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**Sarvodaya Mahila Mandal's**

# **Bajaj Chandrapur Polytechnic**

Balaji Ward, Chandrapur – 442 402

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## **Library Policy**

## LIBRARY

### Timing:

1. Library will be open to access during 09:00 AM to 06:00 PM on working days.
2. Library working hours are extended during exam period from 09:00 AM to 08:00 PM.

### Students Book Scheme:

1. Students will receive books on
  - a. Book Bank Scheme: In book bank scheme SC/ST category students of first year will get set of books, containing 1 book for each subject. The set will be returned back after the end of each semester i.e. 15<sup>th</sup> December for odd semester & 15<sup>th</sup> May for even semester & yearly pattern. These books will not be exchanged.
  - b. Library card scheme: In Library card scheme students will receive 3 books for a duration of 10 days.
  - c. Books on College I-card: On College I-card student will receive 1 book for reading in the library reading section. The book should be returned immediately before leaving the reading section.
  - d. Books on deposits: This scheme is applicable for students only, in which students can deposit double the cost of the book and issue the book for exam period and should return immediately after the examination. On return of the books the amount will be refunded to the student, if he/she fails to return the books then the amount will not be refunded in addition penalty will be applicable as per lost of book.

### Staff Book Scheme:

1. All staff are entitled to get books from the library on their account.
2. Maximum 5 books shall be issued the teaching staff.
3. Maximum 10 books shall be issued to the HOD. HODs are authorized to issue 2 more books on their names for the toppers in class.
4. It is compulsory for every employee to return books available on their account before 15th May every year.
5. In case, no book is received till 15th May then an amount equal to double of cost of book will be recovered by the staff or for rare book staff has to make a purchase and give the book in library at their own cost (as case may be).

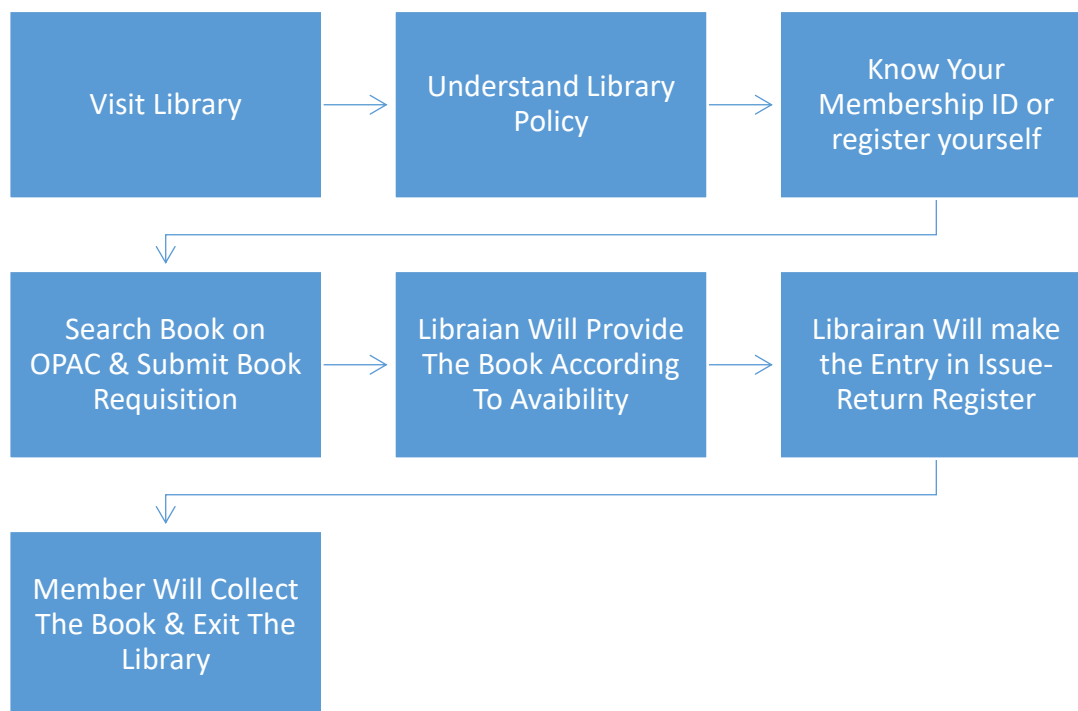
### Fine & Penalties:

1. In case of late returning of the books after the due date, staff & student have to pay fine of Rs. 10/- per day & Rs. 2/- per day respectively.
2. In case of damage or loss of book by student, one will have to be replaced with the same edition or the latest edition along with the fine till the date of replacement. Or have to pay the double cost the books issued on his/her membership id.
3. Writing on book or pages by ink or pencil is strictly prohibited. If it is found, it shall be considered as damaging.

### Stocktaking:

1. Every year books stock verification shall be carried out in library from 16th May to 30th May.

### Issue-Return Procedure:

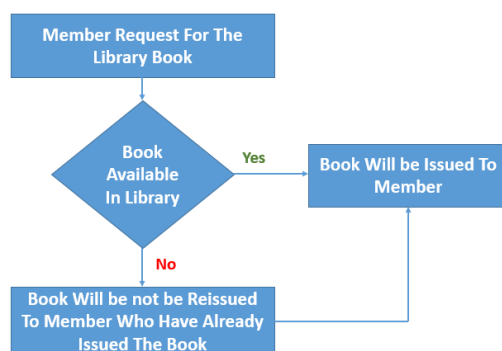


1. Member visit library.
2. Understand rules & regulations of library.
3. Read out do's & dont's in library.
4. Collect your library membership from Librarian.
5. Creating library card (BT Card) for newly admitted students.
6. Login to Library software by using your user id & password (If, you don't have user id contact the Library Staff).
7. Making online request for book.
8. Librarian will check for book availability.
9. If book is available, book will be issued on BT card or to your membership id.
10. Librarian will make entry in book issue register.
11. Hand over book to library member.
12. Check issue & return date.
13. Exit from library.

### Note:

1. Books issued once can be reissued, provided there is no demand from others.
2. Reference books like Encyclopedia, Project Report and Journals will not be issued. Those can be referred in the Library reading section only.

## Book Requisition Policy:



1. Member will request for the required book through his login or requisition slip.
2. Librarian will verify the availability of the book.
3. If the book is available, the same will be issued to the member as per the policy.
4. If the book is not available,
  - a. Librarian will suggest alternate available options of books. or
  - b. Librarian will request to the existing borrower member of the book to return the book if work is over. or
  - c. Librarian will inform the member who have requested the book to wait for certain period to fulfil his/her demand.
5. Books will be issued as per the above circumstances.

## Purchase:

1. Periodically book should be purchase according to the need.
2. Requisite of books should be identified from the HODs & suggestions from students.
3. After receiving the requirement consolidated list should be prepared by Librarian and should be presented to Principal.
4. As per the allocated budget procurement should be done according to further approval.
5. Journals & magazines shall be subscribed with the recommendation of HODs.

## Binding Policy:

1. Books in library is an asset for any Institute.
2. They are very frequently used by Library Members. Due to continuous use sometimes books get damaged & requires maintenance.
3. For maintenance & preservation of books for longer period binding is a prominent process used in library.
4. The objectives of binding are to preservation, durability & economy of the book.
5. Books which need binding are identified by the Librarian and submit the information to Library Committee.
6. Library Committee after verification forwards the finding to the higher authority for approval.

7. After getting the approval, the list of books to be given for binding is prepared & the books are sent to identified vendor for book binding.
8. While book binding following instruction are given to the vendor.
  - a. Binding should be conservative.
  - b. It should alter the book minimally.
  - c. Binding should be non- damageable to books.
  - d. Binding should not shorten the useful life of book.
  - e. Bound volume should open easily upto 180° position for photocopying & other purpose.
  - f. Binding volume should stay open on flat surface to take down notes easily.
9. After receiving the books as per the above list from the vendor bar code are given to the books and books are arranged in their respective location.

**General Rules:**

1. Silence should be maintained in the Library.
2. Enter your name and sign in the register before entering library in Visit Register.
3. Books should to be handled very carefully.
4. If asked by the Library Staff, the students must show the Identity Card. In Case, a student does not produce it, he/she may not be permitted to enter into library.
5. Talking, spitting, eating, smoking, sleeping, pulling legs on the table or any other inappropriate behavior is strictly prohibited.
6. All personal belongings like bags, apron, folders, drafter, drawing book etc. should be deposited on the property counter before entry in the library.
7. Digital Library Section available to users for access of E- Resources. Proper handling of electronic equipment/ gadgets is must.
8. Disciplinary action will be taken against student using mobile phones in the Library.
9. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in anyway whatsoever.
10. Misusing of the library resources leads to severe disciplinary action.