

# **Vimala College (Autonomous)**

## **Thrissur**



### **LIBRARY MANUAL**



**VIMALA COLLEGE (AUTONOMOUS), THRISSUR**  
**KERALA 680009**

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<b>Policy Name:</b>	Library Manual				
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 PRINCIPAL IN-CHARGE,  
 VIMALA COLLEGE  
 (AUTONOMOUS)  
 THRISSUR-680 009

## Introduction

A library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material and may be a physical building or room or a virtual space or both. A well-equipped and well-managed library is the foundation of modern educational structure.

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. It goes through a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and over again to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

## VIMALA COLLEGE LIBRARY

The Vimala College Library has always been striving hard to meet the expectations of its users. The Central Library of Vimala College is at the heart of the teaching learning mechanism in the Institution and began serving the fraternity in 1967. The facility is housed in a three storeyed building covering an area of 15000sq. ft. and boasts facilities like a media room, the Research hub, Digital Library, Internet Centre, Art Gallery, Up-stair Garden Library and a student utility centre. Fully Automated with KOHA, the Library offers the most modern infrastructure while maintaining Green Library with a warm, pleasant and welcoming atmosphere for students, research scholars, teachers and others who approach this destination of knowledge and greater learning.



Keeping abreast of the latest trends in the dissemination and disposal of library services, the digitisation of the Library with the Dspace software along with access to NLIST and DELNET were undertaken and successfully completed in 2018. The collection of learning, reading, instructional and research resources of the Library is regularly updated on recommendations gathered from all stakeholders along with deliberations by the Librarian and the Library Committee. This has been achieved through meticulous enhancement of book collection and networking.

The functioning of the Library is ardently supported by a dedicated Library Club that is a community of book lovers and reading enthusiasts. Over the years, the Library has been a force of great motivation for all seekers of knowledge, be it the teaching community, students or research scholars. While seeking to inculcate the love of reading among all, the Library upholds high ideals of integrity, originality and productivity in all spheres of academic and educational pursuits.

**Motto**

Truth for a knowledgeable society

**Mission**

To provide resources and services which enrich the student experience and enhance the teaching, learning, and scholarship activity.

**Vision**

To support intellectual growth and critical inquiry, and to promote a continuing love of learning in a congenial space where people choose to gather.



## Objectives

To support and enrich the curriculum in all subject areas

To support personal development through access to a wide range of materials and media

To promote the development of study and research skills as a basis for lifelong learning

This manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, and management of other academic support facilities should be offered.

## Role of Library

Library plays a very vital role in supporting the academic programmes of the College. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr S R Ranganathan, father of library Science in India has particularly said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

## Library Advisory Committee

1. The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the Library development plans by advocating the Library development activities with the management/ government.
2. The Principal has the discretionary powers in nominating the members for the committee. The Librarian can also propose panel name. But the Committee should represent the entire stake holders of the Library.



3. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the college management.
4. The following members nominated by Principal as members of the Library advisory committee (not exceeding nine members):

Sl No.	Designation	Position in LAC
1	Principal	Chairperson
2	Vice Principal ( Dean of Students' Welfare)	Vice Chairperson
3	College Librarian	Coordinator
4	Head of the Departments/Staff Representatives	Member
5	Student Representatives/Library club Secretary	Member

5. The LAC shall normally meet quarterly in an academic year and provide general directions to the Library.
6. The LAC has a vital role to outline the library collection and development policy as and when required, in its implementation.
7. The LAC monitors and evaluates the trends and developments in information technologies, networking, library automation, library cooperation, library timings etc. and to direct the library in their day to day functions.
8. The LAC formulate action plan for the development of library infrastructure, facilities, products and services.
9. The LAC takes the responsibility of estimating the books procurement and allocation of budget accordingly.





10. The LAC assists in stock verification, weed out/ write off from the library stock.

## LIBRARY BUDGET

Budget is an important document for planned and successful operation of a library. It coordinates between the policies, information of exchange programmes and finance & administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources.

### Various Grants and Aids to College Library

The following are the various grants/funds/finance allocated to procurement of books and furniture to college libraries:

1. **General Grants:** General grants means which were procured Books to all the users of the college library users; hence it's called as general grants.
2. **SC/ST Grants:** The grant is received from the government/UGC which is especially for SC/ST users (students) purpose.
3. **UGC Grants:** The grant which is received from the UGC for college library is called UGC grants.
4. **Donations and Others:** the fund is received by the donors, charitable trust, organizations etc., is called donations.
5. **Charges on services** provided to users such as reprographic service, translation service, bibliographic service, database search service and so on.



## 6. Various funds of college library

- \* PD Fund
- \* CPE
- \* BVoc
- \* Autonomy
- \* Self finance
- \* Accumulated Fund
- \* Community college
- \* DBTStar college fund
- \* UGC
- \* WWS
- \* SSP
- \* MRP

## LIBRARY SPACE AND BUILDING

The Vimala College Library is a spacious and well-designed building with good collection of books, periodicals and journals. The facility is housed in a three storeyed building covering an area of 15,000sq. The Library is in fact the nerve centre of knowledge transactions.

### Area and building

Archbishop Mar Joseph Kundukulam Memorial Library Block situated in the centre of the Vimala College campus. The Opening time of Library 8.00 am& the Closing time of Library 6.00 pm. Library is constructed in 3 floors. The Main entrance of the Library floor is known as “Dewey Hall”. The Stack hall or Main hall is known as “Ranganathan Reading Hall”. The entering Members have the privilege of direct access to the shelves in the stack room and the reading halls and the freedom to browse among the books it is important that the DDC classified arrangement of books according to their numbers is





maintained in the shelves for the convenience of the members themselves. Reference books are not to be issued.

#### **The main entrance of the Library floor - "Dewey Hall"**

- \* Display of Library Layout.
- \* Return section (Reception counter).
- \* The return time of library 8.15 am.to 5.30 pm.
- \* Librarian's room
- \* Reading place both students and teachers
- \* Racks with Display and current volumes of Journals, Periodicals and magazines
- \* Newspaper racks
- \* Coin collection Shelf
- \* Book of the Month (display of selected book for special attention)
- \* Writer's Space
- \* Art Gallery (Staircase Wall is used for Art Gallery)
- \* Special Space for Divyangjan

#### **Upper section of Dewey Hall**

- \* Internet Resources (CD, DVD, E-Book corner and Cassettes)
- \* Open Book Reader & Screen reader (Blind)
- \* Digital Library

#### **"Ranganathan Reading Hall"**

- \* Issue section (issue time of 8.25 am to 5.30 pm)
- \* Stack room (Open Access)
- \* Reading place for both students and teachers
- \* 3OPAC counters
- \* Xerox section
- \* Technical section
- \* Reference Section
- \* Research Hub
- \* Alumnae Collection



**First floor is known as “CHANAKYA Hall”**

- \* Reference Section
- \* Media room (CD & DVDs)
- \* Commerce research Centre
- \* Thesis and Project Section
- \* English religion Section
- \* MRP collection
- \* Hand written magazines
- \* College magazines & In-house Publications
- \* Reading space for both teachers and students
- \* Maps.

**The second floor known as “TAGORE READING HALL”**

- \* English research centre
- \* Bound volumes
- \* Book Bank
- \* Thesis
- \* English religion Section
- \* Reading space or both teachers and students.



### Library Membership

The following shall be entitled to enrol themselves as Members of the Library:

1. The faculty members of the colleges.
2. Non-Teaching staff of the colleges.
3. All the students enrolled in the college.
4. Research Scholars

Those who intended to use the library facilities are required to enrol themselves as members of the library by filling up the prescribed application form from library. Each member shall be issued a bar coded Library Identity Card which is non-transferable. The Library Identity Card will be valid for academic year only or as specified on it. Books will not be issued against invalid Library Identity Cards. You will need to come by the library to get a barcode added ID Card.

### LOSS OF IDENTITY CARD

In case of lost Identity Card the matter should be informed to the Circulation Section. A fine of Rs.50/- for Identity Card will be levied. A recent stamp size photograph is required for duplicate ID. After clearing the liabilities new Identity Card will be issued.

### Special Membership

The following may be enrolled as special members of the Library:

1. Retired Teachers and Non-Teaching Staff.
2. Aspirant PhD Research Scholars of Vimala College duly recommended by HOD and College Librarian.
3. PhD students of other Universities.
4. Alumnae members
5. Temporary members from Local Community/ Parent community



The following conditions shall govern the enrolment of the above applicants for special membership: -

1. Approval of College Librarian.
2. Refundable Library security of Rs.1000/-to be deposited with the Library for the issue of books.
3. Reference charge Rs.1000/- for outside users per year.

#### **Limitations of Books for Faculty, Students, Non-teaching staff and**

Loan privileges, Duration and fine

<b>Users Category</b>	<b>No. of Books</b>	<b>Duration</b>
Faculty	20	14 days
Guest Faculty	10	14 days
PhD Scholars	6	14 days
UG Student	3	14 days
PG Student	8	14 days
Non-Teaching Staff	3	14 days
Retired Staff	5	14 days

If a book is not returned or settled within 14 days, The Members for requested renewal should be received in the library before the due date of return.

#### **Overdue and Loss of Books Charges (Fine & Penalty)**

- If the user loses/ damages a book he/she has to return the exact/latest edition of the book to the BPCL with admissible fines and Proceeding fines.
- A Xerox or photocopy of a book shall not be acceptable in lieu of a printed book.



- A soft cover or low priced edition will not be accepted in lieu of a hard cover edition.
- In case out of print books, **minimum 3 times-** or the **publishers price/from renowned** website whichever is higher plus fine and processing fee.
- In case of loss of rare/valuable books Librarian can impose more fines/disciplinary action in conjunction with above rules.

### Library Rules and Regulations

Library Working Hours - 8.00AM to 6.00PM

Saturdays – 8.30 AM to 5.00PM

Sundays & Holidays – Closed

### GENERAL RULES

- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Students have to bear the Identity Card for entering the Library.
- Every member must swipe ID and sign the register available at the entrance.
- Members shall not smoke, or spit in any part of the Library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.



- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- Members are free to browse the books in the Library and the books taken out of the shelves should be left on the reading tables.
- Photography and recording are not allowed on Library premises without prior permission.
- No circulation will take place from the Reference Library.
- Reference Books/ Dissertations will not be issued from the library.
- A fine of Rs.1/- per day/ per book will be levied/ charged for delay of books.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of either of Library Membership ID Card fine of Rs.50/- will be charged and duplicate card will be issued on recommendation of Dean of College Librarian
- On discontinuity/cessation of services, obtain 'No Dues Certificate' from the Central Library.

#### **Library and Information Services and Facilities**

Library provides services like Circulation, Newspaper Clippings, Reference Service/Referral Service, Inter-Library Loan, User Education, Career Guidance, Add-on Course, Plagiarism checking service, Information and Communication Technology (ICT) enabled Services.





### **Information and Communication Technology (ICT) enabled Services**

Internet centre, NList, DELNET, Kindle Paper white reader with 800 Ebooks, Blog, website, Dspace, DIGI- Library, Pearson eLibrary, Wi-Fi

### **INTERLIBRARY LOAN**

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library. We have interlibrary loan facility by DELNET-Developing Library Network.

### **SPECIAL SERVICES**

#### **Library Catalogue**

Library software migrated from LIBSOFT to KOHA in 2018. The Library catalogue is available online, and will allow you to search for and find many books. Special libraries services are provided to Divyangjan (differently abled) students including visually challenged students. Library provides different services such as CAS service, SDI service, Reference Service, Inter Library Loan, Internet browsing service, Wi-Fi facility, and Online Public Access Catalogue.



### Digital Library

Digital Library Services provides a wide array of services to assist members of the library with organizing collections of materials or making them more widely available with Dspace and DigiLibrary. Library create a new Blog Section (Blog:- Vimalalib.blogspot.in). Blog provides Previous Question papers, Library Catalogue, New Arrivals, Newspaper etc. A digitally advanced library provides every possible requirement of its technically advanced users. A digital Library (DL) wider the area and scope of library, it will enhance the library facility. DL will have no boundaries of time, space, geographical area, and racial discrimination between people for accessing the information. One can access the Digital Library from a remote area or from some other country also and at a very cheaper rate. Accessing a digital library will allow one for quick, cost-effective and easy information. A Digital Library will give traditional library a reform that will increase library visits by the users providing their information in digital form at computers. The Digital library provide services like electronic journal support service, Electronic Document Delivery, Electronic Publishing, Resource Service, Inter Library Loan, full text searching, cross-searching specialist abstracting and indexing databases etc. for learning and teaching. All the information is stored on the computer that will be connected to a personal computer through a network making this period of time as a memorable time in the history of libraries. Digital Library Services provides a wide array of services to assist members of the library with organizing collections of materials or making them more widely available.



The following services are offered by the Digital Libraries.

- ❖ Catalogue Databases
- ❖ Current Awareness Service
- ❖ Externally Purchased Databases
- ❖ CD-ROM Databases
- ❖ Remote Information Services
- ❖ Internally Published Newsletters, Reports & Journals
- ❖ Internet Information Sources Mirroring & Cataloguing
- ❖ E-mail
- ❖ Bulletin Board Service
- ❖ Electronic Theses and Dissertations
- ❖ Reference Service
- ❖ Electronic Publishing,
- ❖ Discussion groups and forums
- ❖ Central storage facilities for Hosting digital collections and indexes
- ❖ Tools for loading, storing, searching, and displaying digital objects
- ❖ Special Collections service



## Digital Library Processes:

### Content selection:

The content selection for the DL is depends on the utility, value and rarity of collection. It may be Internal or external, free or commercial, owned or licensed, print or electronic formats. The content may include Staff publications, e-mail archive, news, reports, policies and plan documents, drawings, software, press releases, presentations, courseware, lectures, best practices, etc. for education and corporate purpose.

### Content acquisition

Digital Library acquired contents already in digital form as well as to be converted and they may be loaded in central or distributed sites. The format (PDF, TIFF, postscript, html, xml) of the digital content may selected as those supported subsequent presentations today & tomorrow and It should not need special access mechanism.

### Content access and delivery

DL is changing landscape for access and delivery of digital contents globally. This allows various type search such as Structured search, Object search (full-text, multi-media object search), Search at finer granularity (tables, figures, paragraphs, section headings), Global search and resource type search (e.g. bibliographic databases, e-journals, reports, experts). The searching features includes Relevance ranking, Search refinement, search history, search set combination, Personalization, customization. It also facilitates structured presentation (display), Hierarchical browsing (subject schemes/ topic directory). Access and delivery area of Digital library are developing new innovative technologies and processes in these areas that will capitalize upon the digitized status of DL content, and allow quicker, easier and cost- effective access to content, which in turn will be a powerful justification for your digitization effort. Access and delivery process are aided by conversion to digital mass storage.



### Access management

Access management consist various operations such as access control, content security, object identification, ownership establishment, License metering, user Id and password management, Proxy/IP authentication management, etc. All the above operations have been controlled by the various software's and techniques which facilitate to DL has access control over the owned and licensed contents.

### LIBRARY ORIENTATIONS / INFORMATION LITERACY INSTRUCTION

The College librarian and staff offer Orientation Programs and Information Literacy Instruction to all students and individuals as part of the induction programme of the college and other occasions upon the request. Basic information about the library, general policies, DDC Classification system, Plagiarism checking with URKUND, D-Space(institutional repository with d-space) Digital Library with Green stone, E-book corner Kindle, Library Blog, Library Club, Open Book Reader, Research methods and the various services provided are discussed during these instructional sessions. Faculty members are asked to prior booking with the Librarian at least one day before the date for instruction.

### LIBRARY COLLECTION DEVELOPMENT

According to the Encyclopaedia of Library and Information Science, "Library Collection refers to that total number of books, journals, newspapers, magazines, government publications, and pamphlets and non- book reading materials.



## VIMALA COLLEGE LIBRARY COLLECTION

Our library's collection includes books, periodicals, newspapers, manuscripts, maps, prints, documents, CDs, cassettes, DVDs, e-books, databases, and other formats.

Printed Books	80113
E-Books	764300+
Journals & Periodical	210
E-Journals	6000+
Book Bank	6000
Bound Volumes	4599
CD & DVD	869
Dissertations	906
Manuscripts	5
Maps	24
Globes	4

Rare Book Collections

Children's Literature Section

Open Book Reader/ Screen Reader

E-book corner with Kindle

Plagiarism Checking

Coin Collections

Library Website

Library Blog

Research Hub

LED Updating Board

Manuscript Collection (Palm leaves)





**Database:** Vimala College Library has two Database that is INFLIBNET: N-List and DELNET. N-List is an online service and DELNET is an offline service. N-LIST includes J-Store, World E-book Library, Springer E-books, Taylor & Francis E-books, etc. The library provides online access to a large number of full text books and journals from various Publishers. These e-journals access has been activated only on the IP's Membership of the library is open to Students, Teachers and Non-Teaching Staff of this college. The Library membership is free to all Faculty members and Students.

### **Procurement of Learning Resources**

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whatever it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process.

### **Procurement of Books: Process and Approvals**

Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member. All purchases made will be consistent with the college's collection development/management policies.

The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Librarian.



## Book Procurement Process

### Initiation of Acquisition:

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed
- Find out the exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status
- Put up for Approval
- Prepare and Issue Purchase Orders after approval

### Acquisition Procedure

**Acquisition** is a process of requisitioning books and other documents for libraries.

Faculty members are encouraged to recommend items to be added to the collections. All purchases made will be consistent with the college's collection development/management policies.

Acquisition Methods adopted in our Library for procuring books and other documents are through the following methods -Purchase, donations, Gifts, Exchange, Inter library loan, Resource sharing and consortium. Collecting requirement of books list from department members and heads prescribed/suggested text/reference books. After submitting the book list, the librarian after consulting with the library advisory committee procures the reading materials from the vendors. Subscription of journals and magazines are done accordingly.

**Accession register:** -Each book is given a consecutive serial number is called accession number. This register is known as accession register.



### Processing Work

The processing work of a library is the pivot round which all its activities revolve.

The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

- i. Accessioning: Enter the details of the Invoice and Books in Accession Register
- ii. Classification and Cataloguing: - Library documents are classified according to Dewey Decimal Classification Scheme and catalogued.
- iii. Stamping

### Arrangement of Library Collection

The library consists of a collection of Primary, Secondary and Tertiary sources. These resources have been arranged in the library by Library Classification system. The book in the library has a number called "Classification Number/ Call Number/ Class Number" that tells you where it is. This number is printed on a label on the spine of each book in the library. The books are shelved in sequence according to their class numbers or subjects.

### Shelf Rectification

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. In order to save the time of the users in our library shelf rectification is done daily.

### Stock Verification

Stock verification is an annual process which will be conducted twenty days before the



academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost. Stock verification provides opportunities to weed-out un-used and very old editions of the library. It helps in planning the method to provide adequate safeguards to check future losses.

#### **Stock Verification Periodicity**

Stock verification is carried out by stock verification committee appointed by the Librarian. Every year our college library starts stock verification by February and ends by March 31<sup>st</sup>.

Common Stock Verification and Recovery Policy, Write off/Loss of books, procedure for Write off, Common Cost Recovery

#### **Loss of Books / Documents**

Missing/loss of books is a common factor in open access system. Some loss of publications is inevitable especially in the context of open access practice in libraries.

#### **Preventive measures for the protection of Library materials from deterioration**

The holdings of the library are priceless heritage of mankind as they preserve facts, ideas, thoughts, accomplishments and evidences of human development in multifarious areas, ages and directions. Therefore preserving this intellectual, cultural heritage is the moral responsibility of the Librarian / Information Scientist. Our library carryout all preventive measures which includes all forms of direct and indirect actions. It comprises all the methods of good housekeeping, care taking, dusting, periodical supervision and prevention of any possibility of damage by physical, chemical, biological and other



factors. The curative measures included repairing, mending, fumigation, deacidification, lamination and other jobs which are required considering the physical condition of the individual document. Dry neem leaves, neem seed powder and camphor tablets tied in muslin bags are kept inside the racks after the stock verification conducted yearly which helps to keep the pests away.

#### **Procedure for write-off**

A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority. For missing books of our library write off is done as per government order (.05% of circulation of the current year).

#### **Damaged Books**

The Librarian after stock verification does the disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes is made on the recommendations of a Library Advisory Committee to be appointed by the competent authority (Principal) which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

#### **BEST PRACTICES OF A COLLEGE LIBRARY**

The role of the library and information centre in a college is aimed at realizing the educational goals of the students and college as well. The college libraries not only provide stimulus to reading by procuring materials for study and research but also feeds the intellect of the student. It encourages the teaching and research needs of the faculty





“Best practice may be innovative and be a philosophy, policy, strategy, programme, process or practice that solves a problem or create new opportunities and positive impact on organizations”.

Some of our 'Best Practices' are: -

- Computerization of library with standard software.
- Inclusion of sufficient information about the library in the college prospectus.
- Compiling student / teacher statistics
- Displaying newspaper clippings and a clipping file maintained periodically.
- Career/ employment information services
- Internet facility to different user groups
- Information literacy programmes
- Displaying New Arrivals
- Conduct book exhibition on different occasions
- Organizing book talks
- Instituting Annual Best User Award for students
- Organizing competitions annually
- Conduct user survey periodically
- Making of a Path Finder to the library
- Compiling a list of Current Serials/ catalogue of journals.
- Updating and maintaining library website
- Maintaining useful statistics regarding the use of the library and displaying them on the library walls
- Compiling checklists on different subject/topics as a part of documentation service





- Library Advisory Committee formation
- Distribution of useful handouts
- Internship opportunities for students
- Library took initiated in- house publications of Vimala College named as Vimala College publications. Librarian acting as nodal officer of this publication.

Through the best practices adopted it can bridge the gap between the library and the users. For effective and maximum utilization of the resources for the promotion of higher educational goals, the vision and mission of the college library is given priority. It also enhances competitive advantage and also enables to enhance the institutional effectiveness.

#### Requisition Forms used in Library

Library Membership Form

Book Recommendation Form

Inter Library Loan Request Form

Lost/Mutilated Book Replacement Request

No due Certificate

Purchase order form

Temporary Membership Form

  
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