




# STOCK OF LIBRARY

## LIBRARY FURNITURE & EQUIPMENTS STOCK


2017-2021

### LIBRARY STOCK 2017-2021

SL. NO	Particulars	Total
1.	Aluminum Ladder	1
2.	Camera	3
3.	Catalogue Cabinet	1
4.	Ceiling Fan	17
5.	Circulation Cabinet	1
6.	Computer	9
7.	Computer Table (Big)	1
8.	Computer Table	1
9.	Cushion Chair (Blue)	60
10.	Bubble Top Stand	1
11.	Display Rack	2
12.	Double Top Stand	1
13.	Notice Board	1
14.	Pedestal Fan	1
15.	Photocopy Machine	1
16.	Plastic Stool	5
17.	Printer	5
18.	Property Counter Rack	1
19.	Revolve Chair (Binded)	1
20.	RFID Gate Register	1
21.	RFID Handler	1
22.	RFID Scanner (Middleware)	1
23.	Round Table	6
24.	Speaker (Announcement)	1
25.	Steel Almirah	1
26.	Steel Almirah (Glass)	4
27.	Steel Rack	56
28.	Table (Steel Drawer)	4
29.	Table (Wooden Drawer)	1
30.	Tube Light	22
31.	Tube Light (LED)	16
32.	Wall Clock	1

  
**LIBRARIAN**  
(Ms. K. Philomina)

  
**SUPERINTENDENT**  
(Mr. Shinu)

  
**PRINCIPAL**  
(Dr. M. Sivaraman)

Dr. M. SIVARAJAN M.B.A., M.PH., M.A., M.PH., P.H.D.  
Principal  
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE  
MOGAPPAR WEST, CHENNAI - 600 037



## 4.2 LIBRARY AS A LEARNING RESOURCE

## 4.2.1 Stock of Library

## LIBRARY STOCK 2017-2018

S. No	Particulars	No.'s
1.	Aluminum Ladder	1
2.	Camera	2
3.	Catalogue Cabinet	1
4.	Ceiling Fan	10
5.	Circulation Cabinet	1
6.	Computer	5
7.	Computer Table (Big)	1
8.	Computer Table	1
9.	Display Rack	2
10.	Notice Board	1
11.	Photocopy Machine	1
12.	Plastic Chair	59
13.	Plastic Stool	5
14.	Printer	2
15.	Property Counter Rack	1
16.	Revolve Chair (Binded)	1
17.	Steel Almirah	1
18.	Steel Almirah (Glass)	4
19.	Steel Rack	45
20.	Table (Steel Drawer)	3
21.	Table (Wooden Drawer)	1
22.	Tube Light	22
23.	Wall Clock	1

LIBRARIAN

(Ms. K. Philomina)

PRINCIPAL

(Dr. K. Mohandoss)

Principal  
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Chennai - 600 037.



4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Stock of Library

LIBRARY STOCK 2018-2019

S. No	Particulars	No.'s
1	Camera	1
2	Ceiling Fan	4
3	Cushion Chair (Blue)	28
4	Double Top Stand	1
5	Pedestal Fan	1
6	Round Table	6
7	Speaker (Announcement)	1
8	Steel Rack	5
9	Tube Light (LED)	12

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4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Stock of Library

LIBRARY STOCK 2019-2020

S. No	Particulars	No.'s
1.	Bubble Top Stand	1
2.	Ceiling Fan	3
3.	Computer	2
4.	Cushion Chair (Blue)	32
5.	Printer	2
6.	Steel Rack	4
7.	Tube Light (LED)	4

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4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Stock of Library

LIBRARY STOCK 2020-2021

S. No	Particulars	No.'s
1	Computer	2
2	Printer	1
3	RFID Gate Register	1
4	RFID Handler	1
5	RFID Scanner (Middleware)	1
6	Steel Rack	2

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## LIBRARY RULES

### MAR GREGORIOS COLLEGE OF ARTS & SCIENCE DEPARTMENT OF LIBRARY LIBRARY RULES

#### About the Library

MGC Library plays a significant role in the collection development and dissemination of information to support and encourage active teaching, learning and research to meet the present and future needs of our college.

Our library consists of 16,744 books on computer, Language, Management, Mathematics, etc. The books are classified according to the Dewey Decimal Classification and the shelf arrangements are based on Call number. Presently, the library uses RFID technology integrated with Koha (Library Management Software), moreover, the library will be fully atomized in the near future. Library OPAC is accessible via LAN inside the campus using Koha.

Library is renovated with new modified structure creating more space for stacking books as well as enhancing reading facility. Library provides 5 computers to access Open Access Resources and free internet surfing.

#### Library Vision

- Aiming to impart quality library services to its users.
- MGC Library ensures the preservation and transmission of society's knowledge, history and culture, and provides the user with free and open access to information for education, recreation and reference.

#### Library Mission

- Our mission is to strengthen and enhance the teaching, research and service to the users.
- The Library promotes intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills, and offering research assistance.

#### Library Sections

1. Circulation Section
2. Book Section
3. Reading Section
4. Journal & Magazine Section
5. Reference Section
6. Computer Section

**4.2 LIBRARY AS A LEARNING RESOURCE****4.2.1 Stock of Library****Library Services**

1. Lending Services
2. Reference Services
3. Reprographic Services
4. Research Support Services
5. Current Awareness Services
6. Newspaper Clipping Services
7. Document Delivery Services
8. OPAC Service
9. New Arrivals Display
10. Routing Services
11. Table of Content Services

**Library Working Hours**

- Week Days - 8.30 am to 5.30 pm  
Holiday - Sundays and Government Holidays  
Library will close the Lending service by 4.30 pm

**Collections**

Books	-	16744
Reference Books	-	576
Journals	-	19
Magazines	-	22
Newspapers	-	08

**Working Professionals**

1. Mr. G. Arunprasath M.Lib.I.sc.,  
Librarian
2. Mrs. K. Philomina M.L.I.sc.,  
Assistant Librarian

**Contact Details**

Librarian  
[library@mgcchennai.ac.in](mailto:library@mgcchennai.ac.in)

**4.2 LIBRARY AS A LEARNING RESOURCE****4.2.1 Stock of Library****General Instructions**

1. The users are advised to maintain silence inside the Library.
2. Identity Card is mandatory in Library premises.
3. Every Library visit (Check-in & Check-out) is to be registered with RFID Gate Register.
4. Using mobile phones inside the library is strictly prohibited.
5. Personal belongings are to be kept in the property counter.
6. Food and beverages are strictly not allowed inside the library.

**Library Rules**

1. Books and computers should be handled with care.
2. Scribbling, marking on the book and tampering the book or tearing book pages is offensive which might lead to considerable actions.
3. Users should not re-shelve the referred books which lead to misplacement of books. Such books may be left on the nearest table and it will be shelved by the Library Staff.
4. Missing of RFID Tag or damage, while returning, the user will be levied with equitable fine.
5. If a book is lost by the user, he/she should replace it with new book or he/she have to pay the sum of fine, cost of the book + 50% of the actual cost.
6. Mischievous activities inside the library will not be entertained, if found any, he/she will be confined directly.
7. The act of impersonation is illegal and he/she will be prosecuted immediately.
8. Library will not be responsible for the user's personal belongings.
9. Members utilising the Reference and Internet Browsing facilities, should enter the member number, name, login time and logout time in the register kept the respective section.
10. Loss of the ID card should be reported to the librarian immediately, for new RFID enabled ID card he/she has to pay a sum of Rs. 200.00/-
11. Professors should register the number of pages that they have printed in printing register.
12. Members are responsible for all books borrowed on their ID card.
13. Users must check whether the books which they intent to borrow are in good condition before leaving the counter and any damage should be reported to the circulation section immediately.



**4.2 LIBRARY AS A LEARNING RESOURCE****4.2.1 Stock of Library**

14. No books will be issued to the students after the last working day of the Academic year.
15. Users are allowed to use loose sheets only, to take notes while reading in the Reading Section.
16. All the students should return their ID Card at the end of the final year to obtain No Due Certificate.
17. In addition to these rules, the decision of the college authorities will remain final on the matters binding on the rules and regulations of the library.

**Membership**

Presently, Library Membership is restricted to MG College Professors and Students.

The membership of the Library is open to the following categories:

Sl. No.	Category	Eligibility (books)	Loan Period (days)	Renewals
1.	Professors	5	30	No Limitations
2.	Post Graduate Students	3	15	2
3.	Under Graduate Students	2	7	2

**Membership Procedure**

Academic Details of the Students will be collected from the respective departments to issue the RFID enabled Student Identity card for library transactions.

**Overdue Charges**

The following overdue charges are applicable for PG and UG students

Sl. No	No. of Days Overdue	Overdue Charges per Book
1	Up to 10 days	Rs. 1 per day
2	From 11 <sup>th</sup> day onwards	Rs. 2 per day

**No Dues Certificate**

No Due certificate will be issued to the Students after they return all the books, ID card and if they had cleared all dues before they complete the course.

**Suggestion**

The Library always welcomes fruitful suggestions and opinions to develop the library and its services aiming at future. Ping us in [library@mgcchennai.ac.in](mailto:library@mgcchennai.ac.in) for your valuable suggestions/opinions or post us in Suggestion box.

**4.2 LIBRARY AS A LEARNING RESOURCE****4.2.1 Stock of Library****Library Committee**

1. External Committee
2. Advisory Committee
3. Book Selection Committee
4. Activity Support Committee
5. Student Volunteer Committee

**LIBRARY AWARDS****1. Best User Award (Borrower)**

Best User Award is to motivate the students to make the efficient use of Library collections, Services. One student form UG and PG will be awarded on the basis of the statistical data in accessing of books, utilization of library resources and the review of the Library Advisory Committee.

**2. Best Student Volunteer**

Best Student Volunteer award is selected form the Student Volunteer Committee, based on their performance and Co-ordination in the library activities.

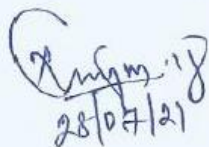
**3. Best Member in Club Activity**

The best user in the Book club activity will be awarded “Best Reader in Club Activity”.

**4. Outstanding User Award**

The Outstanding user Award awarded to the student basis on the following criteria,

1. Number of books accessed in the Library.
2. Active Volunteer in Library Activities.
3. Reader Club activity performance.

**Librarian****(G. ARUNPRASATH)**

**Librarian**  
**Mar Gregorios College Of Arts & Science**  
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