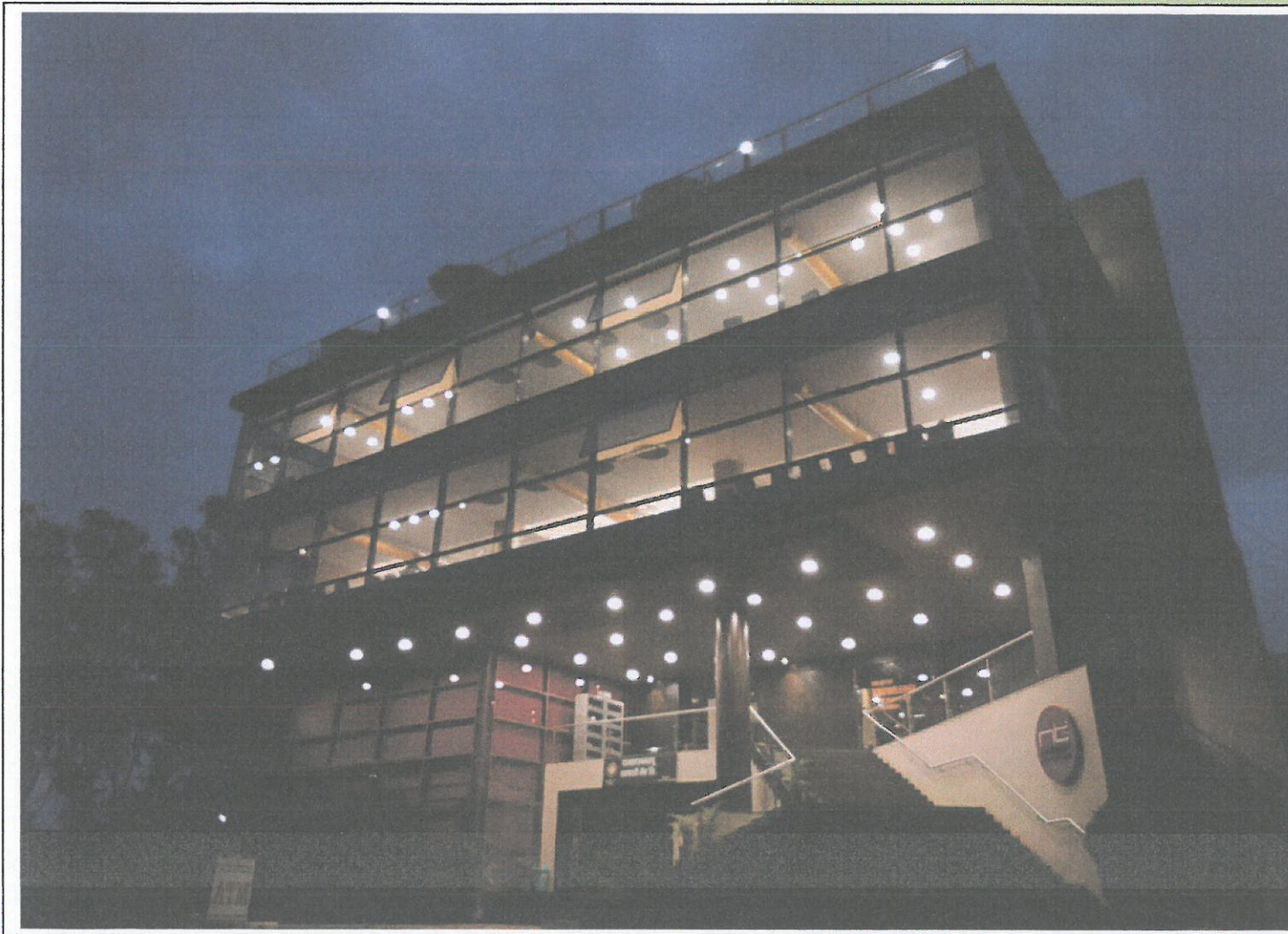


2021-22

Central library Handbook



**K. E. SOCIETY'S
RAJARAMBAPU INSTITUTE OF TECHNOLOGY
RAJARAMNAGAR**

Rajarambapu Institute of Technology

Library Profile

Executive Summary

Vision

Mission

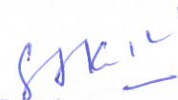
Objectives

Library Charter



LIBRARIAN

Rajarambapu Institute of Technology
Rajaramnagar, Sakharale. 415 414
Tal. Walwa, Dist. Sangli. M.S. (India)



DIRECTOR

K. E. Society's
Rajarambapu Institute of Technology
An Autonomous Institute
Rajaramnagar, Sakharale, (Islampur)

Library at a Glance

Sr. No.	Description	Figure
1	Total No. Of Books	108436
2	E-Books	7254
3	Total No. Of Titles (Including E-Books)	39257
4	Total No. Of Print Journals	158
5	Total No. Of Print Magazines	25
6	Total No. Of E-Journals	3999
7	Total No. Of CD's and DVD's	3321
8	News Paper (Daily) (English+Marathi)	13
9	Total Area Acquired Sq.M.	3378.83
10	Total Investment In Rs.	65044465



Vision & Mission

Vision

- To excel in collecting, preserving, and providing access to the best scholarly and educational resources; providing high quality, innovative services

Mission

- To provide quality resources and innovative services to stimulate creativity, intellectual curiosity.
- To facilitate lifelong learning and research within the communities.
- To provide college students with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning.
- To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library / educational community.

Goals

- Provide library services and resources in multiple formats that meet our users' needs.
- Reimagine the physical space of the library to better meet the demands of our students and faculty in the future.
- Educate users about the library's services and resources.
- Increase collaboration with students, faculty, staff, and the community

Library Timing

Library

Monday to Saturday: 9.00 AM to 7.00 PM

Sunday and Holidays: 10.00 AM to 6.00 PM (During Exam)

Reading Room

Normal Duration : 8.00 AM to 12 midnights



Best Practices:

We can group best practices in to seven categories.

- A) Traditional Best practices.
- B) IT based Best Practices.
- C) Other Best practices.
- D) Library Extension services.
- E) General Best Practices.
- F) Courtesy
- G) Security
- H) Awards
- I) Library Activities

A) Traditional Best Practices.

1. Book Exhibition.
2. Student Orientation Programme.
3. Book Display Programme. (Title display & Author Display)
5. Putting the list of newly available books on notice board.
6. Staff User Meet.
7. Library Information Broachers.
8. Membership is free for students.
9. Training to use E-Resources.
10. Review of Book.
11. Book Talk program.
12. Reading Club- students, Faculty.
13. Best Library User Award.
14. Celebrate days- Vachan Prerna Divas, Librarian day, Engineer's day, Poetry days, Women's Day Marathi Din, world book day etc....
15. Organizing book talk, Library Katta events.
16. Organizing Book reading Computation like Blind date with books.
17. User awareness program.

B) IT based Best Practices.

01. Computerized Library with E-granthalya (3.0) software.
02. Develop Dynamic Library Webpage
03. Dspace OSS Availability of digitized old question papers, syllabus, Institute magazine, Institutional repository etc.
04. Gate question paper online software / Mooch test.
05. Availability of NPTEL.
06. Virtual Library Tour should be developed and linked to Library website.
07. Develop Web OPAC to know the status of library collection with 24 x 7 Accesses.
08. Digital Reference Service.
09. E-Alerting services with the help of E-mail or SMS.
10. E-Resources 24X7Accesses.
11. Information literacy program.
12. Library App.
13. Library QR Code service.
14. on line Assistance.
15. Information Download.



16. Printing facility
17. Remote Access to e-resources
18. Wi-Fi Access.

C) Other Best Practices.

01. Open Access to all.
02. Book Bank Facility.
03. Reading Room Facility.
04. Compilation of Bibliography
05. Apart from regular study book, additional book such as Fiction, Novel etc.
06. Can be issued to students to motivate their extracurricular reading habits.
07. Separate conference rooms for the group discussion.
08. Air condition library building.
09. Displaying new arrivals.

D) Library Extension Services.

01. External Membership Facility.
02. Inter Library loan.
03. Document Delivery Service.
04. Earn and learn Scheme.
05. Reprography.
06. Provision separate desk for Discussion.
07. Suggestion Box
08. Newspaper clipping services.
09. Career Notification.
10. Feedback registers.
11. Departmental Library.
12. Journal Alert.
13. Current Awareness service.
14. Library Help Desk to Guide the users about Library resources.
15. Library security. CCTV camera, separate property counter.
16. Special Facility for Differently able persons.

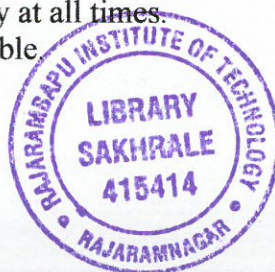
E) General Best Practices.

Following are additional practices to be conducted in library as a routine practice.

01. Regular Library Advisory Committee Meeting.
02. Regular student committee Meeting.
03. Binding of books & periodical Volumes.
04. Inclusive of Library Information in prospectus & College Websites.
05. Intercom facility for easy communication among various departments.
06. Pasting of barcode, spine label and stamping in a definite place on the books.
07. Question sets of previous examinations.
08. Library Calendar of Activity & Events.
09. Use of pesticides for keeping away book worm & damage of books.
- 10 Display of various library chart.
11. Keeping the library premises neat & clean.

F) Courtesy.

01. Library staff deal with users in a concerned or considerate fashion
02. Library staff show respect and courtesy at all times.
03. Library staff is friendly and approachable



04. Prompt services to users.
05. Willingness to help users.
06. Readiness to respond to user's questions.
07. Resolving problem quickly

G) Security.

1. The library is safe place & well secured.
3. A comfortable and inviting location.

H) Awards.

01. Library of the Year from Indian Society for Technology Education Maharashtra and Goa Section.
02. आदर्श ग्रंथपाल २०१७
03. Best user Award

I) Library Activities.

Central library performing various activities for its users in whole year. List as under

01. Librarian Day.
02. Vachan Prerana Din.
03. World Book Day.
04. Library Orientation Programme.
05. Hands on Programme.
06. Book Exhibition.
07. Faculty Reading Club.
08. Student Reading Club.
09. Book Talk.
10. Library Katta.
11. Engineers Day.
12. Blind Date with A Books.
13. Poster Presentation.
14. Shivjayant.
15. International Women's Day.
16. Traditional Day.
17. Marathi Bhasha Din.
18. Meet the Author



Library infrastructure

1. Total Area

Total Area of Library = 36356.22 Sq. Ft

Sr. No.	Description	Area(in Sq. m)
1.	Stack Room	724.17
2.	News Paper	58
3.	Periodical Section	50
4.	Digital Library	162.36
5.	Server Room	12.64
6.	Reading Room	776.77
7.	Reference Section	167.29
8.	Reprographic Section	10.87
9.	Acquisition Section (Processing Room)	25
10.	Librarian	24
11.	Meeting Room	10
12.	Assistant Librarian	11.43
13.	Ladies Wash Room	226
14.	Gents Wash Room	226



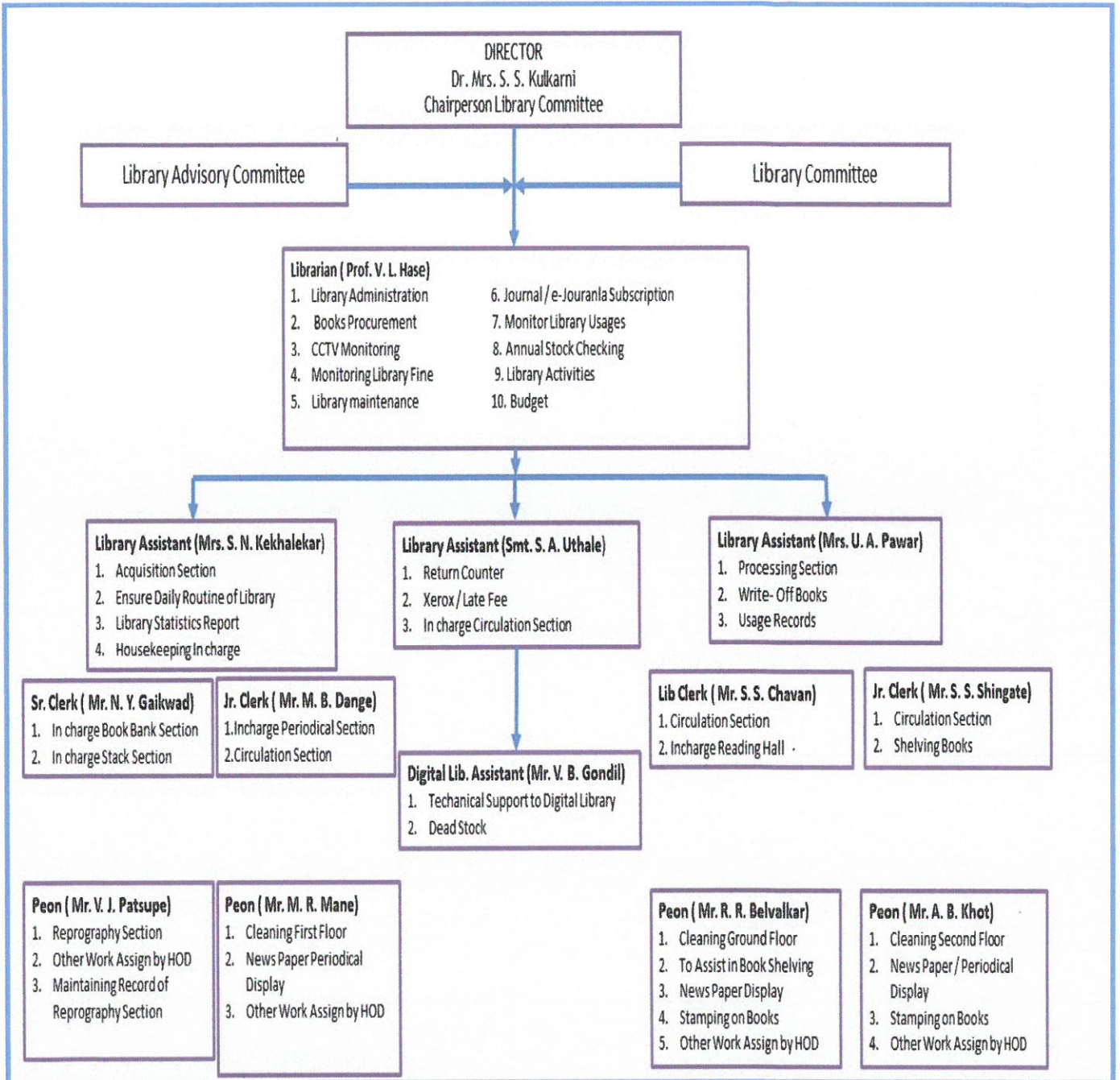
Library Sections:

- Circulation Desk
- Stack Maintenance
- Library Automation
- Inter Library Loan
- Bindery
- Book Acquisition
- Technical Processing
- Journals Acquisition
- Book Bank
- Reference Section
- Library Cafeteria
- Library Administration and Maintenance

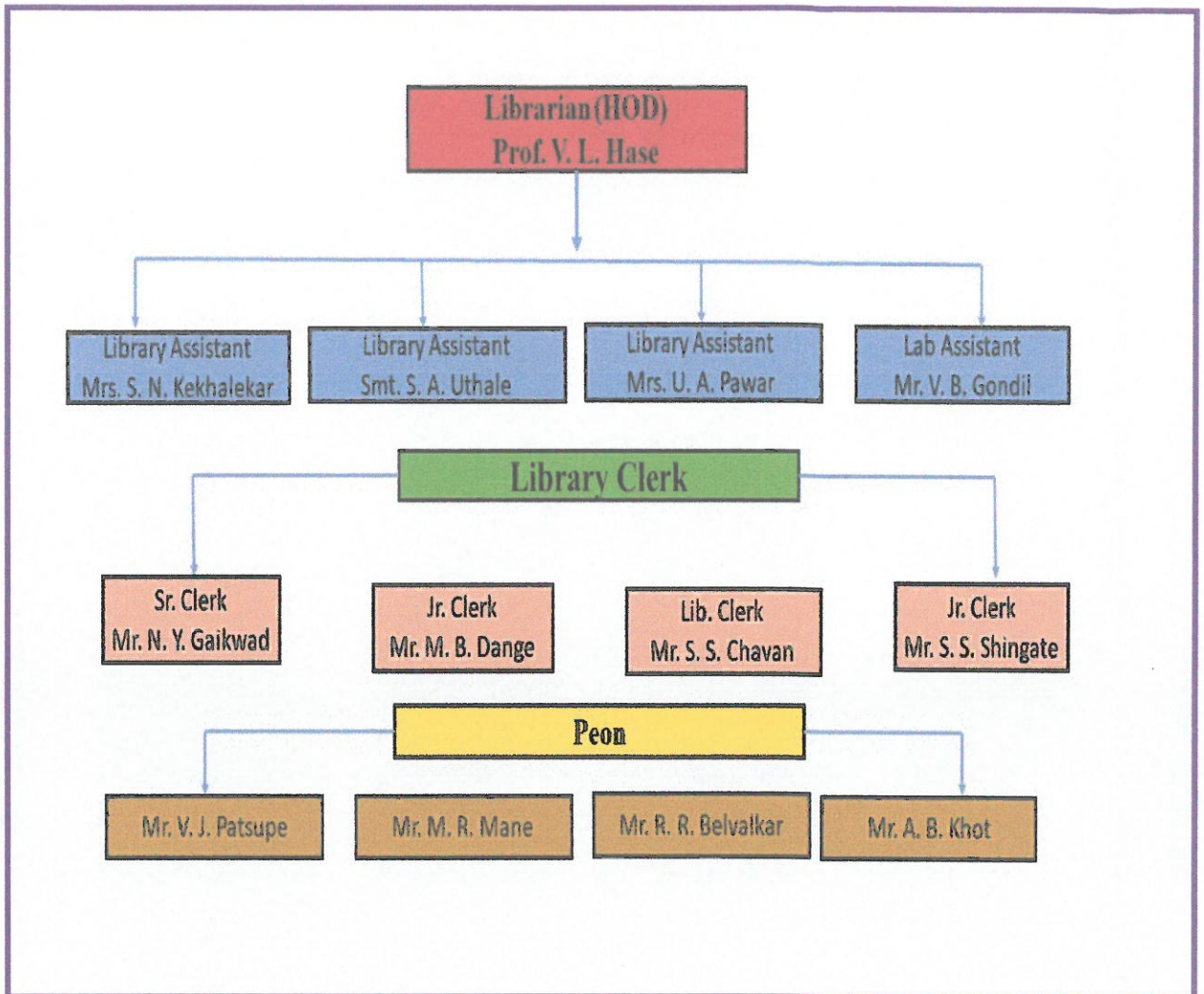


Library Administration & Management

1. Library Organizational Structure



2. Library Organizational chart



3. Library staff profile

Sr. No.	Name of the staff	Qualification	Designation
1	Shri. Hase Vishwas Lahanu	B.com., GDC&A, M.Lib. I.Sc. MH SET	Librarian
2	Mrs. Kekhalekar Swati Narendra	M.Com., GDC&A, M.Lib. I.Sc. MH SET	Lib. Asst.
3	Smt. Uthale Savita Ashok	M.A., M.Lib. I.Sc.	Lib. Asst.
4	Shri. Gaikwad Nivas Yashwant	M. A., M. Lib. I. Sc.	Sr. Clerk
5	Shri. Dange Mangesh Bhimrao	B.A., B.Ed., B.Lib. I.Sc.	Lib. Clerk
6	Mrs. Pawar Ujwala Arjun	B.A., M.Lib. I.Sc. MH SET	Lib. Asst.
7	Shri. Gondil Vijay Bhanudas	Diploma in ETC	Lab. Asst.
8	Shri.Chavan Sandip Sarjerao	B.A., M.Lib. I.Sc.	Lib. Clerk
9	Shri. Shingate Sachin Shankar	B. A., MSCIT , Typing Eng-40, Marathi-30	Jr. Clerk
10	Shri. Patsupe Vaibhav Jagannath	B. A.	Peon
11	Shri. Mane Mahadev Raghunath	12th	Peon
12	Shri. Belwalkar Rajesh Ramchandra	10th	Peon
13	Shri. Khot Avinash Bhanudas	12th	Peon



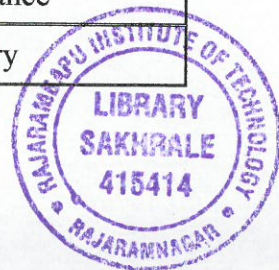
Library Committee

A) Library Committee

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni.	Chairman	Director
2	Dr. S. K. Patil.	Member	Dean Academic & HOD-Mechanical
3	Dr. S. R. Patil.	Member	Dean Quality Assurance
4	Dr. L. M. Jugulkar	Member	Dean Student Development
5	Dr. H. S. Jadhav.	Member	Dean, Diploma
6	Prof. P. M. Mohite.	Member	Dean, Infrastructure
7	Prof. M. V. Kavade.	Member	COE
8	Dr. S. R. Kumbhar.	Member	HOD- Automobile
9	Dr. P. D. Kumbhar.	Member	HOD- Civil
10	Dr. N.V. Dharwadakar.	Member	HOD-CSE
11	Dr. A. C. Aadmuthe.	Member	HOD-CSIT
12	Dr. V. N. Khalkhambkar.	Member	HOD- Electrical
13	Dr. M. S. Patil.	Member	HOD- ETC
14	Dr. Mrs. H. V. Gaikwad.	Member	HOD- MBA
15	Dr. M. B. Mandale	Member	HOD- Science & Humanities
16	Mr. D. S. Khandekar	Member	Student Representative
17	Mr. V. L. Hase.	Member, Secretary	Head, Central Library

B) Library Advisory Committee

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Dr. S. K. Patil	Member	Dean Academic
3	Dr. S. R. Patil	Member	Dean Quality Assurance
4	Prof V. L. Hase.	Member Secretary	Head, Central Library



C) Student Library Sub- Committee

Sr. No.	Name of Member	Branch & Class	
1	Chavan Prajwal Vishnu	Auto	S. Y. B.Tech
2	Mulla Wasimahamad Salim	Auto	M.Tech I
3	Gosavi Gourang Girish	Civil	S. Y. B.Tech
4	Shelar Meghasham Dattatray	Structures	M.Tech I
5	Shinde Abhishek Ravindra	CSE	S. Y. B.Tech
6	Patil Tejaswini Tanaji	CSE	M.Tech I
7	Patil Raturaj Prabhakar	CSIT	S. Y. B.Tech
8	Bichkar Ajay Atul	ETC	S. Y. B.Tech
9	Shinde Prajakta Jaykar	Electronics	M.Tech I
10	Bendale Sahil Kishor	Electrical	S. Y. B.Tech
11	Kumbhar Abhishek	Power System	M.Tech I
12	Patil Sourabh Dinkar	Mechanical	S. Y. B.Tech
13	Kale Namrata	Design	M.Tech I
14	Veer Harshvardhan Jagannath	Auto	S. Y. Diploma
15	Narute Sharad Maruti	Civil	S. Y. Diploma
16	Kadam Swarali Sunil	Electrical	S. Y. Diploma
17	Pawar Aditya Tanaji	Mechanical	S. Y. Diploma
18	Gurav Akshata Bharat	MBA	MBA I
19	Mr. M. B. Dange	Member	Library Staff
20	Mrs. U. A. Pawar	Member	Library Staff
21	Mrs. S. N. Kekhalekar	Member	Library Staff
22	Mr. V. B. Gondil	Member	Digital Library Inc
23	Prof. V. L. Hase.	Member Secretary	Head, Central Library



Responsibilities of Library Committee:

RIT Central Library has three committees.

1) Library Advisory Committee. 2) Library Committee 3) Students Library Committee.

1) Library Advisory Committee is an advisory body. The formation of said Committee is as follows-

- Director
- Dean Academics
- Dean Quality Assurance
- Librarian

This Committee plays vital role in designing policy/decisions for smooth Running of the library. Suggesting guidelines to librarian in day to day working of library.

2) Library committee consists-

- Chairman-Director
- Members-All Deans
All HODS
One Student Representative
- Secretary- Librarian

Quarterly meetings are held to discuss on agenda. Responsibilities of library committee are advising in collection development, selecting books of respective departments. To enrich the library by procuring leading national / international print and e-journals, e-books. Guiding in budget allocation, policy decisions, forming rules regulations and controlling its implementation. To advise librarian to solve administrative problems. Advise in tie up with reputed libraries.

3) The student library committee consists –

One student from all S. Y. B.Tech. / M. Tech I and MBA I and S.Y. Diploma classes nominated by HOD. Four library staff and librarian. One meeting per Semester is held to discuss the agenda. Student members collect suggestions from students and discuss in student's library committee meeting. A student suggests text books, general reading books and competitive exams books. Students suggestion are useful in improving library services and smooth library functioning.



Acquisition & Technical Procedure: -

ACQUISITION PROCEDURE

ACQUISITION METHOD:

A Library can procure books and other documents through the following methods:

- Purchase
- Gifts
- Inter library loan
- Resource sharing and consortium

PROCUREMENT OF BOOKS

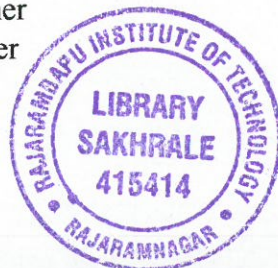
- Scrutinization of duplication of existing books and new requirements Finalization of required subject-wise books lists should be made available to procure with quotation
- The librarian should arrange to conduct meeting especially for budget allocation as
- And when required, depending on availability of funds for library also selection for books & avoid duplication of books/documents and unused syllabus books. Librarian should aware of quotation and procurements procedure in association with Price of books as per bill are to be verified properly and taken to stock further make entry to the accession process and for shelving into library stack.
- The verified bills should be submitted to the office accountant for their needful action.

PROCESSING WORK

The processing work of a library is the pivot round which all its activities revolve.

The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

- Accessioning: Enter the details of the Invoice and Books in Accession Register
- Classification and Cataloguing
- Stamping:
 - a. Library Accession Stamp; to be put on the back of the Title page, on Secret page and on the Last page.
 - b. Library ownership stamp; to be put on edges of the book and in case of Magazine/journal first three pages or if anywhere required.
 - c. In case of Reference/Book Bank/Donated Book; Stamp to be put on title page or first Three pages.
 - iv. Label pasting: Spine label, Due Date Slip, Book Pockets, Color classification label and Etc.
 - v. Arrangement of processed books into shelves on order of subject wise. Arrangement of Other Materials
 - New arrivals corner
 - Newspapers corner
 - Journals/Magazine corner
 - Audio/Video booths



Library Access-

Library has offered Open Access to its all users. Any user can access the library after showing his/her identity card and entering the name at the registers.

Membership-

Every faculty and student registered for classes at the RIT is eligible to use library services with their Library Cards. Faculty / Students should carry the identity cards with them at all times in order to check out, return or renew books. If Faculty / Students lose their library cards, they must apply for a new card at the library. If there is any change in their information, faculty/students must notify the librarian.

Types of Membership & Procedure

A. Students Membership:

Each and every bonafied students of RIT can get the Library Card. Students have to show Fee Receipts to membership counter for getting library card. Then he/she have to fill all required information and paste new color photo on it, and submit it to the counter. After that doing authorized signature student can get it back for using it. Every student can get new library card for each academic year.

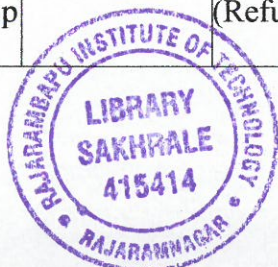
B. Faculty Membership:

Faculty may apply to the Librarian for membership through the prescribed membership application form along with a recent passport size photo & receipt of Library deposit of Rs. 2500.

C. **External Membership:** - RIT's Central Library offers External Membership for their alumni's and other external individuals, as well as institutes and corporate members also.

EXTERNAL MEMBERSHIP INFORMATION

Membership Category	Membership Period	Deposit	Membership Fee	Services Offered
Daily Membership	--		Rs.250	Reference
Alumni Membership	Yearly	Rs.3,000/ (Refundable)	Rs.8,000/-	Reference and Borrowing
	Half Yearly	Rs.3,000/ (Refundable)	Rs.5,000/-	
Professional Membership	Yearly	Rs.3,000/ (Refundable)	Rs.10,000/-	Reference and Borrowing
	Half Yearly	Rs.3,000/ (Refundable)	Rs.6,000/-	
Institutional / Corporate Membership	Yearly	Rs.10,000/- (Refundable)	Rs.15,000/-	Reference, consultation & Borrowing



Number of Book Issued to the Reader:

Sr. No.	Type of Reader	No. of Books	Duration (Days)	Late fee
1	FY / SY B.Tech	3	10	1
2	TY / Last Year B.Tech , MBA	5	10	1
3	M.Tech	6	30	1
4	Diploma	3	10	1
5	External Member	2	15	1
6	Faculty	15	6 (Month)	1

Library Computerization:

Total Computer -65

Sr. No.	Area	No of Computer
1	Library Administration	12
2	Digital Library	51
3	OPAC	1
4	Library Server	1

CCTV

1	CCTV	90
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Statistical information

Statistical information

1. Total Collection

1.1 Department Wise Total Book Information (As on 31.03.2021)

UG

Sr. No.	Department	No. Of. Titles	No. of Volumes	Cost
1	Automobile	2140	10330	38,58,257.00
2	Civil	2608	8172	33,49,993.00
3	Computer	2577	8250	33,88,265.00
4	Electrical	976	5089	21,27,832.00
5	Electronics and Telecommunication	2774	8721	34,35,153.00
6	IT	1307	4595	21,22,485.00
7	Mechanical	4245	15967	55,54,749.00
8	Mechatronics	206	468	4,81,681.00
9	General Reading	1642	2231	3,30,872.00
	Total	18475	63823	2,46,49,287.00

PG

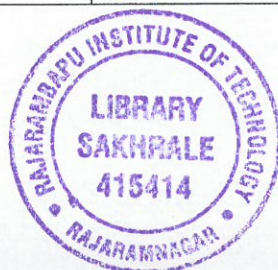
Sr.No.	Department	No. Of. Titles	No. of Volumes	Cost
1	Automobile	772	1133	17,06,226.00
2	Civil - Structure	708	1809	8,90,743.00
3	Civil - Con. Management	571	1103	9,28,363.00
4	Computer	543	1138	8,34,329.00
5	Electrical	472	1279	9,62,927.00
6	Electronics - Electronics	1823	3393	28,97,163.00
8	Mechanical - Design	1152	2276	31,58,747.00
9	Mechanical - Production	813	2228	16,79,198.00
11	Mechanical - Heat Power	341	756	8,33,207.00
	Total	7195	15115	1,38,90,903.00

MBA

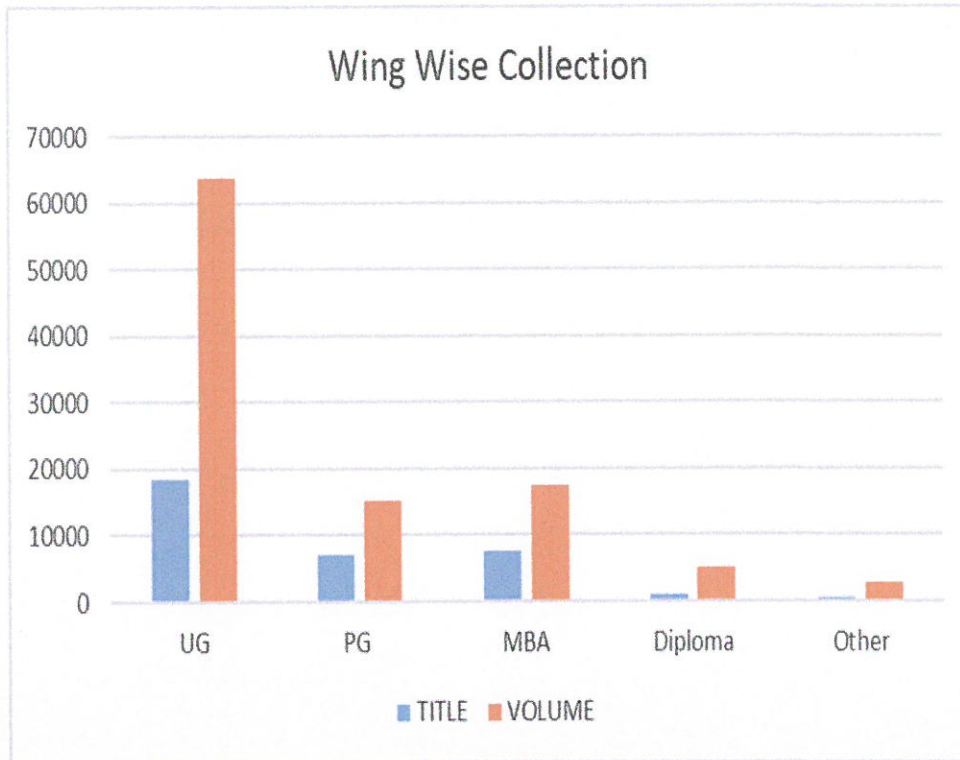
Sr.No.	Department	No. Of. Titles	No. of Volumes	Cost
1	MBA	7592	17421	83,94,439.00

DIPLOMA (Second Shift)

Sr.No.	Department	No. Of. Titles	No. of Volumes	Cost
1	DIPLOMA	1133	5088	24,72,417.00



1.2 Wing Wise Total Book Information



Sr. No.	Wing	No. Of. Titles	No. of Volumes	Cost
1	UG Engineering	18475	63823	24649287.00
2	PG Engineering	7195	15115	13890903.00
3	MBA	7592	17421	8394439.00
4	Diploma	1133	5088	2472417.00
5	Other	557	2684	1119362.00
	Total	34952	104131	50526408.00
	E-Books	4305	4305	0
	Total	39257	108436	50526408.00

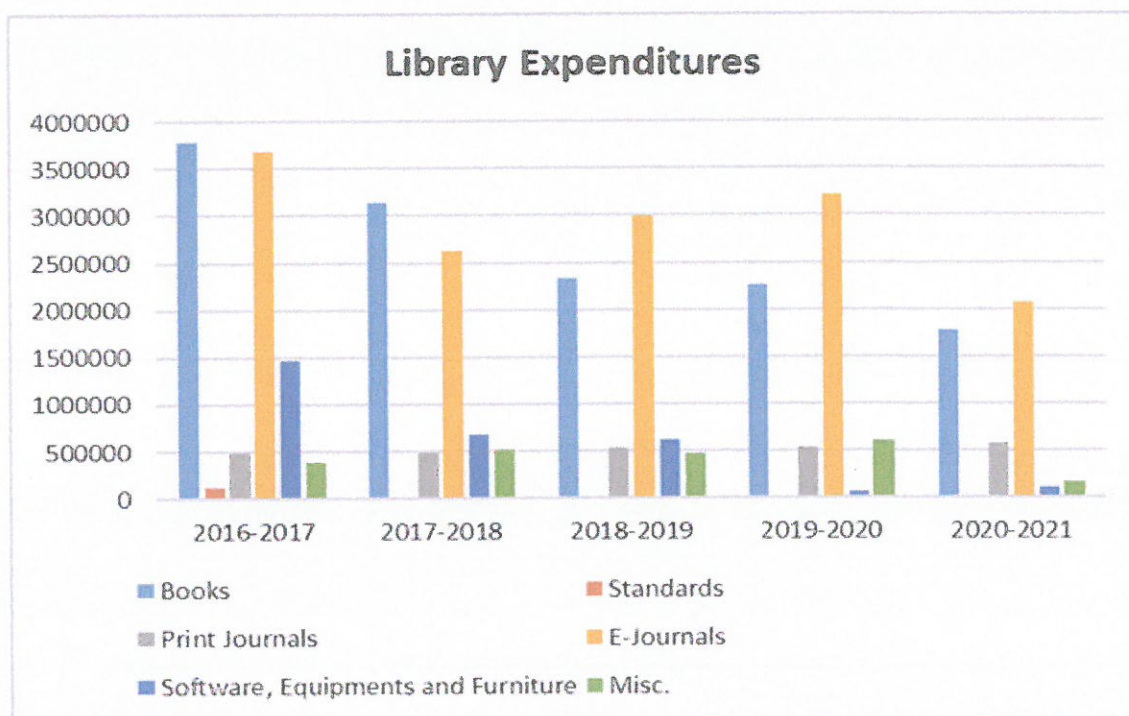


1.3 Department Wise Total Print & E-Journal Collection (2020-21)

Sr No	Course	Number of e-books	Print Journal	E- Journal
1.	Automobile	266	13	4014
2.	Civil	472	18	
3.	Computer	1612	18	
4.	Electrical	589	12	
5.	Electronics	507	14	
6.	Information Tech.	1612	06	
7.	Mechanical	668	36	
8.	Science and Hum.	2095	08	
9.	MBA	446	13	
10.	DIPLOMA	374	36	

2. Library Investment

Library Expenditures on books, magazines/journals, Furniture and Miscellaneous Content.



Library Expenditures on books, magazines/journals, Furniture and Miscellaneous Content.

Sr. No.	Year	Books	Standards	Print Journals	E-Journals	Software, Equipment's and Furniture	Misc.	Total Investment
1	2016-17	3787072.00	117219.00	485561.00	3686287.00	1471017.00	380225.00	9927381.00
2	2017-18	3133583.00	0.00	486393.00	2630689.00	668898.00	517052.00	7436615.00
3	2018-19	2337959.00	0.00	526610.00	2995350.00	623481.00	474499.00	6957899.00
4	2019-20	2262308.00	0.00	533455.00	3208688.00	60449.00	606233.00	6671133.00
5	2020-21	1776078.00	0.00	567319.00	2063074.00	99506.00	163205.00	4669182.00

3. Yearly Added Books, Journals/ Magazines

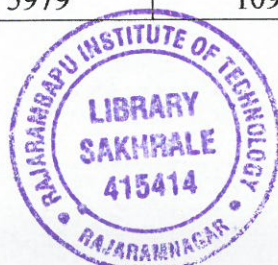
Year	Book	Total Periodicals	
		Print	Online
2016-17	7252	161	7817
2017-18	6006	156	10209
2018-19	3396	167	22594
2019-20	2231	175	48586
2020-21	1037	175	4014

4. Existing Membership:

Sr	Types of Membership	No of Membership
1	UG Student	1746
2	PG Student	248
3	Diploma Student	202
3	Faculty	215
4	Staff	55
5	External	8

5. Readers Visited to Library

Sr No	Year	Library	Digital Library	Study	Total
1	2016-17	24822	10800	69438	105060
2	2017-18	32827	14497	102725	150249
3	2018-19	37810	16170	87140	141120
4	2019-20	18862	10375	61160	90397
5	2020-21	5979	1096	15473	22548



6. Usage Statics (Book Issued)

Sr. No.	Year	Faculty	PG Students	UG Students	Diploma Students	MBA Students	External Members	Total
1	2016-2017	6519	12165	87925	4077	2279	--	112965
2	2017-2018	3980	8873	83029	2323	2288	474	96541
3	2018-2019	2687	7533	77558	4800	5159	178	97915
4	2019-2020	2391	3195	54281	3158	3168	213	66406
5	2020-2021	1766	957	15651	686	700	11	19771

7. Book Bank

Sr. No.	Year	Categories	Open	Total
1	2016-17	413	832	1254
2	2017-18	297	907	1204
3	2018-19	409	1132	1541
4	2019-20	214	1000	1214
5	2020-21	18	192	210

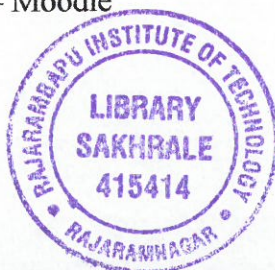
8. Electronic Resources Usage

Sr. No.	Year	E- Resources Hints
1	2016-17	85556
2	2017-18	82784
3	2018-19	81329
4	2019-20	22335
5	2020-21	9685

Other Facilities

Other Facilities

- ✓ A/C Reading Halls
- ✓ Book Bank Facility
- ✓ Book Bank facility for all FY / SY /Students.
- ✓ Book bank facility for reserved category students.
- ✓ Bound Volume Collection
- ✓ Content Management Software – Moodle
- ✓ Content Service
- ✓ Digital Library Facility



- ✓ Document Delivery Service.
- ✓ English and Marathi Newspapers.
- ✓ Institutional membership of ARAI, Pune, National Digital Library and DELNET
- ✓ Inter Library Loan.
- ✓ National Digital Library (NDL) Membership
- ✓ New Arrival Service
- ✓ Online Public Access Catalogue (OPAC)
- ✓ Open access to all students.
- ✓ Reading Room Facility
- ✓ Reference Service & Referral Service
- ✓ Reprographic, printing, scanning facility with one reprographic machine and one Scanner printer in concessional rate.
- ✓ Separate reading hall having 425 seats capacity open for 8.00am. to 12.00 midnight
- ✓ WEB OPAC (Web Based Online Public Access Catalogue) search facility.
- ✓ Wi-Fi Facility.
- ✓ Library activities

Future Plans

We take efforts to increase the student's interest in reading and research, improve the collection with good reads and best sellers, acquire new technologies and broaden the access to information resources through the following:

- Fully Automated Library
 - Remote Access to e-resources
 - To organize author workshops / orientation programmes on use of E-resources
- Automatic or self-Issued/ Return



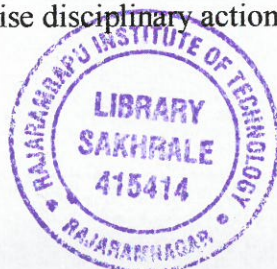
Appendix

Rules and regulations

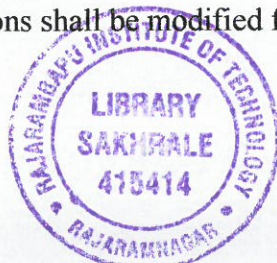
1. General rules
2. Transaction Rules
3. Reference and Periodical Service rules
4. Rules for Duplicate Borrower and Membership Card

General rules:

1. The Library follows Open Access system.
2. All the students and staff entering the Library shall deposit their bags and other belongings at the Entrance and sign in the Register at the checkpoint.
3. Only blank papers and the Library books to be returned will be allowed inside.
4. All the readers are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings. Library does not permit any exception in the observance of this Rule.
5. Readers are advised not to leave their valuable items like money, credit card etc. at the Property Counter.
6. Valid ID card is compulsory entering into the library.
7. Library staff may ask readers to show their college ID at any time.
8. Library Catalogue OPAC (Online Public Access Catalogue) need to be used before making entry to the stack area to select books of your interest.
9. Readers are not allowed to bring issued books, their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
10. Books Borrowed should be handling with care and protect from **RAIN, DUST, INSECT, Oil etc.**
11. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. **Please remember that a book misplaced is a book lost.**
12. The newspaper(s) should be folded properly after reading and kept back in the designated place.
13. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
14. While Issuing, borrower should sign on the 'Book Card' and while returning, ensure that the 'Returned Process' is complete by library person.
15. All the issued books must be returned on or before the due date so as to avoid overdue charges and
Make them available for use by other members as well.
16. **No book shall be returned on the day of issue.**
17. Reader should check the physical condition of a book while borrowing the same.
18. While leaving the library user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.



19. Reader must check the Accession Number of the book issued by his / her name. No objection will be considered afterwards.
20. The member is responsible for any damage caused to the book during the period it remains with him.
21. Every user is requested to check the status of books outstanding against his/her name soon after a transaction at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.
22. Borrowers, faculty, staff going on the leave with or without salary, deputation, study leave will have to return all borrowed material before leaving college.
23. For issuing books from the library, the person concerned must come to the library personally. Books will not be issued to any other delegated person.
24. Photocopy and Printing facility is available in the library. The photocopy charge per page is 1.00 Rupee. Payment can be made by cash in the library.
25. Library is place to build knowledge through resources available in the library, keeping the same in view, pin drop silence and peace is supposed to be observed in the Central Library.
26. **All users are requested to keep their mobiles switched off in the Library.**
27. Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs.
28. Smoking, pan chewing and spitting in the library is prohibited.
29. Beverages and Eatables are not allowed inside the library.
30. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
31. The Librarian reserves the right to call back any issued book/item at any time.
32. All students are advised to come to the Library in decent dress as they are in the classrooms. **Wearing Bermuda & strip tops are not allowed in the Library.**
33. Suggestions for purchasing books and other materials and improving the library services are welcome.
34. Demand and suggestion slips are available at the circulation desk for your use.
35. Library staff shall not transmit telephone calls or other personal messages to the readers.
36. Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restriction.
37. Any type of "Copy Right" violation is not allowed inside the Library.
38. In no case Reference books, periodicals (current and back volumes) and News papers will be issued to Faculty members, staff and students. However, photocopy of the Reference books and periodicals (current and back volumes) can be done in the Central Library on paid basis (Rs. 1/ per copy) or in case of non availability of photo copy services in Central library, the same documents can be issued temporarily for 2-3 hours for photocopy on production of valid I card.
39. No library equipment may be moved, modified or tampered with without permission from the librarian.
40. All books need to be returned for physical verification irrespective of the date of issue and category of users. Dates for physical verification will be announced two weeks in advance.
41. No books shall be issued during the period of stock verification, only the facilities of the reading room will be granted.
42. No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He / She is required to produce a proper introduction letter / ID from the concerned Institution/Organization.
43. The library rules and regulations shall be modified from time to time and shall be binding on all concerned.



Transaction Rules

1. Books will be issued only on presenting the library card along with the valid ID card.
2. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
3. Library materials should not be removed from the library unless the library staff has properly issued them out.
4. Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
5. The CDs accompanying textbooks will be issued to all users on ID card from Digital Library for 02 days only.
6. The students are informed to return the books issued to them from the library within stipulated time.
7. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.
8. The borrower shall be responsible for safe return all the books issued on his/her card

Reference and Periodical Service Rules

1. Reference section holds Encyclopedia, dictionaries, Text books reference books etc. which are only available for reference. User can make use of these resources.
2. In the periodical section journals, magazines and news letter are available. They are arranged department wise. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack department wise and are meant only for reference within the library

Rules for Duplicate Membership Card

1. The members shall be responsible for the misuse of lost Library Card if library suffers any loss.
2. Loss of borrower card should be reported to the library immediately.
3. After checking the borrowing register library will be issued a fresh duplicate card on a payment of Rs.50/- per card.

