

# Arts and Commerce College, Kasegaon

Tal.Walwa, Dist.-Sangli

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## Library Services

Sr. No.	Services	Description
1	Circulation Service	The library staff issues books and journals to the staff and the students as per the requirement
2	Reference Service	This service includes answers to the specific questions, identification of specific information and assistance in finding or using of information literature searches. Library provides reference services by using many reference tools like Encyclopedia, Dictionaries, Yearbooks Journals, Bound Volumes, and Gazetteers etc. available in library.
3	Current Awareness Service	<ul style="list-style-type: none"><li>• The library displays new books on the new arrivals show case.</li><li>• Send photos of new books and journals on College WhatsApp Groups.</li><li>• A list of books newly purchased is also sent to the entire department to inform the users about the new addition in the library.</li></ul>
4	Selective Dissemination of Information (SDI)	Information on specific themes or topics available in current issues of journals or newly acquired books is provided to the staff, researcher as per area of interest.
5	News Paper Clipping	This involves Newspapers cutting on various subjects.
6	Inter Library Loan Service	The college has Inter – library borrowing facility. The services involve the supply of the facility of reading materials on request from other libraries. In case if the material is not available in the library that can be borrowed from other library through inter – library loan.
7	Reprographic Service	Digital copier/printer is available for scanning, printing and photocopying of library materials