

## JALPAIGURI LAW COLLEGE LIBRARY

The Library occupies in main building measuring 2500 sq. ft. and provides seating for approximately 80 users. The open access system followed in the library allows unlimited access to the students, faculty members and users of the Library.

The Library collection has over 7479 titles including 1467 reference books and Library subscribes to approximately 20 print Journals. The Library also facilitates the use of KOHA software. Jalpaiguri Law College Library is newly introduced online Library Catalogue (Web OPAC). CCTV installation helps in support service.

The Library is semi-automated on KOHA software. The Library provides various service such as :-

1. Reference Service.
2. Circulation service.
3. Print and photocopying service.
4. Document delivery service.
5. Bibliographic service.

### **Library Hours :**

Monday – Friday : 11 A.M. to 4.30 P.M.

Saturday : 11 A.M to 2 P.M.

### **Circulation :**

All Library patrons have to issue books at circulation desk. Patrons are required to return the books at the library return counter.

### **LL.B. Students :**

Students (1<sup>st</sup> and 2<sup>nd</sup> Sem.) :- Two books are issued at a time for a period of 15 days and reissued once if no reservation is pending.

Students (3<sup>rd</sup> to 10<sup>th</sup> Sem.) :- Three books are issued at a time for a period of 15 days and reissued once if no reservation is pending.

**Students LL.B. Honours:** - Three books are issued at a time for a period of 15 days and reissued once if no reservation is pending.

**Faculty:** Fifteen books are issued at a time for a period one month.

**Staff:** - Five books are issued at a time for a period 15 days.

### **Are the `Reference ` books issuable?**

Reference books are not issuable under normal circumstances. However, a faculty member can issue such a book for one day only with due permission from the librarian. Students who are researching for Moot Court competitions can also take such books during their preparation period, as well as during the competition with due permission from the Principal.

### **Past years question papers :-**

Hard copies of previous years question papers are available at the Library circulation desk for reference only.

### **Study materials :-**

Study materials are available at the Library circulation desk for reference only.

## **General rules and regulations of the Library**

1. Every student must possess his/her Library card while making use of the library facility and produce the same to the library staff on entering the Library.
2. Strict discipline must be maintained in the Library indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
3. Discussion, sleeping , use of Mobile phones is not permitted inside the Library premises,
4. Books will be issued against one reader`s card for 14 days only. Students fail to return the books on or before due date mentioned in the date stamp will be charged fifty paisa per book per day.
5. Reference material and Journal should not be taken outside the Library. In case of utmost need special permission from Librarian is needed.
6. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
7. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling in such case, the lost reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of

any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.

8. In case a reader loses a book he/she should replace it; current price of the book will be paid by the borrower.
9. Membership card is non-transferable. Students must not lend their reader's card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
10. The students are required to get the clearance from the library before the final examination.
11. Reader's card must be renewed every semester/year as notified from the library by the prescribed date. No reader's card will be issued to any student after this date. However, only in special cases or under genuine circumstances the Reader's library card will be issued to the students.
12. In case a student loses his/her Reader's card then the student should report the loss of card immediately to the librarian and apply for a duplicate card on the prescribed form available at the Library counter by paying 10/- per card.
13. Users are not allowed to log in any social networking sites at the search computers. Strict disciplinary action will be taken against the defaulters.
14. The Library committee shall have the power to suspend or exclude from use of the Library any user who disregards the library rules and regulations.

**N.B. These rules and regulations are subject to review by the Library committee from time to time.**