

# DR. BALIRAM HIRAY COLLEGE OF ARCHITECTURE

ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.  
Tel. #91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : hirayarch@yahoo.co.in

C. REF. :

DATE :

Policy document

Policy Title: Library Policy		
1.	Administrative Policy Number (APN): ARC/APN/o8	Functional Area: Quality in functioning of Library
2.	Brief Description of the Policy:	Purpose: promoting quality in Learning and Research using library. Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>ST</sup> June 2017.
5.	Approved by:	Principal and Management
6.	Responsible Authority	Library Committee Head
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	7 <sup>th</sup> September 2021
9.	Reason for the policy	Effective use of Library in Learning
10.	References for the policy	UGC/ NAAC/ University/ COA

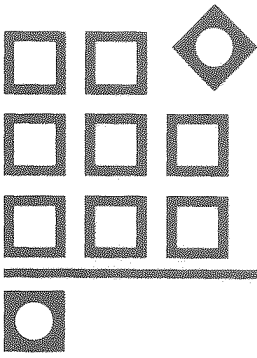
## 1. AIM

Dr. Baliram Hiray college of Architecture to serve the information needs of the staff and Students of DBHCoA by providing access to information in all formats.

## 2. MISSION

We support the mission of the college in inculcating the habit of lifelong Learning by acquiring and facilitating access to learning resources.





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### 3. OBJECTIVES

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To develop the habit of self-learning and lifelong learning.

### 4. LIBRARY COLLECTION DEVELOPMENT POLICY

- The library buys books and other learning materials which are adhere to the syllabus. Library also acquires reading materials of various Architect which are useful for architecture students.
- Library will also buy printed periodicals and online database for accessing Scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

### 5. WEEDING OUT POLICY

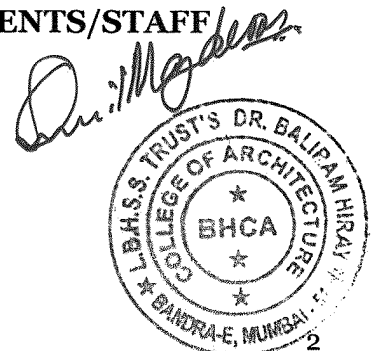
A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

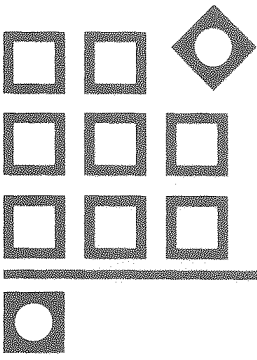
### 6. LIBRARY USAGE POLICY

#### LIBRARY RULES AND REGULATIONS FOR STUDENTS/STAFF

#### LIBRARY RULES FOR STUDENTS

1. Students can borrow 1 book at a time for 8 days.





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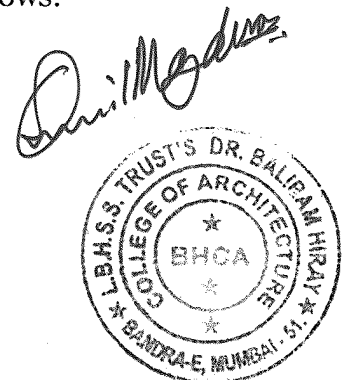
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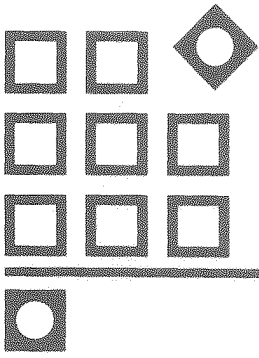
DATE :

- Policy document
2. Student must return book to the library promptly when due failure in do so will result in a confiscation of Library card.
  3. The books should be borrowed from/returned to the library personally and borrower should sign the book card. Transactions should not be carried out through an intermediary.
  4. Reference books, and periodicals should be used in library only. Students should inform the library staff if they wish to take photocopy of these materials.
  5. Library card is not transferable.
  6. Use of mobile phones in the library is strictly prohibited.
  7. Perfect Silence should be maintained in library.
  8. Eatables are not allowed in the library.
  9. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to the price of the book has to be paid.

## **LIBRARY RULES FOR STAFF**

1. Books will be issued for a period of one Semester and can be renewed once.  
Maximum number of books that can be borrowed is as follows:
2. Professor/Associate Professor- 2
3. Assistant Professor -2
4. Other non-teaching staff- 1





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- Books should be borrowed and returned from the library personally.
- Transactions should not be carried out through an intermediary.
- All the borrowed books should be returned on before the due date. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title.
- Reference books will not be issued. They should be referred in the library only.
- Personal belongings like bags, files etc. are now allowed in the library. It should be kept at the counter.
- Mobile phones should be on the silent mode and talking on the mobile should is not allowed.

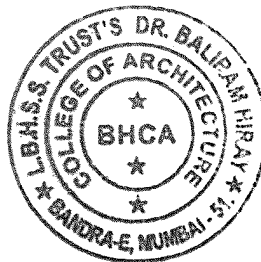
## VISITOR'S STATISTICS:

- The entry register of visitors (students and staff) maintained.

## PEST CONTROL:

- Every attempt is made to keep the books and bookracks clean and tidy and free from dust by regular cleaning drives.
- Four Treatment of Goldseal service (Cockroaches, Red & Black Ants, Silverfish etc.)

Prof. (Ar.) Sunil Magdum  
Principal  
Dr. Baliram Hiray College of Architecture



Managing Trustee  
Dr. Baliram Hiray College of Architecture