**MAEER's**

# MIT Saint Dnyaneshwar B.Ed. College,

**Alandi Devachi, Pune**

## Library Department

# Library Manual

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# 1. About Library

Academic libraries are an important part of higher education institutions and usually serve two complementary purposes: to support the curriculum and to support faculty and student research. Although academic library positions vary depending on the mission and type of institution. Our library serves some common responsibilities include: managing projects, and community relationships; providing instruction, reference, curriculum, research, and classroom support; and keeping up with trends and technological advancements in library and information science. Library conducts some activities such as library orientation, demo presentations to access e-services, celebrate birth anniversary and death anniversary of great persons. The best reader award has been given to the students every year to motivate their reading habit. The college library provides ample space and comfort to its users. It is located on the second floor of the college building and comprises Reading Section, Reference Section and Circulation Section. Library resources of the college include a good collection of the latest books, journals and periodicals. 10 journals, magazines and periodicals are subscribed. There are total 4020 books available to feed the learning needs of the users. All these books are barcoded. The college library is partially automated. Online services are provided to the students and the teachers through web based open access catalogue. All the library records are computerized. It provides access to all the resources at any time from anywhere. Users can browse online catalogue and e resources. In addition to the above, reading and learning material is provided at a wide range. All these valuable resources are well organized under CCTV Cameras. The library provides Scanning services, Reference service, Inter Library Service, CAS and SDI service and Internet facility.

# 2. Role of Library

Academic libraries are set up to support the curriculum, teaching, learning and research needs of the faculty and students of institutions of higher learning. Academic libraries provide a variety of information services to support the educational environment. The basic role of library is to collect authentic information and serve to its user.

# 3. Vision

The vision of the library is to extend opportunities to students for self-education and self-development. To create an atmosphere wherein students and faculty may carry on the learning process enjoyable.

## 4. Mission

The mission of the library is to provide students and teachers the information they need by adding qualitative and quantitative value information to achieve their academic prospective and help them acquire research skills necessary for lifelong learning

## 5. Objectives

- To provide the college community with a wide range of scholarly materials
- To set an environment for more productive teaching-learning process
- Using library and information technology innovatively and appropriately
- To improve the quality of library sources and services

## 6. Library Working Hours

**Working Hour**

| On Working Days (Tuesday to Sunday) | 10:00 AM To 5:30 PM |
|---|---|
| During Study Holiday | 10:00 AM To 5:30 PM |
| During Examination Days | 10:00 AM To 5:30 PM |
| During Vacation | 10:00 AM To 5:00 PM |

Library working hours may change during the examination period.

## 7. Library Committee

Library committee is a body consisting of Principal, Faculty Members, Students and Librarian for giving advice and making policies of the library services. Library committee helps to ensure proper functioning & development of the library. Library committee is responsible for the provision of library services. The Library committee works as a channel between the Library and its users.

Library Advisory Committee consist of the following members:

| Sr.No. | Designation | Role in the Committee |
|---|---|---|
| 1 | Principal | Chairman |

| 2 | Librarian | Member Secretary |
|---|---|---|
| 3 | Various Faculties | Member |
| 4 | Students | Member |

**Frequency of Meeting**

The committee shall meet at least two times in an academic year.

**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.

## 8. Library Policy & Procedure

| Sr. No. | Policy of Library Committee | Procedure of Library Committee Policy |
|---|---|---|
| 1 | To fulfill intellectual needs of the Students, staff & Faculty Members | □ Library develops collections of reading material useful for the  course.<br>□ Library provides full information support to the teaching-learning process of the college.<br>□ Library provides online resources facility to the reader.<br>□ Library take membership of well-known libraries to fulfill the intellectual needs of the users.<br>□ Library provides current information to the academic community and students |
| 2 | To work towards modernization & improvement of library services | □ Modernization of library<br> • Library works on library automation.<br> • Library works on digital library system<br>□ Improvement of library services |

| | | • User orientation program |
|---|---|---|
| | | • OPAC Facility (Campus Access Only) |
| | | • NPTEL & Swayam Local chapter |
| 3 | To ensure proper functioning & development of library | Library has a separate sections for proper functioning and development of the library. |
| | | □ Acquisition section |
| | | • Books Purchasing |
| | | • Books Process |
| | | • Account Management work |
| | | • Record Management |
| | | • Technical process books |
| | | □ Digital Library, Journal, Periodical section |
| | | • Digital Library Management |
| | | • Subscription Management |
| | | • Management of Reference Resources |
| | | • Management of E- resources |
| | | • Filling and Record Management |
| | | □ Circulation Section & Administrative Work |
| | | • Maintain the circulation system |
| | | • Registration of new users |
| | | • Maintain the daily Issuing and Return record |
| | | • Maintain all day to day records and other work of library |
| 4 | To guide the librarian in formulating general library policies and regulations which governs the function of the library | □ Library department work as per the library committee guidelines. Any issues related to the rule regulations and policy of the library are discussed in the library committee meeting. Library committee members discuss the problems and revise the library rules, regulations and policy. |
| 5 | Stock verification | □ Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning through Internal stock verification Committee. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost. |

| 6 | 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. |
|---|---|---|

## 9. Purpose of Policy

Policy set out the principles which guide the development of a quality library collection that meets the needs of information of the 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.

## 10.    Library Usage Policy

**Rules and Regulation**

1. Show your Identity card whenever you visit to the library

2. Scan your I-card at the counter while entering in the library

3. Library books will issue only on his/her self I-card.

4. Two books to students and four books to faculty for 15 days will be issued.

5. Students should return their books in a given time period.

6. If the book is lost, new book has to be brought.

7. Take proper care of all library resources.

8. Any personal belongings are not permitted into the library.

9. Eatables are not allowed inside the library & reading hall.

10. Silence to be maintained.

11. Use of mobile phones is strictly prohibited in the library.

12. Students are not allowed to sit in the library during their lecture & practical hours.

13. Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet

are not allowed in digital library.

# 11. Library Services and Facilities

## Circulation Service

This service allows users to borrow and return books from the library. Books should be return in the given time span during library hours.

## Reference Service

Reference service is one of the important service given by the library. It contains Dictionaries, Handbook, Yearbook and CDs etc.

## Periodical Service

Journals, periodicals and magazines are provided under this service. Readers are allowed to read it in library only.

## Inter Library Loan Service

Inter Library Loan is a service that enables patrons of one library to borrow physical materials and receive electronic documents that are held by another library.

## Current Awareness Service

Current Awareness Service is a service that provides up-to-date information on specific topics or fields. Daily Newspaper Clippings and New Arrivals service have been provided to the users via E-mail and Web OPAC.

## Selective Dissemination of Information

The purpose of SDI is to filter and deliver information that is most likely to be of interest or value to the recipients, saving them time and effort in searching for relevant materials.

## Digital Library

Access to e-resources, OPAC and Internet facilities have been provided to the users in the digital library.

## Open Access

Open access means that the library provides unrestricted, free access to information for anyone who seeks it. Library has provided Open Access facility to the users, so that users can search his own book and make full use of resources available in the library.

## Reading Hall

Separate reading hall with 200 users seating capacity is provided to the users. Users can carry their belongings with them in the reading hall. Power outlets for electronic devices are also available.

## Web OPAC

Web OPAC stands for "Online Public Access Catalogue." It is a web-based system used by library to allow users to search and access library materials and multimedia resources. With Web OPAC, library patrons can check the availability of materials and reserve items and access their account to view their borrowing history and fines. It is a convenient and efficient way to manage library collections and improve user experience.

## User Orientation

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

## 12.    Library Resources

### Online Resources

- **NDL (National Digital Library, India)**
- **SWAYAM NPTEL Local Chapter**

### Inter Library Loan

**MIT Arts Commerce and Science College, Alandi, Pune**

- 4 Books will be issue for 15 days.
- E- Resources:
  INFLIBNET NLIST consortium/ E-Books & E-Journals

DELNET (Developing Library Network)

## 13.     Stock Verification

Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It disclose 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.     Gallery

**Library Program Photos**