

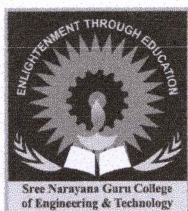


Sree Narayana Guru College of Engineering & Technology

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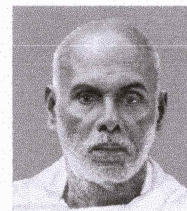


LIBRARY POLICY AND RULES



Sree Narayana Guru College of Engineering & Technology

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LIBRARY POLICY

Purchase of Books

Books are purchased based on the syllabus prescribed by the university and recommendations from the concerned HOD's of the department and getting approval from the Principal and Management.

When books are purchased, Each book is given a unique number called Accession number and enter in the Accession Register in which Accession No., Date of Purchase, Supplier's Name & Invoice No., Price, Name of the Author, Title of the book, publisher Name, Edition No. volume number, Year & Remarks are entered. Books are classified based on Dewey Decimal Classification System. Books are entered in the Book Magic software and barcode sticker is pasted on first page and back cover page of all the books. The due date slip is pasted on the first page of the book. Book pocket is pasted on the backside of front cover page. A book card mentioning Accession Number, Author name and Title of the book is placed on the book pocket. While issuing books book card is taken from the book pocket and insert in member's borrower card and this borrower card is kept in charging tray and due date is pasted on the date label. When the book returns, the borrower card containing the book card is taken from the charging tray and borrower card is given to member and book card is inserted in the book pocket.

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Arrangements of Books

Books are arranged in racks as per Dewey Decimal Classification Scheme. Library provides open stack access policy in which members can search and take books directly from library racks. Members can search books through Book Magic Software OPAC facility.

Purchase of Journals, Magazines and e-resources

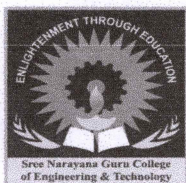
As per AICTE requirement and based on recommendation from Heads of Departments journals, magazines and e-resources are purchased annually. A Journal Register is kept for entering journal volume number and issue number and date of receipt. Journals are kept in a rack in which place for keeping back volumes is available.

Membership

All staff and students of the college can avail membership of the library. A library membership form will be issued to them, They have to fill their details like name, class, address, phone number and paste photo in the form. After receiving the filled membership form, Borrower's card will be issued to members. For teaching staff eight, for non teaching staff three and for students six borrower's cards will be issued. If a member lost borrower's cards, Rs.25/- per card will be collected for issuing duplicate card. If a book is lost from the borrower, the same book has to be replaced by the borrower otherwise double the cost of the book is collected from the borrower.



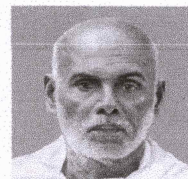
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Est. 2003

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DETAILS OF LIBRARY RULES

1. The library shall be kept open from 9 AM to 4 PM except on holidays.
2. Circulation time: 9 AM to 3.45 PM.
3. Identity card is to be shown at the counter when demanded.
4. Every member shall enter his/her name, Semester, branch and accession number of the book in the gate register.
5. All your belongings like bags, books, umbrellas etc should be kept in the space provided outside the library.
6. Strict silence should be observed in the library.
7. A member who loses a membership card shall make written report to the Librarian. A duplicate membership card shall be issued after two weeks on payment of Rs. 25/-.
8. Membership cards are not transferable. Each member shall ensure that his/her membership card is not misused.
9. Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage for mutilation noticed at the time of returning.
10. Reference books and periodical publications are not ordinarily issued or lent out.
11. All books shall be returned on or before the due date.
12. An overdue charge of Rs. 0.5/- per volume per day shall be charged if a book is kept beyond the due date.
13. Members who repeatedly fail to return books on due date will lose their library membership.
14. Keep and care the books as a treasure.
15. Six books shall be lent to students. For this purpose, six library cards shall be issued, and these should be kept meticulously. For PG students seven books.
16. Lending period for the students shall be twenty eight days at a time with renewal facility for an identical period twice.

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17. Eight books shall be lent to teaching staff. Lending period for the staff shall be one month at a time with renewal facility for an identical period only once.
18. Three books shall be lent to non-teaching staff. Lending period for them shall be one month at a time with renewal facility for an identical period once.
19. If books are lost from borrower, new books shall be replaced by the borrower. Otherwise penalty as specified in the rules for this purpose shall be charged.
20. Books not available in the racks can be reserved. When they are got back, the reserver has to borrow the books within two days. If not done so, the books shall be issued to the next reserver.
21. Use of mobile phones is banned inside the library.



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