

Phone: 04259 - 234868, 234870

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## NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited by NAAC

An ISO 9001: 2015 Certified Institution Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Fax: 04259 - 234869



E-Mail: ngm@ngmc.org

DATE:.....

## 4.4.2 MAINTENANCE OF LIBRARY

- > To avoid bending or warping the books, proper shelving is carried out.
- > Books are cleaned with a soft, dry cloth, and digital components are cleaned with stain remover.
- > To protect the books from insects Insect repellent is used.
- > A fire extinguisher is maintained to secure books from accidental fires.
- Old and damaged books are replaced with new copies or editions.
- CCTV is mounted inside the library hall to monitor the overall activities.
- > Visitors' entry and exit are also maintained.

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PRINCIPAL' N. G. M. COLLEGE, POLLACHI