

LIBRARY POLICY

PREAMBLE:

The Central Library at S.A. Engineering College has wide collection of books, journals, magazines and newspapers as e-copies and in print as well, by adopting Information and Communication Technologies (ICT). It holds more than 57,000 books on science, technology, engineering, management, Social Science, philosophy and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. Students and faculty members are given remote access to the e-resources available in the Library. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided. It also houses the in-house innovations and publications. A collection of rare books also are maintained in the library to understand the fundamentals and core concepts.

VISION:

To promote intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance.

MISSION:

To create inspiring learning ambience by offering versatile information for promoting intellectual growth and creativity by providing wide- collections of printed and e-resources.

OBJECTIVES

- The primary objective of a library is to provide the right information at the right time in the right form to its users.
- To maintain the standard and reputation of the college through excellence in library services
- To create various bibliographies and library pathfinders for easy access and retrieval of information.
- To create an atmosphere wherein students and faculty may carry on the learning process enjoyable.
- To provide a well-organized collection of books, periodicals and electronic media, this meets the instructional needs of the students and faculty in order to support the courses. To maintain a current and useful library collection reflecting the needs of all courses.

POLICY STATEMENTS

- All students and faculty members must show their ID cards when entering and exiting the library via the gate entry system to record their entry into the library.

- Under no circumstances, personal books, files and other articles (except a small note book or loose sheets of paper) will not be allowed inside the library
- Strict silence and decorum shall always be maintained in the library.
- Any marking or writing in the books by the members is strictly prohibited.
- Use of mobile phones is not permitted inside the library. If possessed it should be in SWITCHED OFF mode
- The Department Library is provided to offer users easy access and to assist staff members in preparing teaching materials
- During Library hours the concerned library staff in-charge should make the student entries in the Gate Entry System, which is kept at the entrance. All library transaction should be through Circulation counter only
- The books borrowed from the college library should be returned by the students at the end of the academic year and “No Dues Certificate” must be obtained. Staff members getting relieved from the college, should also return the books borrowed from the library and “No Dues Certificate” must be obtained

WORKING HOURS

Monday to Friday	=	8.00 am to 8.00 pm
Saturday	=	8.00 am to 4.05 pm
Sunday	=	8.00 am to 12.00 pm
Vacation	=	8.00 am to 8.00 pm

BORROWING ELIGIBILITY

Membership Category	Borrowing Eligibility	Loan Period
Faculty	4 Books	30 days
Students	3 Books	15 days
Book Bank	6 Books	6 Months

- Each student is allowed to borrow three books from the library and Each teaching staff is entitled to borrow 4 books.
- Merit Cards: The top five rank holders in each class will be eligible to borrow 6 books per semester.
- This privilege will continue as long as they remain among the top 5 rank holders in the class
- Members must show their identity cards to the librarian when using library facilities or borrowing books for identification purposes.
- Users should clarify any damage to books before borrowing them from the library.
- Any subsequent complaints about the deficiency or defacement of the book will not be entertained.

- If a book is found to be defective upon return, it will not be accepted, and the concerned user must replace it with a new one.
- If a borrower reports a book as lost, they must replace it with a new copy. If they fail to do so, they will be required to pay an amount equal to twice the cost of the lost book
- Books, excluding reference books and journals, will be issued to the users for an initial period of 15 days. They have the option to renew for an additional 15 days, provided no other user has reserved the book.
- Reference books, project reports, journals, and question papers are not available for borrowing. However, students may photocopy a limited number of pages from these materials.
- All borrowed books must be returned by the specified due dates. Late returns will incur fines according to the existing rules.
- Renewals are only processed if the book is presented either on the due date or earlier.

CIRCULATION SECTION RULES

Library members should produce their valid ID card when they borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user's ID card. Members are encouraged to check their library transaction details in "My Account".

RENEWAL OF BOOKS

Members can renew the borrowed books for a maximum of one time. Members can also renew their books through online renewal system, which is an intranet service. Books will be renewed only if the title does not attract fine, reservation and also if it has not been renewed already.

BOOKS BORROWED

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

LOSS OR DAMAGE

Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library. No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower. Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine.

MAKING RESERVATION

Members may reserve books that are currently on loan to other members through the OPAC. Reserved books will be held at the circulation section for a period of two days. If a member

does not borrow the reserved books within this two-day period, their reservation will be cancelled, and the next member in the reservation queue will be given priority.

CANCELING RESERVATION

If a person no longer requires a reserved item, they may cancel the reservation either through the OPAC or by notifying the circulation section of the central library. For books that have been reserved by another member, it is essential for members to return them to the library by the due date, without using the intranet renewal option.

DIGITAL LIBRARY

- A full-fledged Digital Library is also functioning in the library.
- The Digital Library is a gateway to the world of e-resources and one-stop for nascent information handling, transfer and a boon to the knowledge seeker.
- The Institution is a member of National Digital Library of India. All student and faculty members of SAEC are allowed to access the digital library facility in person and by remote access.
- A separate register is maintained for monitoring in-time and out-time.
- Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

REFERENCE SECTION

- Rare and rich collection of International editions of reference books, hand books, yearbooks, conference proceedings, encyclopaedias, theses, dissertations, rare books and various reference documents are available in the Reference section of the library.
- Students and Faculty members are not permitted to borrow the books from this section.

PURCHASE POLICY

- Required Books and journals are purchased based on AICTE recommendation.
- At the commencement of every year, approval for the purchase of a list of books and journals (print and e-journals) are obtained from the Principal.
- Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles are issued.
- Previous year journals are bound subject-wise and preserved as back volumes.

LIBRARY COMMITTEE POLICY

- The Library Committee is an advocacy group for the library, representing the mission and policies of the library
- To contribute to the development of library and information strategy, policies, services and resources.
- To provide various library services and facilities to the readers.
- to serve as a communications vehicle among the faculty, staff, and student body and the library