



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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LIBRARY POLICY

Policy Statement

Library policy sets out the principles required for quality education which also act as a guide for the developing a quality library collection and procedures that meets the information needs of the faculty and students.

Scope of the policy

The library policy at AJIET applies to all students, teaching, non-teaching staff and research scholars of the Institute.

Vision

The Library aims to provide our users a seamless access to latest onsite global information services and facilitates the knowledge transfer with a creative and virtual internal network of human and information resources.

Mission

The Library serves as a resource centre and is dedicated to develop a comprehensive collection of documents that are useful to faculty members, researchers, and students of the Institution as well as other organisations, thereby effectively imparting and disseminating knowledge, skills and capacity.

Objectives

- To create an environment that provides facilities that are conducive for study and research activities.
- To cultivate reading habits among the student community by providing an excellent library Infrastructure, and resources.
- To inculcate state-of-the-art information for updating one's knowledge in the field of interest by acquiring, storing, validating, integrating, and disseminating the up-to-date information.

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- To establish an agreeable atmosphere for learning inside the library with prerequisites, and appropriate facilities.
- To orient users to become life-long learners, evaluators, and propagators of information, and awareness.

Library Collection Development Policy

The library purchases general literature and competitive exams in addition to textbooks and other materials to assist students prepare for the competitive world. Students, faculty, and research scholars can also access academic information through print periodicals, electronic journals, and other electronic resource databases provided by the library. The Library Committee receives indents for purchase in accordance with the curriculum suggested by the department head and the relevant faculty; prior to purchase, quotes are obtained from several vendors; a comparative analysis is created; and a suggestion is made for the approval procedure. Submitted for additional processing and purchase to the Principal and Management.

Lending service

Books are issued to all the students and faculty members of the institute. The numbers of books issued are based on the category of the user. Student's members of the library can borrow books for a period of 15 days. The faculty can borrow six books and return the same at the end of the particular semester. The students should return the borrowed books to the library on or before the due date to avoid the penalty of overdue charges.

Renewal of books

For the renewal of books, one has to bring them to circulation counter and may be renewed for a period of 15 days. Library reserves the right to recall any renewed book issued to under special cases.

Reservation facility

Members can reserve the books which are already issued. The reserved books, after their return, will be kept at the counter for two days for issue to those have reserved. If they fail to collect the books within two days, the books will be given to the members in the waiting list.

Every student has access to a book bank, and at the start of the semester, each student will get three books.



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Book bank scheme

Book bank facility is provided for every students and two books will be issued to each student in the commencement of the semester. The books have to be returned soon after the completion of the semester exam, failing to which they will be fined as per the library rules. If issued books are lost, the students have to replace the books.

Periodicals

Periodical section provides technical journals, general magazines and newsletters for reference. The latest issues and other back volumes are arranged separately on display racks and drawers respectively.

Reference section

Reference books on a wide range of subjects, Dictionaries, Handbooks, Encyclopaedias, Novels, Conference proceedings, Gate books, Question papers, Competitive exam books, Yearbooks, Text books etc are available for reading and reference within the library. Also these books can be issued for overnight reference against their membership card to be returned the next day before 11.00 AM. Failing to which a fine of Rs. 10 per day will be charged.

New arrivals

New arrivals provide latest additions to the library. Newly received books are displayed on the display rack placed in the reference section.

Photocopying service

Library has a photocopying machine. Nominal charges are collected for photocopying service.

Bulletin board service

Through this service readers are made aware of the new library services, facilities, paper cuttings, current events, employment news, seminar, conference, placement information etc.

News papers

To make aware of current events at local, national and at international levels the library subscribes 10 newspapers every day.

OPAC / E-PAC

E-PAC-The Library Search Engine is a web enabled search engine that can be accessed on Intranet, as well as on Internet. EPAC can be used to browse/search for an item (book/non-


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book), along with its detail and the availability, in a particular library. E-resources subscribed by the library can also be searched and accessed through E-PAC.

Library orientation

The entire fresher students are made familiar with the library facilities and services. They receive an explanation of the rules and regulations during the orientation session.

LIBRARY WORKING HOURS:

Library working hours			
Library / Digital library	Working days	Monday – Saturday	8.00 am – 5.30 pm
	Sessional/ Examination	Monday - Saturday	8.00 am – 6.00 pm
Circulation Section	Monday to Saturday		8.30 am to 4.50 pm
	Sunday & PH		Closed

LIBRARY COMMITTEE

The Library Committee was established to ensure that the library runs well and to coordinate with all staff members, students, and higher authorities. It provides a platform for open discussion of matter relating to library and its services.

Sl. No	Details	Designation	Dept./Year
1.	Principal	Chairman	Principal-AJIET
2.	Librarian	Co-ordinator	Library
3.	Assistant/ Assoc. Professor: 6-7 faculty members	Members	Any department involving all the branches

Roles and Responsibilities:

- To assist the Librarian in formulating library policy.
- To oversee the general upkeep of the library's infrastructure and selection of books.
- To effectively involve in fostering the reading habit of staff and students.
- To recommend/Justify/sanction/approve-withdrawal and weeding out of out-dated material to the competent authority for the final decision in the matter.
- To draft the meeting's agenda and minutes and distribute them to the authorities and Librarian.

- Subscription of Journals, articles, Arrange training programmes, seminar etc.
- Coordination with other institutions/organisation/libraries.

To draft the meeting's agenda and minutes and distribute them to the authorities and librarian

Library Usage Policy

Library Rules & Regulations:

- Students are required to deposit their belongings such as umbrellas, calculators, bags at the property rack at the entrance and should not deposit any valuables.
- Students to produce their identity cards, enter their names and sign on Login Register before entering the library.
- At the library exit, all books and personal possessions must be shown to the personnel at their request.
- Library membership and borrower cards are not transferrable. The card holders should come personally to borrow books, authorization to second person in any form is strictly forbidden.
- Students are responsible for the books borrowed against their borrower cards.
- No material from the library should be taken out without proper issue. Taking books without adhering to the procedure will invite disciplinary action.
- Loss of library card shall be intimated to the librarian. Duplicate card will be issued by charging a penalty fee of Rs 50/ per card.
- It is forbidden for students to lend books to anyone, either on or outside the college campus
- Students are advised to check the book soon after the issue and if any damage is found, the same should be brought to the notice of the Librarian/library staff for a proper replacement.
- Any books underlining, marking, scrawling, or tearing of the pages will be dealt with strictly. Students who engage in these kind of activities risk receiving a fine equalling to the price of a replacement book, if one is purchased.
- The books must be returned by the due date. If the books are not returned within the allotted time, there will be a fine of Rs. 2 per book each day.
- If the books are lost, then the borrower shall replace the books of same edition or latest edition or pay the necessary cost to purchase the book.
- The Library property should be treated with utmost care. Any form of damaging or disfiguring the library/articles is strictly prohibited.
- Transactions at circulation counter are strictly followed by Queue system.


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- Complete silence should be maintained in the library premises. Conversation, loud talk and discussions, eating, chewing of food items inside the library is not allowed.
- Use of mobile phone is strictly prohibited in the library premises.
- If any of the aforementioned rules are broken, a list of the misbehaving students (if any) along with a note requesting the appropriate disciplinary action be taken against them will be forwarded to the Principal
- At the end of their final year, all the students are expected to return their library cards and receive a No due certificate from the library. Similarly, employees who are planning to drop out of college should pay all dues related their cards and obtain a no dues certificate from the library.
- There may be periodic changes to the rules.

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for **A.J. Institute of Engineering & Technology**

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President

President

Date: 10/12/2016

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