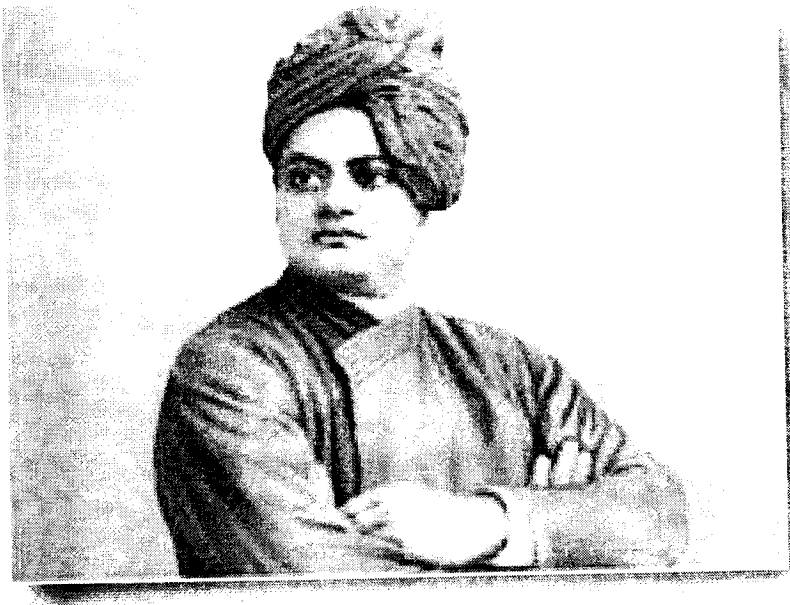**Education to Eternity**

J D College of Engineering & Management

Library Policies & Guidelines

J D College of Engineering and Manegement, Nagpur

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

Table of Content

1. Introduction

The J D College of Engineering and Manegement, Nagpur library was founded in 2008 and includes a collection of 37027 Books as well as 85 journals. The college also subscribes to the online databases N-List and DELNET, which contain e-books and e-journals. The lower floor's 660 square meter area houses the library. Both 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 2500 students and 200 staff members. There are 20 Del computers in the library's digital department, each with a 200 Mbps internet connection and a dedicated data line. The library has a spacious reading room with room for 150 people. 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 J D College of Engineering and Manegement, Nagpur Library opened its doors in 2008. Since the library serves as a student-focused informatics centre, it focuses on the data and information that the staff and students need. 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. Access is provided through the stroke and stack, which are organised simply according to DDC- classified subjects. The library will offer a number of service facilities, including an online database, OPAC, and reference. Internet, Reprography, and electronic journals and bulletins also enter the library room. 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.

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

To be the ideal centre for access of knowledge and information through traditional as well as technology-enabled Resources.

4. Mission

To serve as a pleasant, user friendly, stimulating and supportive environment of learning and research.

5. Objectives

➢ To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
➢ To serve the clientele of dyp irrespective of caste and class.
➢ 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 will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

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7. Clients

The Library provides collection access to the following client groups:

- Students
- 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:

- ✓ Books and other hard-copy printed materials
- ✓ Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- ✓ Databases (electronic collections containing bibliographic citations and/or full-text items)
- ✓ Multimedia material (including CDs, DVDs,)
- ✓ Enrolment of Students on National Digital Library (NDL)

9. Library Collection Development Policy

- ❖ 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.
- ❖ Library will buy textbooks, reference books and handbooks on relevant subjects.
- ❖ Library will also buy printed periodicals and online database for accessing scholarly content.
- ❖ 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.
- ❖ Based on the specific requirement of ongoing projects, Doctoral work the requirement of the concerns is processed by the library.

10. Library Committee

The library is managed and administered by a Library Committee under the supervision and control of the Board of Management. 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.

"I HAVE FOUND THE MOST VALUABLE THING IN MY WALLET IS MY LIBRARY CARD."

LAURA BUSH

Composition

Library Advisory Committee consists of the following members

Sr No	Designation	Position
1	Principal/Director	Chairperson
2	Librarian (Head of Lib)	Co-Ordinator/ Member Secretary
3	Registrar	Member
4	HODs of Departments	Member
5	Two Student Representatives (one male and one female	Member

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 co-ordinates 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. It does not have source of cash or direct income, like other commercial organizations have when we talk About library finance.

"EVERYTHING YOU NEED FOR BETTER FUTURE AND SUCCESS HAS ALREADY BEEN WRITTEN. AND GUESS WHAT? ALL YOU HAVE TO DO IS GO TO THE LIBRARY."

HENRI FREDERIC AMIEL

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

Budgeting Procedures

Preparation

Collection Maintenance

- Keeping the collection at its present size

- Necessary to replace 10% of the collection annually if required.

Consumables

- Processing resources such as barcode lables, date due slips etc
- Peripherals such as DVDs, CDs, batteries etc
- Promotional activities such as display materials etc

Maintenance

- ERP
- Barcode Printers
- Audiovisual Hardware
- Computers
- Printers
- Biometric machines

Subscriptions / Memberships

- Journals

Capital Expenditure

➤ Collection development beyond foundation collection

➤ Shelving

➤ Furniture

➤ Equipment

➤ Computer Hardware

➤ Binding books / Journals

12. 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.

13. <u>Library usage Policy</u>

Rules and Regulation

- Show your Identity card whenever you visit the Library.
- Write your name in the register
- Library books issued only on his/her Library Id
- Library books will be issued only as per schedule.
- Students should return their book in given time period.
- Book Bank.
- In case loss of books double price of the book lost will be recovered as penalty.
- Take proper care of all library resources.
- Any personal belongings are not permitted into the library.
- Eatables are not allowed inside the library & reading hall.
- Silence to be maintained.
- Use of mobile phones is strictly prohibited in the library.
- Eatables are not allowed inside Reading Hall.
- No library material will be issued on someone else I Card.
- Take proper care of all library resources.

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.
- Reading Hall timings will be extended during examinations with prior notice. Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
- Suggestion Box is kept at the counter in main library. Your objective and positive/healthy suggestions are welcome.
- 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.

Digital Library

- Internet / Digital facility is for all students.
- Students must register their name & timing, one day before.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.
- Printing/Xeroxing will be provided on payment of requisite Charges.

"A MODERN LIBRARIAN, WHO HAS FAITH IN THE LAW THAT 'BOOKS ARE FOR USE,' IS HAPPY ONLY WHEN HIS READERS MAKE HIS SHELVES CONSTANTLY EMPTY. IT IS NOT THE BOOKS THAT GO OUT THAT WORRY HIM. IT IS THE STAY-AT-HOME VOLUMES THAT PERPLEX AND DEPRESS HIM." ~ S. R. RANGANATHAN

14.   Library Services

The Library hours will be as for the working hours of the college which are notified time to time.

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 INFLIBNET N-LIST, Delnet and Other databases are made available through IP Based.

DELNET   Delnet- https://delnet.in/

Institution · J. D. College of Engineering & Management
(DELNET Membership number : IM-5837)

Wishing you a Year of Infinite Possibilities.
Cheers to a Year of
Learning and Growth!

HAPPY NEW YEAR 2024

Search the DELNET Digital Library Resources

All Fields   ∨   All Location ▾   ---Select Format--- ▾   Find   Advanced

You are accessing union catalog of Books, Journals etc

Full-text Digital Library Resources
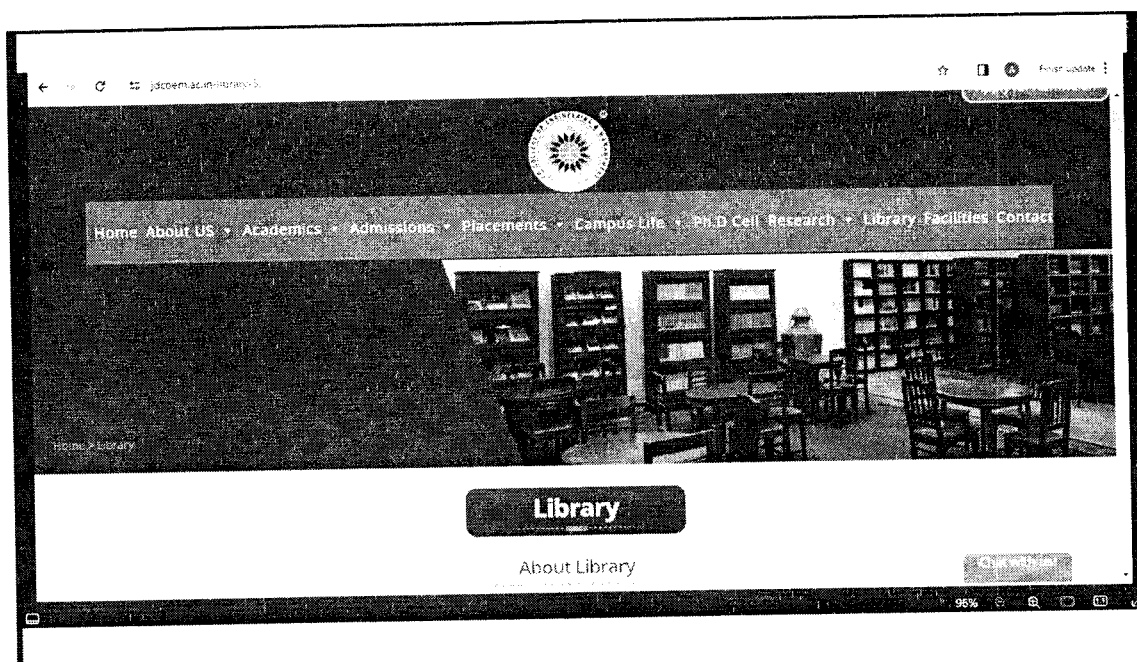
Access Full Text E-books, E-journals, E-

ViSiOn

Video Sites Online

Library Website

The library website communicates library information and updates to the users.
www.jdcoem.ac.in/library-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.

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.

Library Reading Room

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

Scanner / Reprography Facility

This is another area where the photo copying service is provided to student and staff members to facilitate the prompt information and service.

Reference Services

Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of encyclopedias, dictionaries, directories, handbooks, CD-ROMs, Audio and Video cassettes etc.

News Paper article Clippings.

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

Email Service

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

Books Exhibitions

We arrange book exhibitions and book fairs.

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.

Book Bank

Also under students welfare scheme set of textbooks are issued to general category students.

Additional books are issued to meritorious students top three students from each class are given the facility

Online Students & Staff Attendance (Biometric Machine)

Barcode Technology

All books are bar coded.

Catalogue

List of Books, Periodicals & Journals, E-Resources, Audio Cassettes, Project

reports, etc available as on title wise, Author wise & Subject wise.

Suggestion Box

In Addition to the library appraisal **'Suggestion Box'** is kept in the library once in a week it is opened and suggestions are taken care off.

User Orientation

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

Periodical Service

The magazines and journals are made available to library users. students have to read in library only.

LIBRARY

Khandala, Post : Valni, Near Hanuman Temple, Borgoan Phata,

Kalmeshwar Road, Nagpur -441501

Email: librarian@jdcoem.ac.in

Librarian
J.D. COLLEGE OF ENGINEERING & MANAGEMENT

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