year: A clearance certificate is provided at the end of the session (Returned the library card to the students when they clear their transaction)

7.7 Stock verification: During the semester break sometimes stock verification is done. But due to lack of man power it is quite impossible.

7.8 Antivirus software: Antivirus software is used in the computer systems for security purposes.

8 Activities of the library

8.1 User Orientation Program: At the beginning of the new academic session new students are oriented about the facilities and services of the library.

8.2 Display of new arrival: regular activity of the library

8.3 Best Reader Award: Every year the college library offers this award

8.4 visitors Feedback: Visitors feedback is also taken

9 Services of the library

9.1 Current awareness service: Offer to the students (interested students)

9.2 Career corner: Books on the competitive exam

9.3 Newspaper Corner: Newspaper on both Assamese and English language

9.4 Book on application: We allow students to keep books during the examination period.

9.5 QR code of new arrival: Prepare QR code for the new arrival and others

9.6 Training to the staff: Trained the library staff on different management aspects (Book shelving, arrangement, circulation etc.) and it is a continuous process.

9.7 Digital Library Services: Software used D Space

9.8 Free internet facility: Students are allowed to use the internet facility in the library. For this purpose, a separate section is there in the library and 11 computers are installed.

10. Library Maintenance

10.1 Working Hours: The library remains open from 9 a.m. to 5 p.m. on all working days

10.2 Regular stock checking


10.3 OPAC to find out the status of books

10.4 Bar code enabled identity card is used

10.5 Display of new arrivals

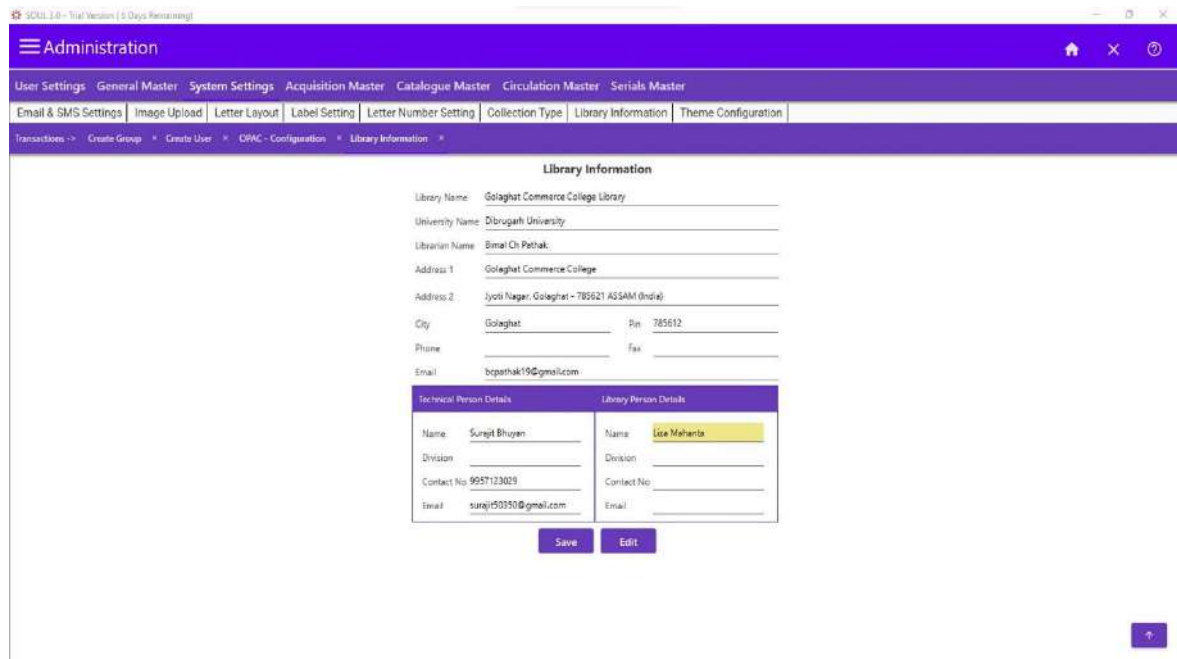
10.6 Library Committee Meeting: The meeting of Library committee is held in four times in a year

10.7 Reprographic and printing facilities


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2. SNAPSHOTS OF LIBRARY RESOURCES

SOUL 3.0 SCREEN SHOT



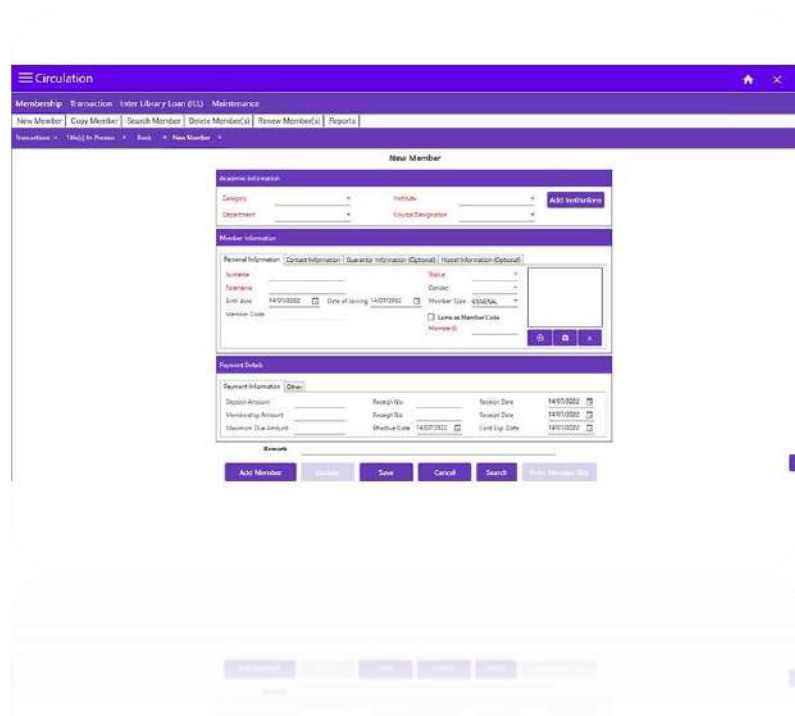
The screenshot shows the 'Library Information' form in the SOUL 3.0 Administration interface. The form is titled 'Library Information' and contains the following fields:

- Library Name: Golaghat Commerce College Library
- University Name: Dibrugarh University
- Librarian Name: Bimal Ch Pethak
- Address 1: Golaghat Commerce College
- Address 2: Jyoti Nagar, Golaghat - 786021 ASSAM (India)
- City: Golaghat, Pin: 785612
- Phone: _____, Fax: _____
- Email: bpatrak19@gmail.com

Below the main form, there are two sections for 'Technical Person Details' and 'Library Person Details':

Technical Person Details	Library Person Details
Name: Sunaji Bhuyan	Name: Liza Mahanta
Division: _____	Division: _____
Contact No: 9057123029	Contact No: _____
Email: sunaji50310@gmail.com	Email: _____


Buttons for 'Save' and 'Edit' are located at the bottom of the form.



The screenshot shows the 'New Member' form in the SOUL 3.0 Circulation interface. The form is titled 'New Member' and contains the following sections:

- Academic Information:** Category (Institute), Department (Library/Department), and Add Institute button.
- Member Information:** Personal Information (Contact Information, Librarian Information (Optional), Hostel Information (Optional)). Fields include Name, Surname, Telephone, Date of Birth, Gender, Date of Issue, Date of Expiry, Member Type, and Member Code. There is a checkbox for 'Link as Member Code' and a 'Member ID' field.
- Payment Details:** Payment Information (Other). Fields include Total Amount, Receipt No, Receipt Date, Working Amount, Receipt No, Receipt Date, Maximum Due Amount, Receipt Date, and Date Exp. Date.

Buttons for 'Add Member', 'Cancel', 'Save', 'Cancel', 'Search', and 'Print Member Slip' are located at the bottom of the form.


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OPAC

Simple Search | Boolean Search | Advanced Search | Member OPAC

Home > Main In-Process > Book > New Member > Title Update > MARC Entry/old > Data Operation

Catalogue -> Cataloguing Process -> Data Operation -> Book Bibliographic Details (Predefined)

Main Entry Optional Entry

Leader: Book | Item# 44-050 | Modify | Fixed Field (006) | Books | Edit | Modify

Title statement (010) | Edition statement (210)

Title added entry | Nonlinguistic | Title \$a | Number of part \$c | Edition \$a
 Remainder of title \$b | Statement of responsibility \$d | Name of part \$g | Remain of Edition \$b
 Name of part \$g | Edition \$a

Contributors

Personal Name(100) | Corporate Name(110) | Meeting Name(111) | Uniform Name(300)

Personal name(100/100) | Type of personal name entry element | Type of added entry/Therapeutic | Add Entry

Personal name \$a | Date associated with a name \$d
 Author term \$a | Full form of name \$g

Publisher information (210)

Name \$a | Place \$a | Language | CIP No. \$a
 Date \$c | Country | ISBN (205) \$a

Catalogue

Cataloguing | Reports/Export | User Services | Reports

Title(s) in-Process | Book | Theses | Data Operation

Home > Title(s) in-Process > Book > New Member > Title Update > MARC Entry/old > Data Operation

Catalogue -> Cataloguing Process -> Data Operation -> Book Bibliographic Details (Predefined)

Main Entry Optional Entry

Leader: Book | Item# 44-050 | Modify | Fixed Field (006) | Books | Edit | Modify

Title statement (010) | Edition statement (210)

Title added entry | Nonlinguistic | Title \$a | Number of part \$c | Edition \$a
 Remainder of title \$b | Statement of responsibility \$d | Name of part \$g | Remain of Edition \$b
 Name of part \$g | Edition \$a

Contributors

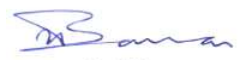
Personal Name(100) | Corporate Name(110) | Meeting Name(111) | Uniform Name(300)

Personal name(100/100) | Type of personal name entry element | Type of added entry/Therapeutic | Add Entry

Personal name \$a | Date associated with a name \$d
 Author term \$a | Full form of name \$g

Publisher information (210)

Name \$a | Place \$a | Language | CIP No. \$a
 Date \$c | Country | ISBN (205) \$a


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Serials Control

Titles | Suggestions | Subscription | Payment | Check-In | Commercial Binding | In-House Binding

MARC21 Entry/Edit (S) | Title Entry (S) | Title Update (S) | Article Indexing (S) | Reports

Transactions -> Title(s) to Process -> Book -> New Member -> Title Update (S) -> MARC21 Entry/Edit (S)

Marc 21 Entry/Edit

Main Entry | Optional Entry

Leader: Serial | ncs a22 | 1u-4500 | Modify | Fixed Field (006/8) | Serials | A | 1991 | 000 | Modify

Title

Title Statement(s) | Key Title(s) | Publication Distribution etc.(205) | Computer File Characteristics(258) | Varying Form of Title(245) | Former Title(247) | Abbreviated Title(210)

Title added entry: | NonKeyCharacteristics:

Title \$a: | Number of part \$n:

Remainder of Title \$b: | Statement of responsibility \$c: | Name of part \$p:

Current Publication Frequency(310)

Frequency \$a: | Date \$b:

Coden Designation(830)

Coden Designation \$a:

ISSN(850)

Level of international interest: | ISSN \$a:

Holding Institution(850)

Holding Institution \$a:

N-LIST LANDING PAGES

Search results - nlist.ac.in | N-LIST Member Login | N-LIST: National Library | Inbox (212) - ipagccs2011 | (126) WhatsApp

nlist.inlibnet.ac.in/vsearchmember.php

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extending access to e-Resources to colleges in India

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Search: None | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Golaghat Commerce College [Dibrugarh University, Dibrugarh]

Address: Jyoti Nagar, Golaghat, Golaghat, Assam - 785621. [More Details]

Status: 12B [Access Enabled]

Registered on: 2019-05-28

Verified on: 2019-06-06

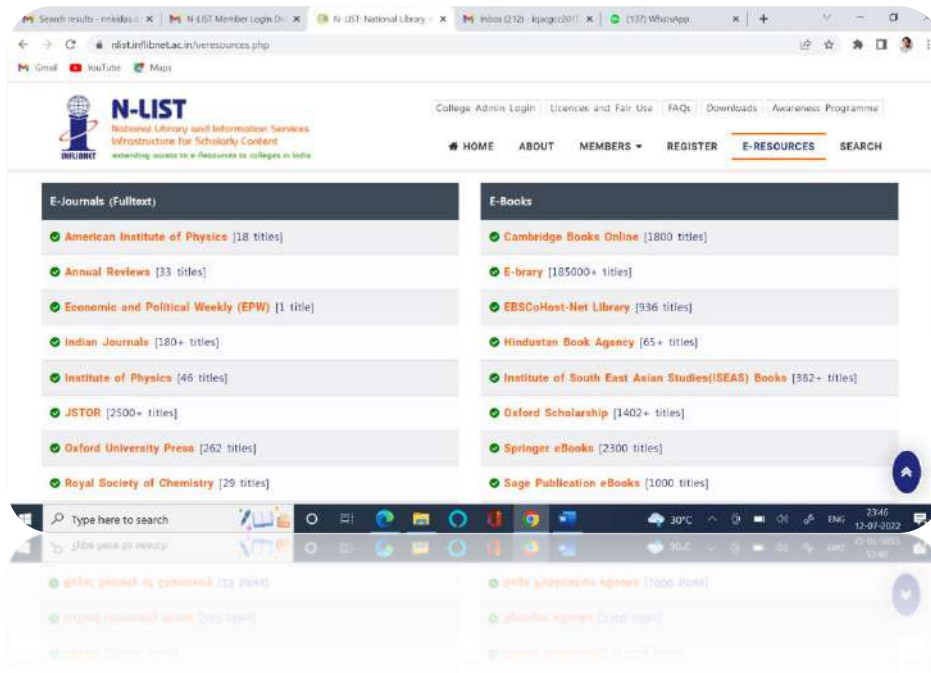
Showing 1 to 1 of 1 entries | Previous | 1 | Next

Useful Links | **Other Links** | **Contact Us** | **Email Us**

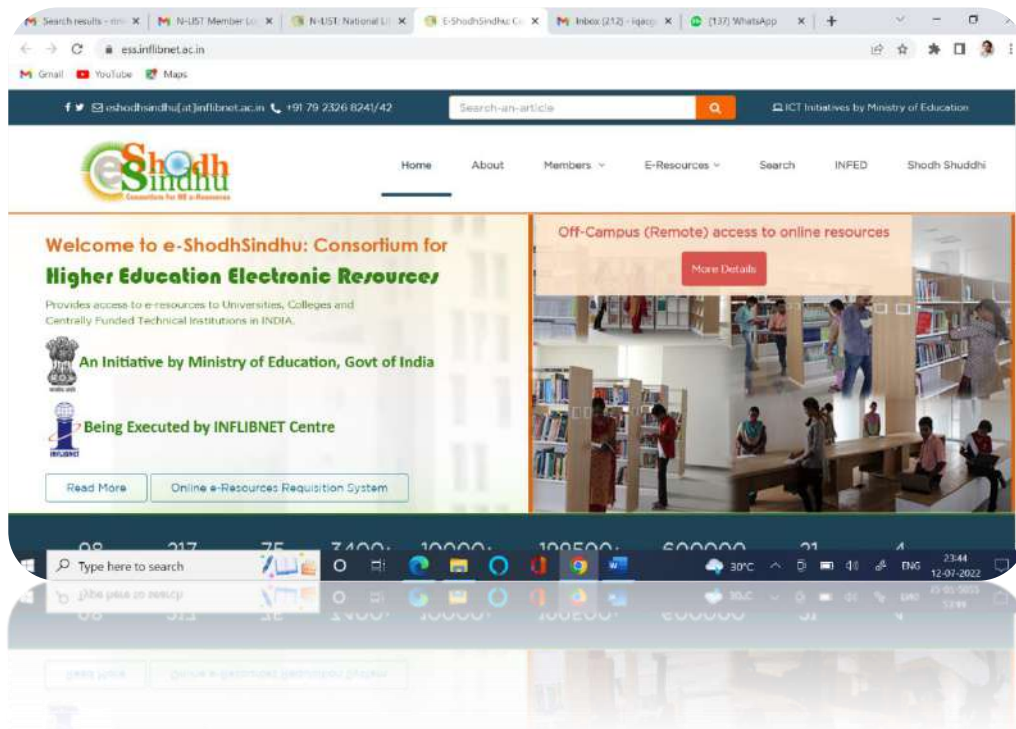
Register | Awareness Programme | INFORMATION AND LIBRARY NETWORK CENTRE | FOR PAYMENT RELATED QUERIES

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Banana
Principal
Golaghat Commerce College
Golaghat, Assam, India

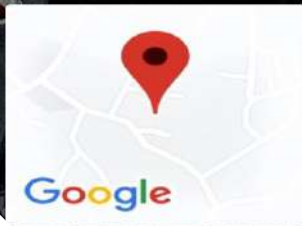
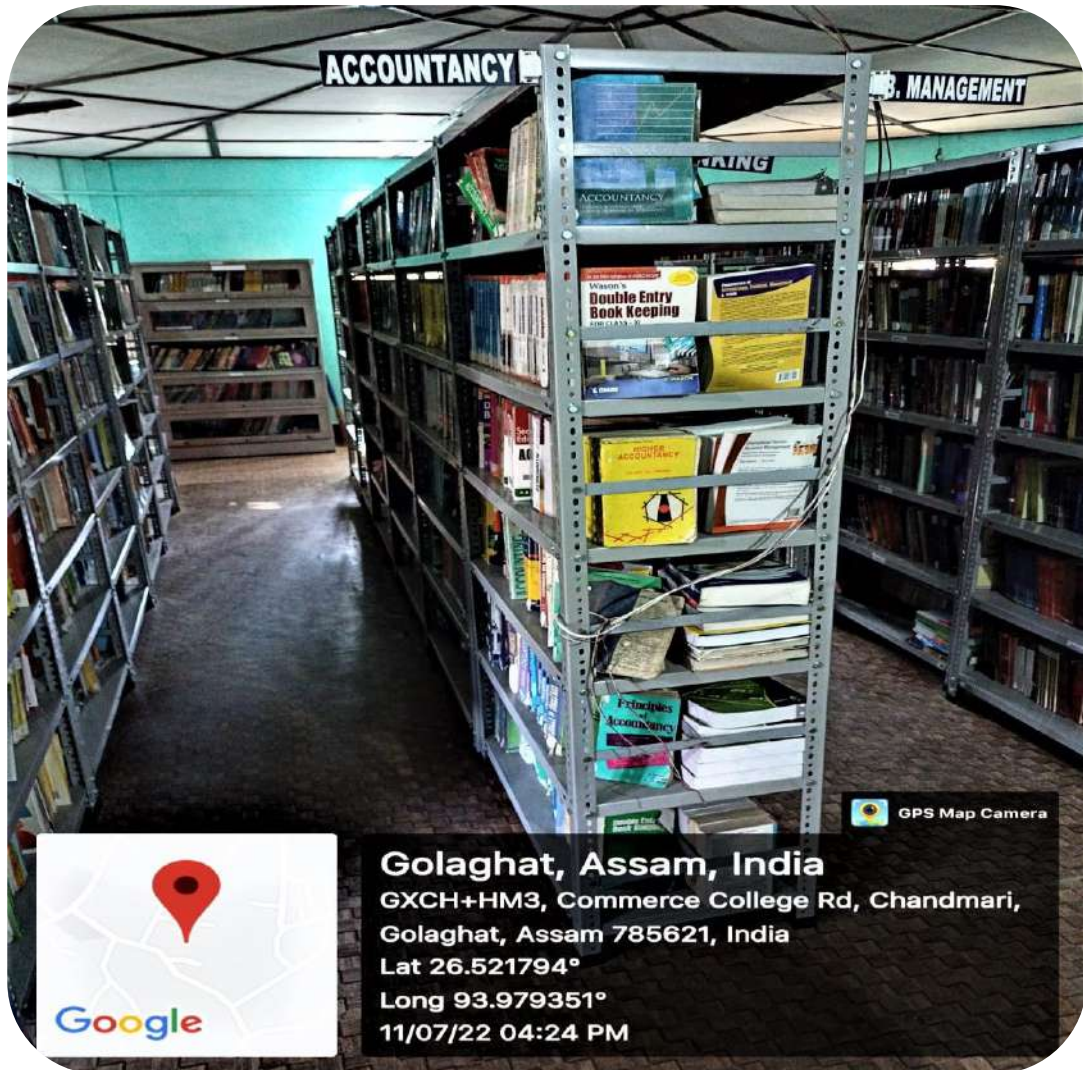


E-SODH SINDHU



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Golaghat, Assam, India

SUBJECT WISE SHELVING OF BOOKS



Golaghat, Assam, India

GXCH+HM3, Commerce College Rd, Chandmari,

Golaghat, Assam 785621, India

Lat 26.521794°

Long 93.979351°

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Golaghat, Assam 785621, India

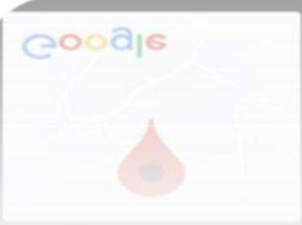
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Golaghat, Assam, India

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Golaghat Commerce College
Golaghat, Assam, India



Golaghat, Assam, India
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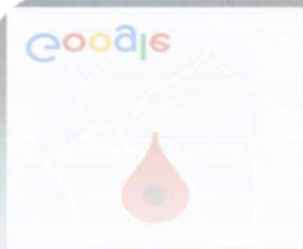


Голлагхат, Ассам, Индия
GXCH+HM3, Commerce College Rd, Chandmari,
Голлагхат, Ассам, Индия

DRINKING WATER AND WASHROOM FACILITIES IN LIBRARY



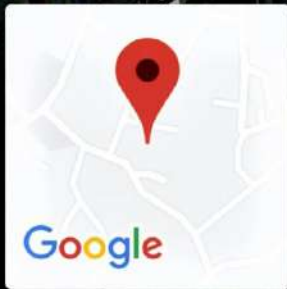
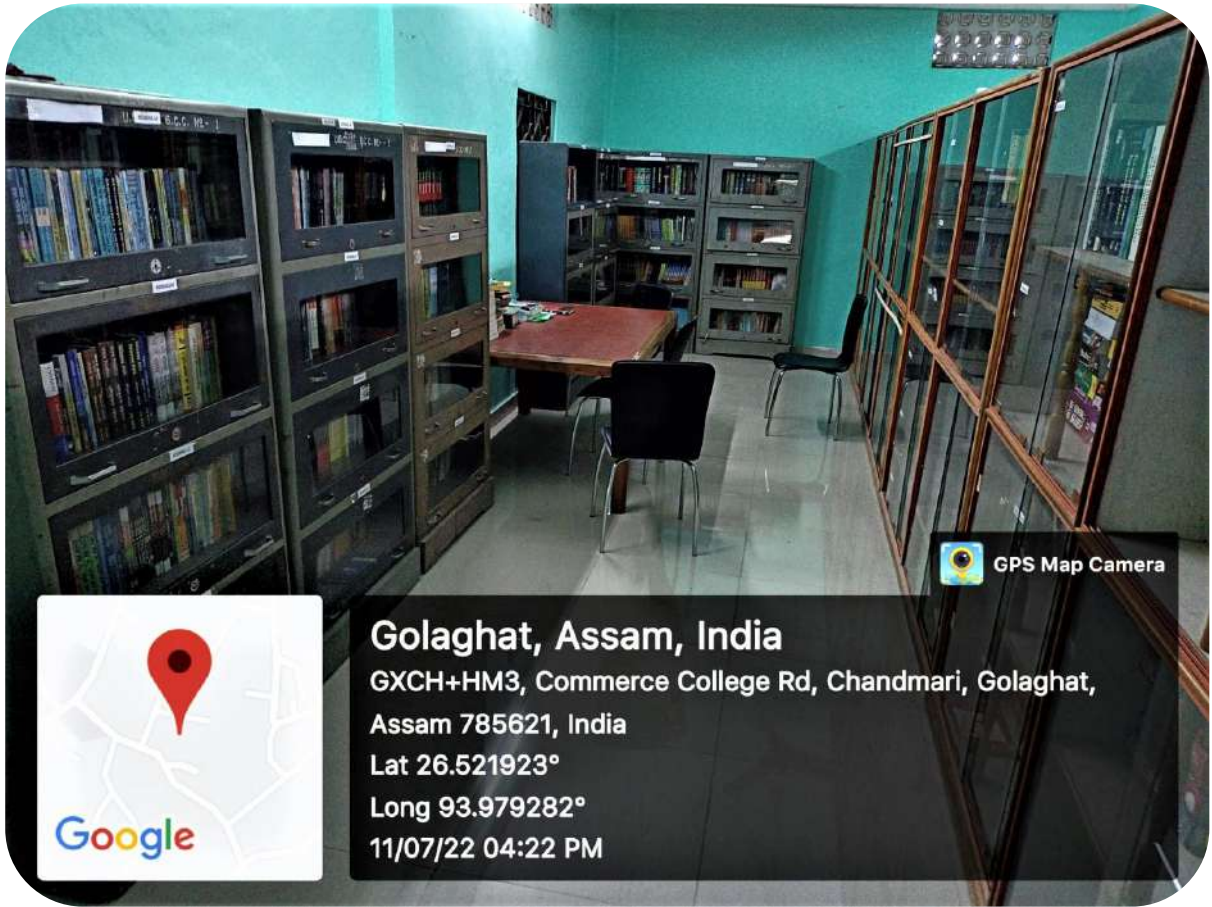
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Golaghat, Assam 785621, India
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Golaghat, Assam 785621, India
GXCH+HM3, Commerce College Rd, Chandmari,
Golaghat, Assam, India

GPS Map Camera

REFERENCE SECTION



Golaghat, Assam, India

GXCH+HM3, Commerce College Rd, Chandmari, Golaghat,
Assam 785621, India

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Long 93.979282°

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ল্যাট ২৬:৫২১৯২৩°

ভাৰতৰ অসমত

গোলাঘাটত চান্দমাৰীৰ বাণিজ্যিক কলেজৰ পথত

READING ROOM FOR GIRLS



GPS Map Camera



Kaboru, Assam, India

GXCH+QC5, Kaboru, Assam 785621, India

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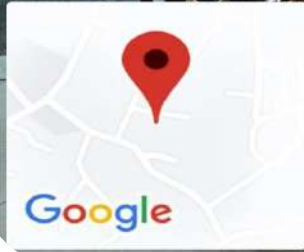
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Kaboru, Assam, India

GPS Map Camera

JOURNAL SECTION



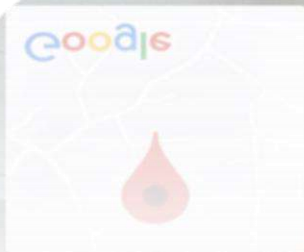
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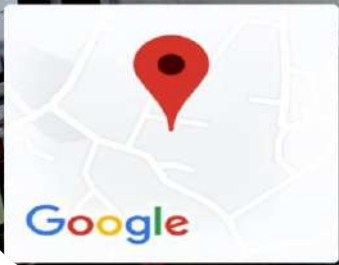
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Kaboru, Assam, India

GPS Map Camera

GPS Map Camera

PERIODICAL SECTION



Kaboru, Assam, India
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GXCH+QC5, Kaboru, Assam 785621, India
Kaboru, Assam, India

READING ROOM BOYS



GPS Map Camera



Golaghat, Assam, India

GXCH+HM3, Commerce College Rd, Chandmari,
Golaghat, Assam 785621, India

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Long 93.979361°

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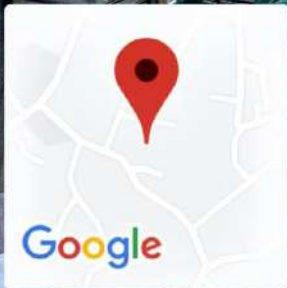
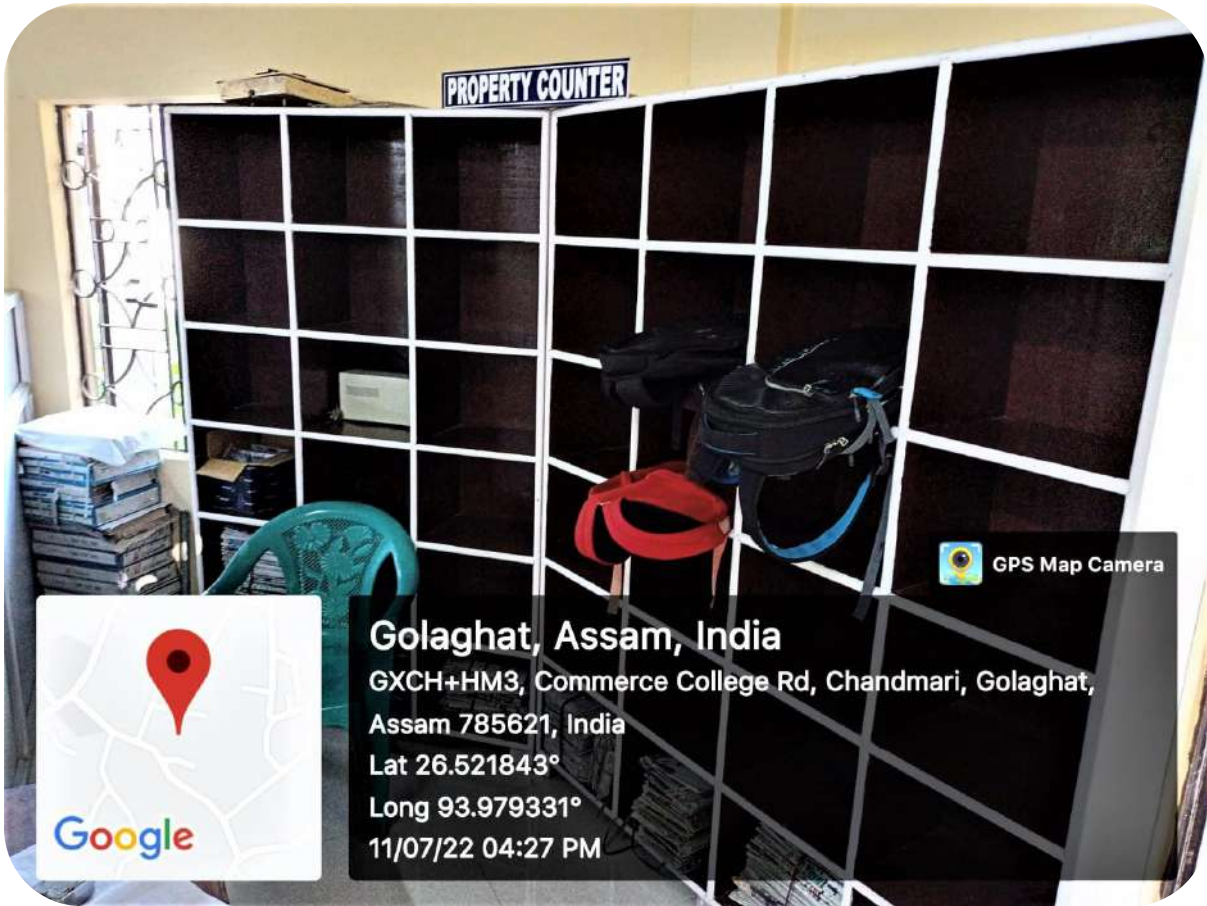
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Golaghat, Assam, India



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Assam 785621, India

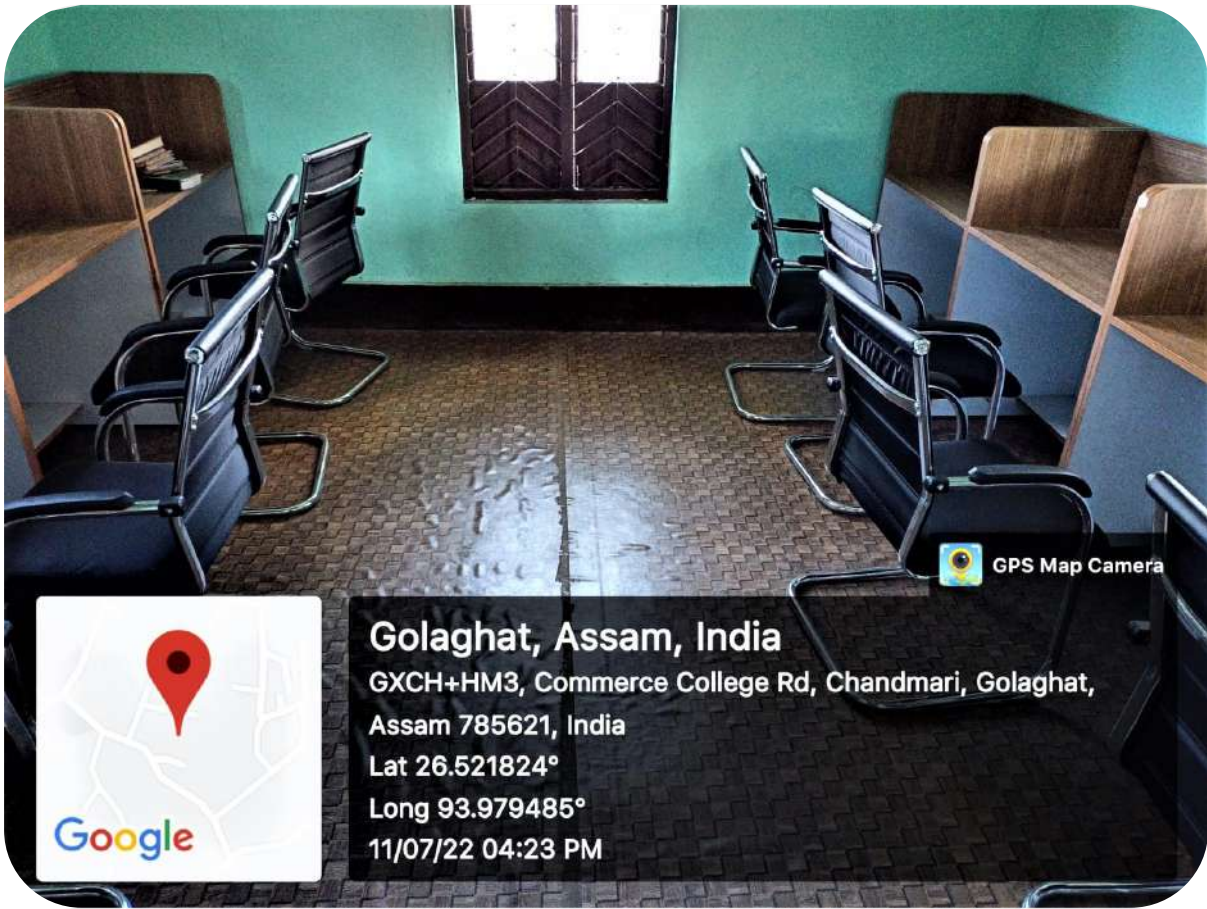
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TEACHERS READING ROOM



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Assam 785621, India

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Long 93.979485°

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Long 93.979485°

Lat 26.521824°

Assam 785621, India

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ISSUE AND CIRCULATION CENTRE



Golaghat, Assam, India

GXCH+HM3, Commerce College Rd, Chandmari, Golaghat,
Assam 785621, India

Lat 26.521768°

Long 93.979369°

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Long 93.979369°

Lat 26.521768°

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