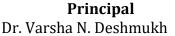


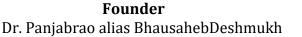
# DR PANJABRAO DESHMUKH COLLEGE OF LAW

120, Morshi Rd, Amravati, Mah. 444603 Ph. (Off.) 0721-266707 Affiliated to Sant Gadge Baba Amravati University

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**President** 

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.



## SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S

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**Principal Founder President** Dr. Varsha N. Deshmukh Dr. Panjabrao alias BhausahebDeshmukh Shri. Harshwardhan P. Deshmukh

- (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.

Dr. Panjabrao Deshmukh College of Law, Amravati