

SINHGAD INSTITUTES

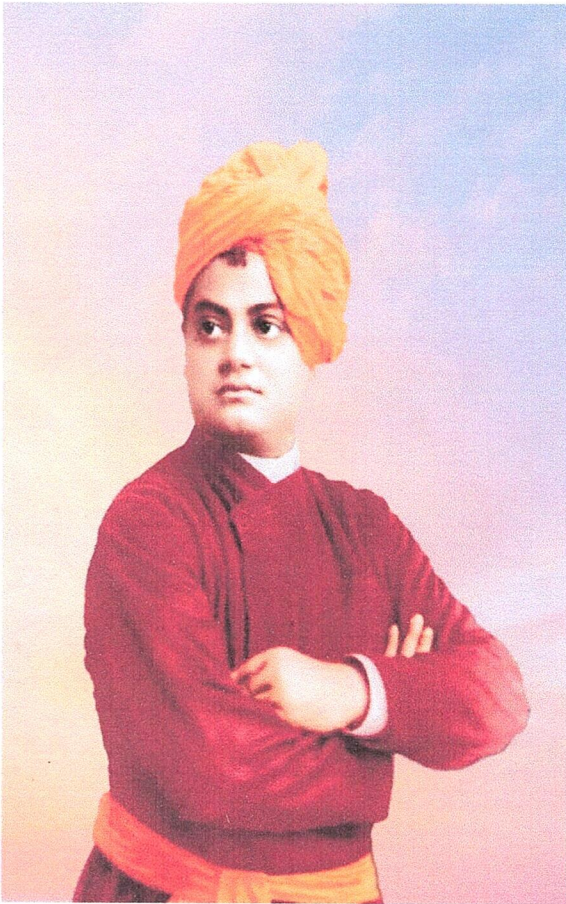


# CENTRAL LIBRARY

**LIBRARY POLICY & PROCEDURES LIBRARY MANUAL**



LIBRARY POLICY & PROCEDURES LIBRARY MANUAL



**BOOKS ARE INFINITE IN  
NUMBER AND TIME IS SHORT;  
THEREFORE THE SECRET OF  
KNOWLEDGE IS TO TAKE WHAT IS  
ESSENTIAL. TAKE THAT AND TRY  
TO LIVE UP TO IT. ----**

**SWAMI VIVEKANANDA**



*Dr. A. R. Rangaswami, 1931.*

## Five Laws of Library Science

- 1. Books are for use**
- 2. Every reader his book**
- 3. Every book its reader**
- 4. Save the time of the reader**
- 5. The Library is a growing organism**

## **1. Introduction**

- **2. Role of Library**
- **3. Vision**
- **4. Mission**
- **5. Objectives**
- **6. Purpose of policy**
- **7. Clients**
- **8. Scope of the collection**
- **9. Library Collection Development Policy**
- **10. Library Committee**
- **11. Library Budget**
- **12. Stock Verification**
- **13. Library usage policy**
- **14. Library Services**

## 1. Introduction

The N.B. Navale Sinhgad College of Engineering Library was founded in 2010 and includes a collection of 15800 Books as well as 44 print Journals/ periodicals. The college also subscribes to the online databases DELNET, which contain e-books and e-journals. The Library area 722.50 (Stack room- 361.25 Sq.m. & Reading Hall -361.25 Sq.m.). Staff members and students can easily access it. The main goal of the library is to give people access to print books and journal e-resources. In addition to printed books and journals, the library offers electronic resources to its. 1097 students and 72 staff members. There are 15 computers in the Digital library's with a 300 Mbps internet connection. For enhanced resource sharing, the library offers memberships to PAH Solapur University Library in Solapur, DELNET, New Delhi, RMD Sinhgad School of Engineering, Pune, SKN Sinhgad College of Engineering, Korti, Pandharpur. The library has a spacious reading hall with for 250 students. Before entering the reading hall, students must retain perfect silence, turn their phones to silent, and sign a register that is kept at the admission counter. The Library has made consistent progress in terms of colleges of Books, Periodicals, CDs, E-Resources, Services and infrastructure. We give staff and students access. The library will offer a number of service facilities, including an online database, OPAC, and reference. Internet, Reprography, and electronic Database. Our library's primary goal is to meet the demands of the academic community at our Institute by seamlessly integrating the information support system with instructional activities. When it comes to a library's functionality, academic (such as resource selection, technical processing, material organization, reader services, updating new developments, etc.) and administrative (such as material acquisition, bill processing, budget management, etc.) aspects of the institute are typically integrated. As a result, a "Library Manual" is necessary for the institute library's daily operations to follow standardized protocols. will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation

## 2. Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

## 3. Vision

It is the vision of the Library to support the its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

## 4. Mission

The mission is to provide college students and teachers 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.

## 5. Objectives

To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format. Ø To serve the clientele of dyp irrespective of caste and class. Ø To develop the habit of self learning and lifelong learning.

## 6. Purpose of policy

This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy

## 7. Clients

- The Library provides collection access to the following client groups:
  - 1) Students
  - 2) Faculty and staff.

## 8. Scope of the collection

The Library collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- 1) Books and other hard-copy printed materials
- 2) Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- 3) Databases (electronic collections containing bibliographic citations and/or full-text items)
- 4) Multimedia material (including CDs, DVDs,)

## 9. Library Collection Development Policy

1) The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.

2) Library will buy textbooks, reference books and handbooks on relevant subjects.

3) Library will also buy printed periodicals and online database for accessing scholarly content.

4) Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

## 10. Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of Principal. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

**Library Advisory Committee consists of the following members**

Sr. No.	Member Name	Designation	Department
1	Dr. S. D. Nawale	Principal	Chairman
2	/Prof. M. D. Mali	Asst. Prof	Library Convener
3	Dr. V. S. Biradar	Assoc. Prof.	Member– Electrical Dept.
4	Dr. K. C. Mujawar	Asst.Prof.	Member– Civil Engg. Dept.
5	/Dr.S.H. Kshirsagar	Asst.Prof.	Member– GSE Dept.
6	Prof. H. D. Lagdive	Asst.Prof.	Member– Mechanical Dept.
7	Prof. H. T. Gurme	Asst.Prof.	Member– CSE Dept.
8	/Ms. R. V. Babar	Student	Student Representative
9	Mr. G. H. Ghogale	Librarian	Member Secretary

Structure of Library Advisory Committee (LAC)

- Frequency of Meeting: - The committee shall meet at least two times in an academic year (April- March).
- Meeting Notice: - The Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principals.
- Minutes of the meeting: - Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

**11. Library Budget:** - Budget is an important document for planned and successful operation of a library. It is coordinates between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc.

\* Budgeting Policy: - The budget for the library should help students to become life-long learners.

\* The budget for the library should assist student in their abilities to become♣ Independent learners



## 12. Budgeting Procedures

### 12.1: Collection Maintenance

# keeping the collection at its present size

# Necessary to replace 10% of the collection annually

### 12.2: Consumables

- 1) Processing resources such as barcode labels, date due slips etc
- 2) Peripherals such as DVDs, CDs, batteries etc
- 3) Promotional activities such as display materials etc

### 12.3: Maintenance

- ERP-
- Barcode Printers
- Computers
- Printers
- Barcode Scanner
- Xerox Machine

### 12.4: Subscriptions / Memberships

- Journals
- Associations

### 12.5: Capital Expenditure

- Collection development beyond foundation collection
- Shelving
- Furniture
- Equipment
- Computer Hardware
- Binding books / Journals
- News Paper

**13- Stock verification:** Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

**14. Weeding Policy:** A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

## 15. Library usage Policy

### 15.1: Rules and Regulation

- \* Only registered members are allowed to use the Library.
- \* Registered members are issued one library borrow card & library membership D card.
- \* Borrow cards/ library membership ID cards are non transferable.
- \* Members should produce their ID cards at the entrance of the Library.
- \* Readers should observe strict silence and switch off their Mobile phones etc. in the library premises.
- \* Borrowers must satisfy themselves with the physical condition of books before borrowing.
- \* Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, mobile, etc. inside the library. These materials are to be kept at the Property Counter at their own risk. Readers are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter.
- \* Readers should not write in, mark disfigure or damage books, furniture etc.
- \* Books will be issued on presentation of the library card. 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.

Books will be issued to the students for 15 days only. In the last page slip is pasted and stamped mentioning the due date and the fine will be charged @ Rs.2 per day per book from the due date till the book is returned to library.

- \* If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

- \* Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, Members are responsible for the entire set of library borrower card issued to them.
- \* Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will issued a fresh replacement card on a payment of Rs.50/- per card.
- \* Students are required to handle the books/ Journals very carefully; marking with pencil; writing or highlighting, tearing pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- \* Each student shall obtain 'No dues' from the library after returning all the books issued, surrendering the Borrow card, Library ID card and after paying outstanding dues, if any.

## 15.2: Reading Hall

- \* Keep Silence in the reading hall
- \* Eatables are not allowed inside Reading Hall.
- \* Every student must have his/her Identity Card while entering in the reading hall.
- \* Write your name in the register while entering in the reading hall.
- \* Students should return their book in given time period.
- \* Strict action will be taken for any misbehavior in the reading hall.
- \* Use of mobile phones is strictly prohibited in the Reading Hall.
- \* Students are not allowed to sit in library during their lecture & practical hours.
- \* 24 X 7 - WIFI
- \* Security CCTV Surveillance

## 15.3: Digital Library

- \* Internet/Digital facility is for all students and Faculty Members.
- \* Every Student must produce his/her Identity Card while use Digital Library.
- \* Do not LOCK any Digital Library PC.
- \* Every Student should make proper entry in the Register.
- \* Do not install unauthorized software on the Digital Library Computers.

This includes chat programs and other games.

- \* Save all your work to removable media. Do NOT save work to the local ( C : ) hard drive.
- \* Do not make changes in software installed. This includes changes to the desktop, icons and taskbar.
- \* Print study material only with prior permission.
- \* Accessing unauthorized sites is strictly prohibited.
- \* Pin drop silence must be maintained in the Digital Library. Do not engage in unnecessary conversation.

## 16. Library Services and Activities

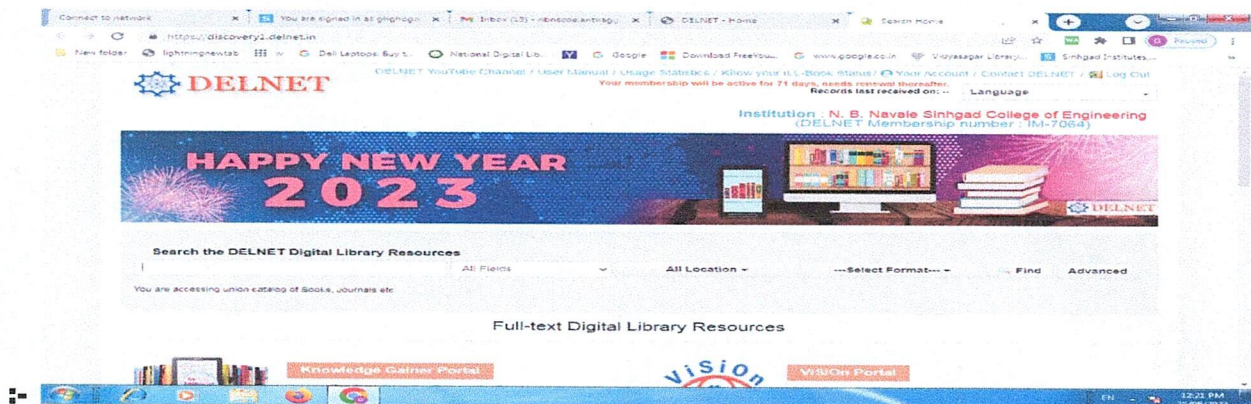
16.1:- The Library access time is from 8.30 a.m. to 06.30 p.m.

- \* On Holidays (As per demands): 9.00 am to 6.00 pm
- \* Before Examination days: 8..30 am To 8.30 pm
- \* During Examination days : 8.30 am To 12.00 pm
- \* Reading Hall: 24 X 7

## 16.2:- Library Internet / E-Journals and E-book Service

The library provides individual user ID and its password to users for making use of e-resources for DELNET and Other databases are made available through IP Based.

### DELNET

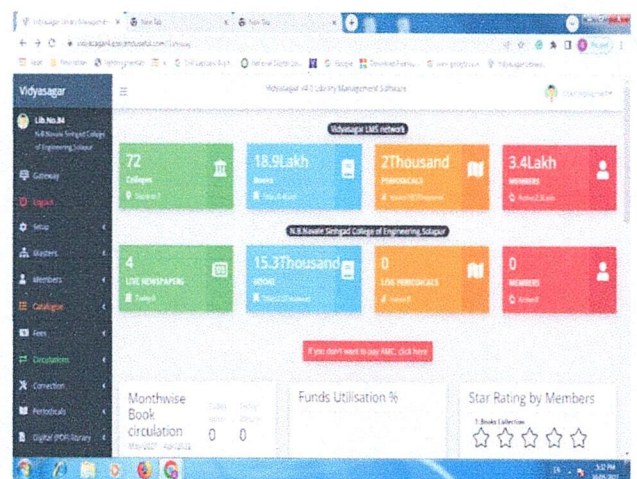
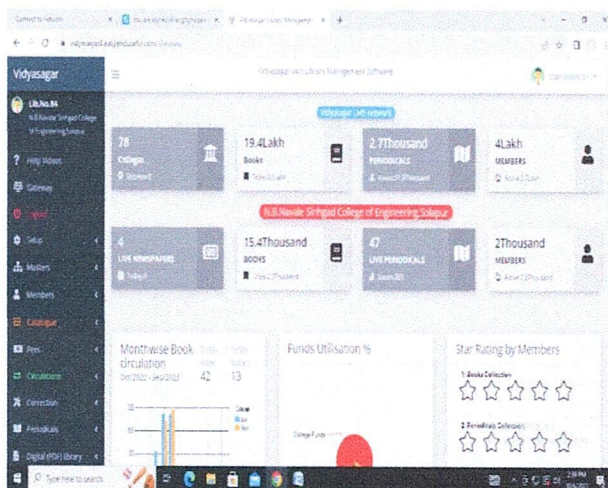


## 16.3:- Open Access

It provides open access to all library users. They can browse, read the any references in the reference section. It helps users to make full use of the resources available in the library.

## 16.4:- Automation using Vidyasagar Library Management Software:

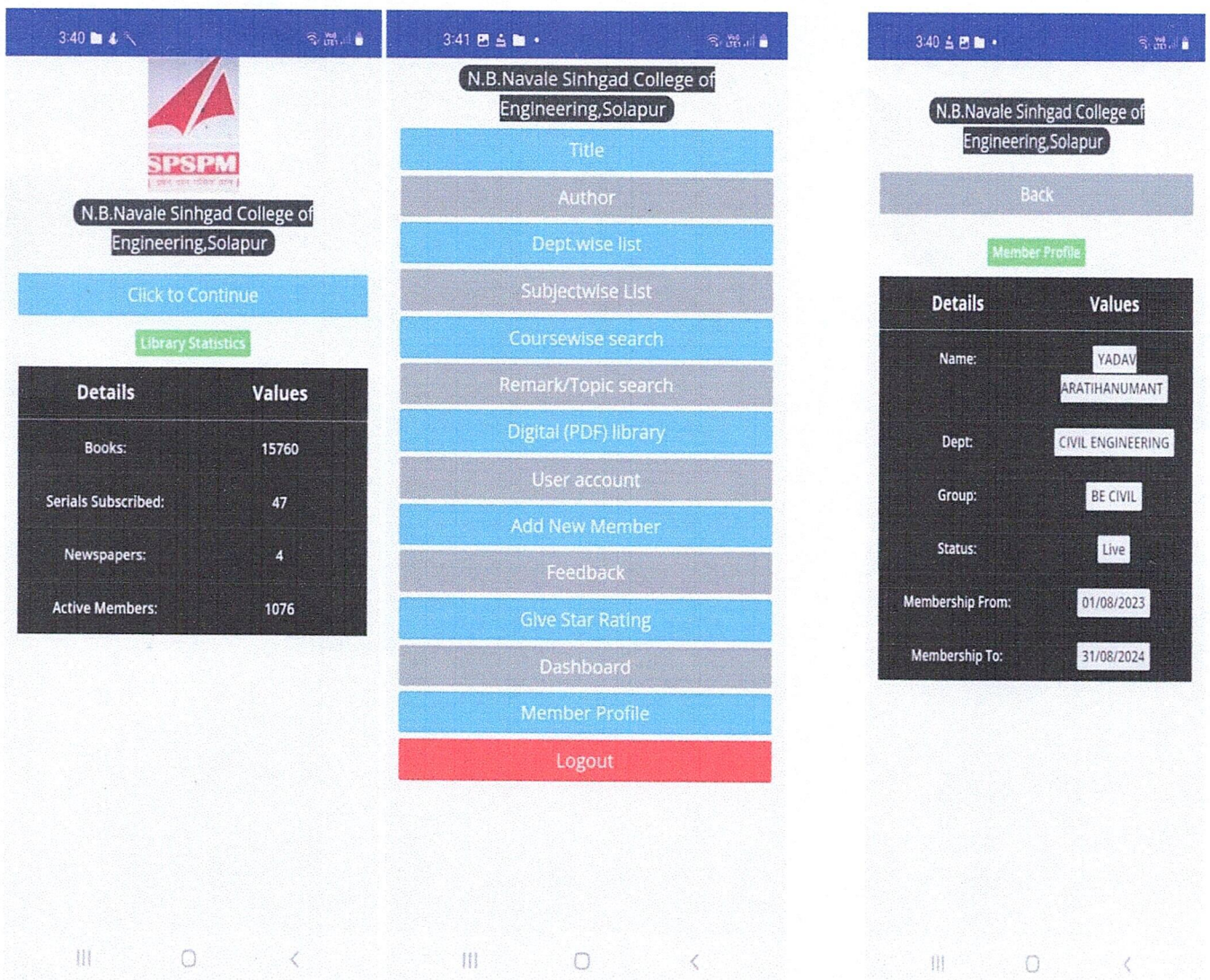
Library has firstly automated in 13/02/2010 by using **EasyLib** library management software. Then in A.Y. 2015-16 (Date: 30/03/2016) **MasterSoft ERP Solutions (LibMan) Library Management Software** has installed for providing services to the users. Addition to this we are using library attendance and Reading hall record for tracking moments of the users. **Vidyasagar Library Management software** has been also installed for providing the services to the users; which provides a single window search and Web-OPAC service which can helps user to search the required books such as title-wise/author-wise and it can be issued to the users quickly. The barcode system is also implemented for the books in the library.



## 16.5:-Library OPAC:-

The resources of the library have been computerized with integrated. Computers are installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc

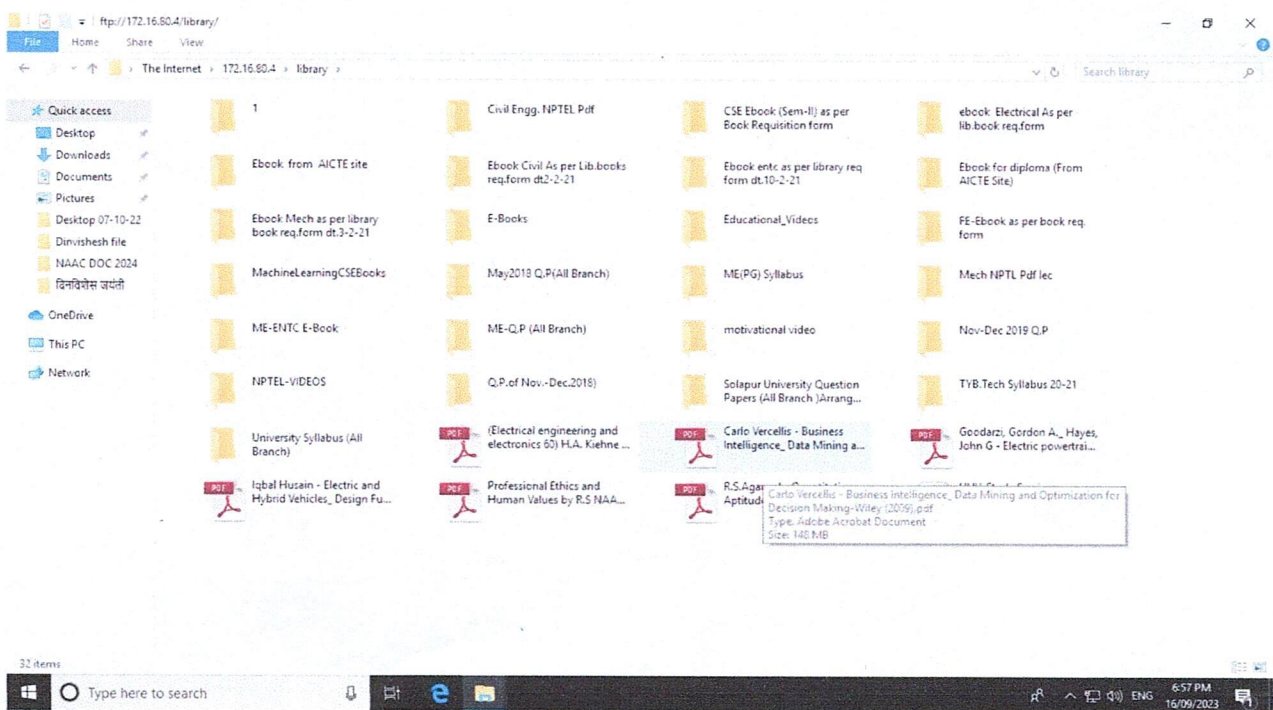
### Vidyasagar Library Management Software Mobile App



## 16.6:- FTP server (Module Learning Platform) :

This Module learning platform service is jointly providing by all the departments of the institute and library. Library users can able to download e-books / notes which are provided by the faculty members of the institute inside the campus through FTP server (Module software.) Library administration, staff members and computer network administrator has jointly working to update this database time to time. In this database open access / freely downloadable books/ Subject Notes, Motivated video and educational NPTEL videos, University syllabus and previous years' question papers are uploaded for the users

**<ftp://103.71.66.50> Username:- student Password:- student**



## **16.7:- Library Reading Hall: - 24 X 7**

Library is having a precious Reading Hall and a capacity to accommodate 250 students at a time in reading room of Central library.

## **16.8:- Reprography Facility:-**

The photo copying service is provided to student and staff members to facilitate the prompt information and service

## **16.9:- Reference Services & Journals/Periodical Service**

Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of dictionaries, directories, handbooks, CD-ROMs, etc. The journals are made available to library users. Students have to read in library only.

## **16.10- News Paper article Clippings.**

Articles on education appeared in the various news paper are cut and filed in the file called "News paper clippings file" to facilitate the current situations on the field of education.

## **16.11:- Email Service:**

On demand soft copy of Syllabus, Question Papers, College Magazine, etc. provided to the students & faculty members by using email on internet.

## **16.12:- Library Institutional Membership:**

The PAH Solapur University, Solapur- Dr. Mamasahab Jagdale KRC (Library), Solapur, DELNET, New Delhi, RMD Sinhgad School of Engineering, Pune, SKN Sinhgad College of Engineering, Korti, Pandharpur.

## **16.13:- Book Lending Service:**

This service is offered to all library users. The resources borrowed from the library shall be returned on or before the due date during library working hours. Its terms and conditions are mentioned in Library Rules and Regulations.



## 16.14:- Book Bank:

This service is offered to all F.Y. B. Tech. Classes & S.Y. B. Tech, T. Y. B. Tech. & B. Tech. First 3 students of each class.

## 16.15:- Barcode Technology:

All books are bar coded; and Staff and Students Library Borrower card also bar coded.

## 16.16:- User Orientation:

Library conducts orientation programmes for new users. It is to enable them to use library resources effectively.



(Mr. G. H. Ghogale)

Librarian



(Prof. M. D. Mali)

Library Convener



(Dr. S. D. Nawale)

Principal

