

## St. Xavier's College, Ranchi Central Library

### About us

St. Xavier's College Central Library is one of the oldest college libraries of Ranchi. It started functioning in 1947. At present, the library holds 1,67,000 books and 105 national and international periodicals. Apart from online database provided by N-List, the library also holds e-journal and e-book database of renowned publishers such as Sage. The Central library is automated with library management software called "Alice for Window". The web OPAC is fully functional. Apart from the Central Library there are department libraries managed by the respective department and a separate PG library with 5,750 books for postgraduate students.





## **Mission**

The Central Library occupies a place of pride in St. Xavier's College, Ranchi and is an essential component of the institute's education. The library mission is to make its resources available to all the student and staff of the college.

## **The College Library offers the following services to its members**

1. Library membership
2. Book Lending Service
3. Online Catalogue (OPAC)
4. Photocopy Service
5. Reference Service
6. User's orientation
7. Reading Room service for text books, reference books, periodicals, Newspapers

## **Library Timing**

<b>General Timings</b>	6 A.M to 6 P.M (Monday to Saturday)  Sundays & Holidays Closed
<b>Circulation Section</b>	9.30 A.M to 12.00 PM and 1.00 PM to 6.00 P.M  (Monday to Saturday) Sundays & Holidays Closed
<b>Reading Room Section</b>	6 A.M to 6 P.M (Monday to Saturday)  Sundays & Holidays Closed
<b>Photocopy Section</b>	9.00 A.M to 6 P.M (Monday to Saturday)  Sundays & Holidays Closed

## **Library Rules**

1. I card is compulsory for entering in the library.
2. Silence has to be maintained and no discussion is permitted in the library.
3. Use of mobile phone with or without headphone is strictly prohibited in the library.
4. Enter your name and sign in the register kept at the entrance.
5. Copy and textbooks are not allowed in the magazine room.
6. All students are allowed to borrow 2 books at a time for a period of 15 days. An overdue charge of Rs. 1/- will be charged per book per day if not returned within the due date.
7. All the students and representatives of Publishers entering in the Library shall keep their bags and other personal belongings at the property counter.
8. Users of the library should not deface, mark, cut or damage the reading material in any way. Persons doing so are liable to be fined heavily.
9. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.

### **Library Staff**

1. Ramesh Kumar - Librarian (B.A., M.L.I.Sc., NET)
2. Preeti Vandna - Assistant Librarian (M.A., M.L.I.Sc.)
3. Suman Toppo - Assistant Librarian (B.A., M.L.I.Sc.)
4. Bimal Toppo - Library Attendant (B.A.)
5. Lalita Rose Mary Ekka - Library Attendant (B.A.)
6. Walter Bagh - Library Attendant (B.A.)
7. Krishna Kumar - Library Attendant (B.Sc., M.L.I.Sc.)
8. Saurabh Robert Surin - Library Attendant (B.A., B.L.I.Sc.)
9. Kushal Soreng - Library Attendant (B.A., M.L.I.Sc.)
10. Manish Anand Soreng - Sorter (I.A.)
11. Anima Sushma Kullu - Grade IV Staff