



SREE NARAYANA NURSING COLLEGE

Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

Ph No: 0861-2318300 | Fax: 0861-2318300.

e-mail: sreenarayana.nursing12@gmail.com | principal.snc@narayanannursingcollege.com

Website: <https://sreenarayanannursingcollege.com>

Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006 and

A.P. Nurses & Midwives Council, letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. Y.S.R. University of Health Sciences, A.P. Vijayawada.



LIBRARY POLICY

Policy Date :19.06.2024

Policy No. :18

Issue No. :2

Next revision : 19.06.2027

Principal
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LIBRARY POLICY

The library at Sree Narayana Nursing College serves as a vital resource for students and faculty, providing access to a wealth of information and fostering an environment conducive to learning and research. This policy outlines the objectives, roles, responsibilities, and operational procedures related to the library.


Objectives

- To provide access to a comprehensive collection of resources, including books, journals, and digital materials.
- To promote information literacy among students and faculty.
- To ensure efficient management of library resources and services.
- To facilitate remote access to library resources through DELNET (Developing Library Network).

Roles & Responsibilities of Library Committee Members

1. Chairperson

- **Leadership:** Lead the Library Committee and coordinate its activities.
- **Policy Oversight:** Ensure that library policies are effectively implemented and reviewed regularly.
- **Reporting:** Present annual reports on library usage, resources, and improvements to the administration.


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2. Secretary Documentation: Maintain accurate records of committee meetings, decisions, and action items.

- **Communication:** Communicate relevant information to library staff and users.
- **Follow-Up:** Track the progress of initiatives and report on their status.

3. Librarian


- **Resource Management:** Oversee the acquisition, organization, and maintenance of library resources.
- **User Support:** Provide assistance to students and faculty in locating and utilizing resources.
- **Training:** Organize training sessions on library resources and information literacy.

4. Technical Services Coordinator

- **Cataloging:** Manage the cataloging and classification of library materials.
- **Digital Resources:** Oversee the management of digital resources and ensure remote access is available.
- **System Maintenance:** Ensure the library management system is updated and functioning properly.

5. Reference Librarian

- **Research Assistance:** Provide reference services to assist users in finding information for research and studies.
- **Information Literacy:** Conduct workshops on research methodologies and effective resource utilization.
- **Feedback Collection:** Gather user feedback to improve library services.


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6. Student Representative

- **Feedback Liaison:** Serve as a communication link between students and the library committee.
- **Advocacy:** Advocate for student needs regarding library resources and services.
- **Promotion:** Promote library services and resources among the student body.

Membership & Issue of Books

- **Eligibility:** Membership is open to all students, faculty, and staff of Sree Narayana Nursing College.
- **Registration:** Users must register at the library to obtain a library membership card.
- **Borrowing Policy:**
 - Students may borrow up to 5 books at a time for a period of 14 days.
 - Faculty may borrow up to 10 books for a period of 30 days.
 - Renewals may be granted if there are no holds on the borrowed items.
- **Fines:** Late returns will incur fines as per the library's fee structure.

Remote Access to DELNET

- **Access Provision:** The library provides remote access to DELNET resources for all registered members.
- **Login Credentials:** Users must obtain their login credentials from the librarian for access.
- **Resource Availability:** Users can access a wide range of journals, articles, and e-books through DELNET, promoting research and learning.

B. Kalpane
VERIFIED BY


Principal
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APPROVED BY
SREE NARAYANA NURSING COLLEGE
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