



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S
DR PANJABRAO DESHMUKH COLLEGE OF LAW

120, Morshi Rd, Amravati, Mah. 444603 Ph. (Off.) 0721-266707

Affiliated to Sant Gadge Baba Amravati University

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Principal

Founder

President

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias Bhausahab Deshmukh

Shri. Harshwardhan P. Deshmukh

LIBRARY MAINTENANCE POLICY

Short title and commencement: This policy may be called the Dr. Panjabrao Deshmukh College of Law, Amravati (the College) Library Maintenance Policy.

Objective: The objective of this policy is to ensure that the library of the College is maintained in good condition, with a focus on accessibility, organization, and preservation of resources.

Applicability: This policy shall be applicable to all resources, including books, journals, and other materials, available in the library of the College.

Definitions:

"College" refers to Dr. Panjabrao Deshmukh College of Law, Amravati.

"Students" means individuals admitted in the college for the courses offered by the college.

"Governing body" means the parent society of the college.

"Library Staff" shall mean and include Chief Librarian along with other Library attendants appointed in the College.

Maintenance Procedure: The maintenance of the library of the College shall be carried out in the following manner:

(a) Regular inspection of the library shall be conducted by the library staff to identify any repair or maintenance needs.

(b) A maintenance schedule shall be prepared based on the identified needs, and shall be followed strictly.

(c) All maintenance and repair work shall be carried out by qualified and trained personnel, using appropriate tools, equipment, and materials.

(d) The library staff shall maintain records of all maintenance and repair work done, and shall submit periodic reports to the administration.

(e) All resources shall be organized and arranged properly, with appropriate labelling and classification.



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(f) Preservation measures such as cleaning, dusting, and pest control shall be carried out regularly to ensure that the resources are protected from damage.

(g) All damaged or unusable resources shall be removed from circulation and either repaired or discarded, as appropriate.

Compliance: All faculty members, staff, and students shall comply with the provisions of this policy.

Review and Amendment: This policy shall be reviewed periodically by the administration and may be amended, if necessary, with the approval of the Governing Body.




Principal
Dr. Panjabrao Deshmukh
College of Law, Amravati

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