Welcome to Dhakuakhana College Central Library

Central Library of Dhakuakhana College is one of the renowned libraries present in Dhakuakhana. It is regarded as the hub of knowledge because of its collection varieties; which is of around 18000+ printed volumes consisting of textbooks, general books, rare books and references primarily in Assamese and English. It also has subscribed to five numbers of reputed peer-reviewed journals and provided access to numerous e-journals and e-books. The central library has also subscribed to magazines (monthly) and Newspapers (daily) in both Assamese and English language. Moreover, it is primarily recognized for holding collections of local history and skill development books. Furthermore, this Library has been a member of NLIST since 2018 to provide access to information to its users to maximum extend. Library has been automated since **2015** with Soul ILS and updated to Soul 3.0 software by INFLIBNET since last February 2022. Since then, the entire collection of the library has been readily accessible in a machine-readable catalogue. Additionally, users can search the computerized bibliographic data of the collection using WebOPAC on the Local Area Network (intranet) in provided the computer systems inside the library premises. And with the aid of a barcode-based automated circulation system, users can receive lending services in no time. The library features an orientation programme for every newly added student for all academic departments. Above all, the library is very much user supportive and disabled friendly.

Library Hours

Opening Time	Closing Time
08:30 AM	04.30PM
	(Except Sundays and Holidays)
The Library shall remains open even during Summer and Winter Vacation**	
**The above timings of the library may subject to change from time to time which will duly be notified in the Notice Board of the library.	

Issue of books

Category	No. of books allowed	No. of days
HS students	**02**	**15 days**
B.A./B.Sc. students	**03**	**15 days**
Teachers/Faculty	**05**	
Non-Teaching staff		
Book Bank (Under poor Fund) Both Degree and HS Students: 2 Books for one Semester		

Circulation Timings

Issue		
Category	Day	Time
Degree	**Wednesday, Thursday Friday & Saturday**	**12 Noon Onwards**
HS	**Monday & Tuesday**	**12 Noon Onwards**

#Returning of books are done from 10 A.M.-4:00 P.M on all working days.

GENERAL GUIDELINES

I. ENTRANCE

1. Students are requested to enter into the Library with College uniform
2. Please register your name before entering into the Library.
3. Members are to keep their bags, umbrellas, boxes, files, etc at the property counter which is located at the entry point of the library at their own risk. They are advised not to keep valuable items like mobile phone, cash, or such other things in the property counter. Only Laptop / notebooks / IPad and the Library books to be returned will be allowed inside the Library. However, for carrying personal books inside the reading room, please collect the Gate pass.
4. Before Collecting Admit Cards for Final Examination (semester/Yearly), Students should return all the library books which will notified from time to time in the Notice Board of the Library.
5. No any Library services will be provided without the Library Master Card.

II. ACCESS

6. Users are allowed to bring their own taste of reading directly from the book shelves. After reading, they are requested to submit the same to the Circulation counter.
7. The members caught tearing of pages/stealing books or otherwise intentionally damaging any library documents or its accessories will be suspended forthwith from using library facilities.
8. For accessing Internet facility, users are requested to register their name in the Internet register.
9. Users are requested to use the internet facility basically for accessing E-Journals and E-Books under NLIST facility of UGC-INFLIBNET Programme.
10. Code of Conduct for Using Computer and Internet
    a. Do not install any software without prior permission of librarian.

    b. Do not remove any connected devices from the computer (LAN card, keyboard, mouse, etc).

    c. Do not connect your own devices to computers (mobile, ipad).

    d. Do not download movies, songs.

    e. Turn off the computer after your work is completed.

    f. Use of Social networking sites like Facebook, twitter, etc., is not encouraged inside the Library premises.

Students are encouraged for using the internet facility for their academic and career development purposes.

III.   GENTLENESS

11. Please use the library books with proper care. Underlining, folding of pages, etc is strictly prohibited.
12. Please do not spit or make dirty inside the library campuses.
13. Please maintain Silence within the Library areas. Readers should avoid talking / gossiping inside the library premises.
14. Kindly keep the Mobile Phones either in switch off or in silence mode.
15. Due to COVID 19 pandemic all students are asked to mandatorily wear their mask in the Library and follow COVID 19 Protocols.

Kindly give your suggestions and feedbacks so that we can continuously improve the Library services.