

### **For Assistance : Contact**

Librarian	: Manju Rathore	Book Lifter	: Pradeep Kumar
Library Assistant	: Pinky Gupta	Book Lifter	: Laxmi Chhabra
Library Clerk	: Samta Khanna	Peon	: Rajesh Sharma
	: Noorain Mansuri	Peon	: Ram Raj
	: Rahul Keswani	Peon	: Neelu Kanwar

### **Library Working Hours**

Library will remain open from 9.00 A.M. to 5.00 P.M.  
Issue-Return of books time will be 10:00 A.M. to 4:00 P.M.  
Summer, Winter and Diwali Holidays: 10.00A.M. to 2.00 P.M.

### **Holiday**

The Library will remain closed on Sundays and Government Holidays

## **Kanoria PG Mahila Mahavidyalaya**

Jawaharlal Nehru Marg, Jaipur-302004

Tel: 141 2707539, 2706672 Ext no. Library: 219,220,251 Fax: 1412701769

Email- [admin@kanoriacollege.in](mailto:admin@kanoriacollege.in) , [library@kanoriacollege.in](mailto:library@kanoriacollege.in)

Website-[kanoriacollege.in](http://kanoriacollege.in)



## **KANORIA PG MAHILA MAHAVIDYALAYA JAIPUR**



**KANORIA COLLEGE LIBRARY** is situated in the center of the institution . The library has a rich collection of more than 60,000 books, journals, magazines, E- Resources and has good reading ambience. It is an automated Library using user friendly True Value Software.

**LIBRARY COLLECTION**

Main disciplines are Arts, Commerce, Science, Management , Mass Com., Computer science

Books	: 57677	Book Bank	: 9250+
Reports	: 1342	Gifted Books	: 2850
Journals & Magazines	: 114	E- Resource (N-List + Sage Journals)	
Newspapers	: 13	E-Journals	: 6000+
CDs	: 221	E- Books	: 31,35,000+
Charts & Maps	: 26		

**OTHER MATERIALS**

Annual Reports	Newsletters	Syllabus
Five Years Question Papers	Newspaper Clippings	

**Special Collection**

Gandhiana	Biography	Books on Competitive exams
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**ARRANGEMENT OF LIBRARY STOCKS**

Books are arranged on the ground and the first floor according to Colon Classification. Current periodicals are arranged in alphabetical order in the front corner of the reading hall, whereas the previous issues are placed on the first floor in the Archives Room. Newspaper clippings files are placed in the 'Not -to- be- issued ' section

**HOW TO USE THE LIBRARY**

**Finding a book :** The on-line terminals at the entrance allow direct access to library catalogues. The books can be searched with the help of the online public access catalogue (OPAC) by typing the author, title, subject, keyword, publisher etc.

**BORROWING FACILITIES**

	Staff			Students		
	Permanent Faculty	Tutors	Non- Teaching	UG	PG	BCA/BBA/Honours
Main Library	25	10	6	2	4	4
Book Bank	-	-	-	6	6	6

**OVERDUE CHARGES**

Books will be issued through smart cards for 15 days for students and for one month for faculty members. Students will be liable to an overdue charge @ Re. 05.00 per day on late return of books.

**CYBER ROOM**

Cyber room facility available for staff & students **Timing : 10.30A.M. - 4.00P.M.**  
For using E – Resource user name and Password is required which can be obtained from the library staff.

**PHOTOCOPY**

Photocopying facility is available in the library. **Timings : 11.00A.M. - 3.00 P.M.**  
**Charge @ 1Re. Per copy.**

**Book Bank**

Book Bank section offers textbooks to needy students. Students can borrow books till the no dues certificates are given. Forms are available in the library.

