

## **Library**

### **SEDES SAPIENTIAE LIBRARY**

In the Roman Catholic tradition, the epithet "the Seat of Wisdom" or "Throne of Wisdom" (a translation of the still-used Latin *sedes sapientiae*) is the motto of many centres of learning, particularly in the West, which were founded when Latin was the academic *lingua franca*. The *Sedes Sapientiae* library holdings take many forms. Apart from books and encyclopedias, the college library also has maps, pamphlets, CDs, DVDs, journals and magazines. Most of these materials are meant for circulation. Computers with CD-ROMS are made available in the library through which various educational CD's can be accessed. The College provides Internet facilities to the students and staff. The Library Awareness and Development Cell look after the overall quality improvement of the Library. Support facilities available in the library are computers with Wi Fi Internet connection and reprography facilities. The stock of the library is regularly enhanced and current titles are procured systematically every year. Library services are computerised through the use of library software called KOHA. The College at present is using DELNET facilities for inter-library borrowing and also for accessing e-books and e-journals and other databases. The Library has become a member of INFLIBNET Centre which provides access to e-resources through N-LIST.

### **RULES AND GUIDELINES FOR STUDENTS**

Students are required to deposit Rs. 500/- as Library caution money before availing of the library facilities. This money will be refunded at the end of the course. The caution deposit will only be refunded on production of the 1<sup>st</sup> installment receipt.

- The student have to fill up the Library Membership Form. Four Library Cards will be issued to them
- The circulation (loan) period is 14 days. However, students are allowed to renew if copies are available.
- Students, who borrowed books and other materials should return them directly to the library and not pass on to another student.
- The library staff will assist students who need to make copies of pages from reference books. A copier is available for the purpose.
- Reference books will not be allowed to be taken outside the college library.
- No books or magazines other than study books may be brought to the college without the permission of the College Authorities.

To promote the return of reading materials and optimal sharing of the library collection, fine for overdue is Re1/- per day.

- For loss and mutilated books, users will be fined or be allowed to replace with an acceptable copy and pay the overdue fine.
- Unpaid bills may result in withholding of Admit Card/Mark sheet & allied documents.
- Fines should be paid in cash at the circulation desk of the library.
- Working days of the College Library: Monday to Saturday.
- Working hours of the college library: 8.00 a.m to 5.00 p.m from Monday to Friday and 8.00 a. m. to 2.00 p. m. on Saturday.