LIBRARY
POLICY & PROCEDURES

SANDIP INSTITUTE OF TECHNOLOGY AND RESEARCH CENTRE, NASHIK

SANDIP FOUNDATION

1. Introduction
1.1 About the Library

The Central Library of Sandip Institute of Technology and Research Centre (SITRC), Nashik was established in 2008. It has a large collection of textbooks, reference books and reputed journals and magazines (national and international). It caters to the needs of the faculty and students via a rich collection of more than 31600 Books. It also provides access to the 130 national/international periodicals, journals, and magazines. Further, it uses state of the art technologies in order to provide smooth services.

The library is located in a computerized, air-conditioned building with Wi-Fi access. It is designed to support faculty, students, researchers, and scholars. The SITRC Library offers a great environment for self-study and research, making it an excellent place for learning.

1.2 Objective of The Library

- To support the Educational and Research Programs of the Institute by providing physical and online access to information.

- To serve as a resource centre and aims to develop a comprehensive collection of Books and Journals useful for the Students and Faculty.

- To procure the necessary information in the form of Books and knowledge and make it available to all the beneficiaries including Students and Faculty at all times.

1.3 Vision

- To encourage the use of library resources to help students and staff achieve their educational and professional goals.

- We aim to provide personalized support in selecting, organizing, and using information effectively.

- Our goal is to maintain a healthy and peaceful environment for students to study and grow.

1.4 Mission

The mission of the Library is to provide easy access to resources and services that support teaching, learning, and research at the College. The library aims to meet the diverse information needs of the college community by building a balanced collection of resources in all formats and using new technologies to offer better services.

2 Library Budgeting Policy and Procedures

The library budget refers to the financial allocation used for the smooth operation, maintenance, and growth of the library. This budget covers various aspects such as library services, purchasing books and resources, maintaining facilities, updating technology, and managing staff. The fiscal year for the institute runs from January to December each year, and the budget is planned accordingly to meet the library's needs throughout the year.

Budgeting Procedures

Collection Maintenance
- The current collection size is maintained.
- Every year, 10% of the collection must be replaced with new materials.

Collection Development

- The library collection is expanded based on the goals set by the library.
- Priority is given to updating materials that support the curriculum.
- Updating different sections of the collection is also prioritized.
- The demands and preferences of library users are considered.
- The institution's changing student profile, including ethnic and socio-economic backgrounds, must be taken into account.

Subscriptions / Memberships

- Journals
- Magazines
- Associations

Consumables

- Funds are allocated for processing materials such as barcode labels and due date slips, borrower card, I card, book card, book pocket.
- Additional resources like DVDs, CDs, and other media are included.
- Promotional activities like setting up displays are also covered under the budget.

Maintenance
- Barcode Scanner
- Printer

- Scanner
- Xerox Machine.
- Computer
- Koha Software
- Dspace Software

Capital Expenditure

- Collection development beyond foundation collection
- Furniture
- Equipment
- Computer Hardware
- Binding books / Journals

3 Library Purchasing policy

The library purchasing policy ensures that the library has the necessary resources for students and staff, including:

- Hard copies of books, journals, and periodicals
- Digital and online resources when needed
- Institutional memberships like DELNET, etc.

Sources of Purchase:

- Online searches for available resources
- Suggestions from faculty members
- Reviews of books and journals
- Direct communication with publishers for new arrivals
- Comparison with other top libraries for improvement
- Advertisements in magazines and newspapers
- Study visits to other libraries for better ideas

Selection Criteria

- Library collection development guidelines are used in the selection of resources.
- Relevance of Content
- Quality of content
- Demand copies
- Availability of resources

- Cost
- Space and storage issues
- As per Syllabus

Responsibilities for selection

The responsibility for selecting library materials rests with the Librarian (actual selection is a collaborative effort), operating within the framework policies.

Maintenance of Collection

Duplication

The library will avoid, for the most part, duplication of titles. If demand is heavy, a duplicate copy will be purchased if necessary. The extent of duplications determined by need, budget, and proximity of other collections and purchased as per request of the faculty.

Replacement

The library will not automatically replace all books withdrawn because of loss, damage, tear The need for replacement will depend upon demand for specified title.

Book Purchasing Procedure

Recommendations: Faculty members and students can suggest books relevant to their courses or interests. The librarian also recommends books to replace old editions, lost books, and additional copies of popular titles.

Pre-order Searching: Before ordering, check if the book is already available, compare prices and editions, ensure funds are available, and confirm that the book meets the library's acquisition policy.

Quotation: After approval, request quotations from vendors and publishers. Choose the vendor offering the highest discount.

Purchase Order: Prepare a purchase order with details like title, author, and number of copies. Get it reviewed and approved by the Principal.

Order Placement: Send the approved purchase order to the supplier and keep copies for the library and accounts department.

Supply Deadline: Books should be supplied within 60 days for Indian publications and 90 days for foreign titles. If needed, a two-week extension can be granted.

Receiving Books: Upon receiving the books, check them against the order to ensure they are correct and in good condition. Report any damages or discrepancies to the supplier.

Technical Processing:

Accessioning: Enter book details in the accession register, assign a unique number, and label the book.

Classification: Classify the books according to the Dewey Decimal Classification system.

Cataloguing: Enter bibliographic details in the KOHA Cataloguing Module.

4 Bill Processing

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item. The bills are submitted in the finance department for payment

5 Home Lending facilities of Books/Journals/Project/Cd. DVD.

- Library books will be issued to the regular students for home lending.

- Three books will be issued for home lending against the Borrower/Identity Card. Pure reference books, loose issues of periodicals, magazines and newspapers will not be allowed out of the library or for home lending.

- Books are issued for 10 days. Before the due date, students can renew the book and keep it for 10 more days, as long as no other student has requested the same book.

- If a book is not returned by the due date, the borrower will have to pay a late fee of Rs. 2/- per day.

- The overdue charges will be collected at the time of returning the book.

- Before borrowing a book, students must check that the book is in good condition.

- Repeatedly not returning books on time can result in cancellation of your library access

- Damaging library books, like underlining with pen or pencil, folding page corners, or tearing/removing pages, is not allowed. Students who do this will be asked to replace the book.

- Books newly acquired for library will be available for a reading in the study room as soon as they are ready for use. They will be available for home reading after fifteen days of their being ready for use in the library.

- They should return all the books to library immediately after their external examination.
- **Reservation Policy**: The faculty and Students can reserve the book which are issued to others. The reserved books should be collected within 2 days, else the reservation will stand cancelled and book will be issued to other immediate member.

Issue of Reference Shelf Books:

- Reference books must be used within the library only.
- Popular books in high demand will be kept on the reference shelf for easy access.

Issue of Journals/Magazines:

- The latest issue of journals/magazines displayed in the library must be read in the library itself.
- Older issues of journals/magazines can be issued for 2 days.
- Only one journal/magazine can be borrowed at a time.
- If a journal/magazine is urgently needed by the library, they may ask the student to return it early.
- Late returns of journals/magazines will result in a fine of □5 per day for the first 7 days, and □10 per day thereafter.

Issue of CDs/DVDs:

CDs/DVDs are to be used within the library for browsing.

Projects/Thesis:

- Project reports must be used in the library only.
- Photocopying project reports is not allowed.
- Students must submit their ID card when borrowing a project report and can collect it back after returning the report.

Borrowing privileges

Sr. No	Category	No of Books	Issue Period (days)
1	Teaching Faculty	05	30
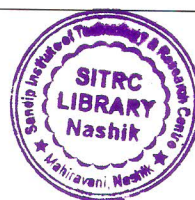
2	Non-Teaching Staff	05	30
3	FE Engineering	03	10
4	SE Engineering	03	10
5	TE Engineering	03	10
6	BE Engineering	03	10
7	FY Management	03	10
8	SY Management	04	10
9	FE Engineering (Book-Bank)	05	01 Semester

6 Fine and Lost Book Policy

- Students are responsible for the books they check-out from the Library. If a book is lost, damaged or stolen the student will be responsible. The student will not be allowed to check-out any more books until the replacement cost has been paid in full.

- As a recovery policy, it is mandatory to compensate the lost book with a newly purchased book or pay a fine of 1.5 times the current market price of the book and Rs. 50/- processing charges.

Library Fine Utilization

Collected Library fines will be utilized to buy a library new books. The account department keeps a separate account for all types of library fines (i.e. late submission of books, tear books, duplicate I card. Lost of books) received from the library separately. So that collected funds can be utilized to buy new books for the library.

Library I card Fine

The Respective faculty and students lost their card or any changes in I card, replace I card, all time I card 200/- Rs. fine will be calculated and pay the fine will be compulsory for Students and Staff.

7 Copyright and Plagiarism

All online resources, CDs, and DVDs available through the SITRC Library are protected by copyright. Copying, sharing, publishing, or showing them without permission from the copyright owner is not allowed, unless it follows fair use rules. The library has the right to take action, including canceling membership, if any user is found violating copyright rules.

8 Licensing Restrictions

The electronic resources on the SITRC Library website are limited by licensing agreements. They are meant to be used only for research, teaching, and personal study. Using them for business, downloading a lot of material, copying, or sharing the information is not allowed. Users must follow these rules carefully.

9 Technology Policies

The library offers internet and computer access, along with other technology resources, to help the community. Everyone can use these services equally. To keep the library a safe and effective place for using these services, please follow these simple rules:

- Follow the Library's rules for using technology.
- Do not break copyright laws or misuse software.
- Don't do anything that could harm the library's technology, like hacking or unauthorized access.
- Handle computers and software carefully. Don't damage or misuse them.
- Respect others' privacy. Don't try to change or view files that are not yours.
- Don't engage in harassment or defame others online.
- Follow time limits and instructions from library staff when using the computers.

10 Stock Verification

According to general rules, physical verification of library stock should be done once a year for libraries with up to 20,000 books. For libraries with 20,000 to 50,000 books, verification should be done every 3 years. For libraries with more than 50,000 books, a sample physical verification should be conducted every 3 years.

In stock, the collection comprises, Books, journals, project reports, bound volumes, non-printed materials etc. The stock verification report of the collection development activities presented before the library committee. The loss or the missing of documents was supported by the problems to have strict vigilance and all details mention in the report. The approved stock verification report with permission to withdrawal of write off books for which remarks are made in the database and disposal of damaged documents as per permission of higher authority.

11 Weeding Policy

Weeding is an important ongoing process in the library where old or unneeded books are permanently removed from the library's collection. This practice is crucial for keeping the library collection relevant and useful for users.

Books may be withdrawn for several reasons, including:

- **Outdated Information:** If a book contains information that is no longer accurate or relevant, it should be removed.

- **Low Usage:** If a book has not been borrowed for a long time, it may be taken out of the collection.

- **Damaged Condition:** Books that are badly damaged or in poor condition and cannot be repaired may also be removed.

When a book is withdrawn, it must be recorded in the accession register to keep track of the library's collection. The Librarian, in consultation with the library committee and higher authority, will make the final decisions on which books to remove from the collection.

Library Rules & Regulation

Library Rules:

1. Students must write their name, address, and entry time when signing the Register at the library.
2. All bags and personal items should be left at the entrance or the Property Counter.
3. Only SITRC College students can enter the college library with a valid Identity card, which must be shown when asked by library staff or college staff.
4. Complete silence must be maintained in & near the library.
5. Using the cell phone in the library is strictly prohibited.
6. In case of any difficulty readers can approach the librarian.
7. Co-operation of the students is earnestly sought in observing the rules.
8. One book will be issued for reading in the library against the Identity Card. The book cannot be taken out of the library
9. Noise, disturbance or unruly behaviour is forbidden in any part of the library.
10. Library materials must not be taken out of the library unless a Library staff has properly issued them.
11. The library staff has the right to ask a non-member to leave the library.
12. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.

Identity Card Rules

1. The student should bring with him/her this identity card without fail to the library and present it Whenever required.

2. This card is not transferable.

3. If this card is lost, the student must intimate to the Registrar/Librarian immediately in writing.

4. If this card is lost duplicate identity card will be issued on payment of Rs. 200/-

Home Lending –

1. Library books will be issued to the regular students for home lending.

2. Three books will be issued for home lending against the Borrower Card. Pure reference books, loose issues of periodicals, magazines and newspapers will not be allowed out of the library or for home lending.

3. The book may be issued for a 10 days more provided there is no demand for the book from other students.

4. If the book is lost or damaged by the student, or if any pages are missing, the student must either provide a new book or pay a fine of 1.5 times the current market price of the book along with Rs. 50/- as processing charges

5. A fine of rupees 2/- will be charged for every day of delay.

6. Books newly acquired for library will be available for a reading in the study room as soon as they are ready for use. They will be available for home reading after fifteen days of their being ready for use in the library.

7. They should return all the books to library immediately after their external examination.

Reading Room Rules

1. Please keep silence and maintain peace in the reading room.

2. Switch off all electronic items like lights and fans when leaving the reading room

3. Group discussions and submission work are not allowed.

4. Do not eat, drink, or smoke inside the reading room.

5. Do not mark, underline, write, tear pages, or damage library books or reading materials.

6. Do not disturb other readers.

7. Using the cell phone in the library is strictly prohibited.

8. SITRC students and the teaching staff can use the library. No Ex-student or no

outsider will be allowed to the use the library except by the approval of the Librarian/ higher Authority.

Home Lending facilities for the staff of the University Library

1. Teaching staff may borrow five books at a time as per subject. Additional books can be borrowed by the teaching staff for their use with the permission of the Registrar, Principal, and Librarian.

2. Books must be returned to the Library within 30 days from the date of issue. If necessary with permission of the Librarian, they can keep for 15 days more.

3. Pure reference books are meant exclusively for use in the library only & the same cannot be issued for home lending except with the permission of the Principal or Librarian for use of overnight only.

4. No latest issue of any periodical/magazine/newspaper can be issued for home lending only 02 back issues of any periodicals will be issued for home lending at a time for a week.

5. Teachers are requested not to bring Walkman or any electronic instruments and eatables inside the library.

6. The staff of the University is also requested not to use cell phone when they are in the library, or keep it in alliance mode and speak softly on the cell, in order to maintain silence

7. All the books taken for home lending must be returned to the library before March 31 of every academic year for stock verification.

8. If the book is lost or damaged by the student, or if any pages are missing, the Staff must either provide a new book or pay a fine of 1.5 times the current market price of the book along with Rs. 50/- as processing charges.

Library Policy & Procedures were agreed upon by the Library Committee in the minutes of the meeting held on 1st August 2018. The updated library rules and regulations were reviewed and approved by the Library Committee on 15th June 2024.

Librarian
Sandip Foundation's
Sandip Institute of Technology
& Research Center,
Mahiravani - 422 213, Nashik.

PRINCIPAL
Sandip Institute of Technology
and Research Centre,
Mahiravani - 422 213, Nashik