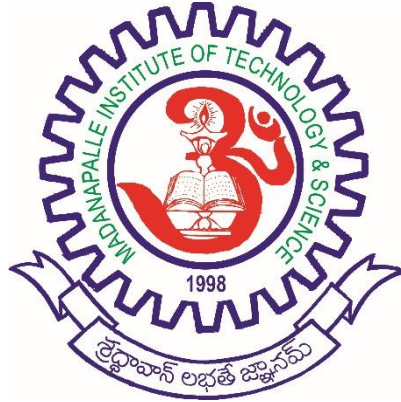


CENTRAL LIBRARY POLICY



Madanapalle Institute of Technology & Science

(UGC- AUTONOMOUS)

Dr. P. Rama Murthy

(Librarian MITS, Madanapalle)

PRINCIPAL

CENTRAL LIBRARY POLICY & PROCEDURE

1. About Central Library:

The Central Library of MITS is a part of academic system whose primary function is not only to serve students, researchers, faculty, and staff but also to create a conducive environment for education, research, and innovation.

The Central Library started functional since 1998, at present, the library holds around 61,086 collection of books and more than 85 number periodicals and, we are subscribing a good collection of e-journals (5250). The Library Operations are fully automated i.e., Circulation Section, Cataloguing Section using, with SOUL 2.0 ILMs developed by INFLIBNET, Ahmedabad. The reading materials are being classified Dewey Decimal Classification Scheme (23rd edition) The Faculty, Non-Teaching Staff, and Students of MITS College are issued a single barcode membership cum Library Identity card. The user of the library can use the same identity card for borrowing books.

The Central Library is regarded as the heart of our institute to fulfill the informational needs of the users mainly towards the completion of their academic programmes and the research activities. At present, the library is catering to the need so f more than ten thousand students of undergraduates, postgraduates, research scholars, seven hundred faculty members and more than one thousand staff members of the Institute.

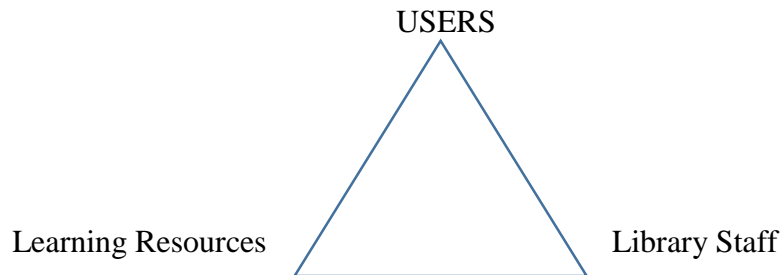
The library has developed a state-of-the-art digital Library with Wi-Fi Connectivity and Automated all Services through web-based library Information Management Software SOUL 2.0.0.11. Software SOUL 2.0.0.11.

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. DR.S.R. Ranganathan, father of library Science development in India has famously said that the library is the trinity of Learning Resources, Faculty/Students, and the Library Staff

triangle



3. Our Motto

The motto of Central Library is to achieve the objectives of Dr. Ranganathan's Five Laws of Library Science by fulfilling the needs of the users. These laws are:

- Books are for use
- Every reader his/ her Book
- Every Book its reader
- Save the time of the reader
- Library is a growing organism



Dr. S.R. Ranganathan
Former Madras University Librarian
&
Father of Library Science

4.VISION OF THE LIBRARY

The vision of the central library is to serve as one of the best premier private in engineering colleges in India.

5.MISSION OF THE LIBRARY

The library mission is to provide the MITS users community with axis to rich and relevant information resource to support with teaching-learning and research activities.

6.Working hours:

Working Hours (on working days) : 8 A.M to 8 P.M

: 8 A.M to 9 P.M (During Examinations)

Sundays & Public Holidays : 9 A.M to 5 P.M

❖ It may be altered or changed with change in academic timings of the institute.

7. Loan Period:

S.NO	PARTICULARS	UG/PG	LOAN PERIOD
1	Students	4 Books	14 Days + 1 Renewal
2	Teaching Staff	6 Books	One Semester (6 Months)
3	Teaching Assistants	3 Books	One Month
4	Non-Teaching Staff	3 Books	One Month

8. LIBRARY COMMITTEE:

- The library committee has been constituted by the principal and the chairmanship of Dr. D. Prasanna Kumar Professor in mechanical department, faculty members (library coordinators), students of the members. Dr. P. Rama Murthy, Librarian is the convenor.
- The library committee meets quarterly in year and discuss about the plans and activities of the library developments. The library committee proceedings will be circulated to all the HOD's and committee members.

S. No	Name	Department	Designation
1.	Dr. C. Yuvaraj	Principal	President
2.	Dr. D. Prasanna Kumar	Mechanical	Chairman
3.	Mr. P. Rama Murthy	Librarian	Convenor
4.	Dr. M. Vijay	EEE	Member
5.	Dr. Sankata Bhajan Prusty	ECE	Member
6.	Dr. T. Arun Nelliappan	ME	Member
7.	Dr. Akhil Kumar Jha	ENGLISH	Member
8.	Dr. G. Soma Sekhar	MBA	Member
9.	Dr. Debabrata Saha	PHYSICS	Member
10.	Dr. Venkata Ramana	HUMANITIES	Member
11.	Dr. Aneesh Mathew	CHEMISTRY	Member
12.	Dr. K.V. Narasimha Murthy	MATHEMATICS	Member
13.	Mrs. V. Nirupa	CSE	Member
14.	S. Farhanaz	Student Representative	Member
15.	K. Venkatesh	Student Representative	Member
16.	D. Bhanu Prakash	Student Representative	Member

The committee is responsible for procuring books, journals, magazines, relevant equipment's to the college / departmental libraries and shall make budgetary recommendations to the administrations. Also records the minutes of the meeting and action taken report.

THE DUTIES RESPONSIBILITIES OF THE LIBRARY COMMITTEE:

1. Prepare library budget and monitor its utilization.
2. Collect recommendations from the departments in terms of titles and number of copies to be procured and process for optimal utility of grants for central and department libraries.
3. Collect all the requirements of textbooks, reference books and ensure adequate number of copies is available in the library.
4. Decisions regarding subscriptions of international and national journals, both new and old.
5. Automation of library, procedures, usage and implementation.
6. Developments of digital library and usage.
7. Library space organization and requirements recommendation to the principal.
8. Conduct stock verification, audit and follow up.
9. Maintenance of entry and exit registers for the faculty and students.
10. Evolve policies for number of to be issued to faculty and students.
11. Maintain vendor lists and enter the contacts for purchase of books, journals and other materials and equipment's required.
12. Seek feedback on library functions and facilities from users.
13. Any other responsibilities assigned by the principal time to time.

9.. Central Library Services

Following library services are being to users

- Circulation Service
- Reprographic Service
- Reference Service
- Inter-Library Loan Service – (ILL – DELNET)
- Online Public Access Catalogue –OPAC
- E-Resources access, Internet Service

9.1 Circulation Desk: Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficient functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily Books).
- b) Attending the Users' query for effective interpretation of library rules and regulations.
- c) Registration of new Members (Students Faculty and Staff)
- d) Inter Library Loan Service.
- e) Operation of "Circulation Module" of Library Management Software SOUL 2.0 Maintenance and updation of all data related to users at Circulation desk in SOUL 2.0 software.
- f) Sending Reminders to overdue documents users.
- g) Maintenance of Compendiums.
- h) Correspondence & No Due issuing.
- i) Assisting the users for accessing OPAC and Reference.

9.2. Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper flowchart/sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quickly glance the book for any damage.
- Enter details into Issue Database (using Barcode Scanner).
- Issue books using SOUL 2.0 software.
- Print issue slip.
- Handover the books/Passbook to the user.

9.3 While Returning the Books

Quickly glance the book for any damage.

- Check Due dates for necessary action.
- Cancel the entries from user Account in SOUL 2.0
- Return books.
- Send them to Stack for Shelving.

9.4 Other Rules Related to Borrowing Facilities:

- i. Users must check the Accession Number(s) of the book(s) issued by them with the printed borrower's slip(s) before leaving the Circulation counters to avoid confusion in future. Any discrepancy will not be considered afterwards.
- ii. Library borrowed books are not transferable and hence should not be lent to others;
- iii. Users are liable for the damage and Loss of books, if any.
- iv. Users should check the physical condition of a book while borrowing the same.
- v. During power/system failures, the circulation counter services will be suspended.
- vi. Immediately after the issue of a book, the user is required to take out the same from the library.
- vii. No book shall be returned on the day of issue.
- viii. While going out of the library, users should ensure that they do not carry book(s) that are duly not issued on their name(s), failing which disciplinary action will be taken against them.
- ix. Every user is requested to check the status of book(s) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.

10. Overdue Charges & Fines for Lost /Books:

A borrowed book should be returned within the due date; otherwise, one rupee per day per book will be collected from the user as overdue charge, All the overdue charges must be paid in circulation counter to concerned authority. Otherwise issue facility may be withdrawn.

If a user **loses a library book**, then he/she must make an application immediately addressed to the Librarian / Asst. Librarian (circulation) and submit the same to the Circulation Section for replacement of the lost book(s). Replace the lost book by a new book as per the library regulation.

10.1 Renewal of Books:

To avail the facilities of renewal of books, users must bring the issued books to the circulation counter. If the borrowed books are not in demand, then a user may renew the book for consecutively two times only.

11. Details of Library Collection:

S. No	Type of Collection	No. of Volumes
1	No. of Volumes/Books	61,086
2	No. of Titles	9,882
3	National Journals Print)	85
	International (On-line)	5250
4	Online Data Bases	3
5	E – Books	1,38,821
6	CD Rom's	3382
7	Special Collection	850
8	Back Volumes	587
9	Daily News Papers	14

11.1 Breakup of Books and Journals Branch wise

S. No.	Branch	No. of Titles	No. of Volumes	National Journals & Magazines	Online Journals
1	EEE	1400	6676	8	IEEE – 169 Springer – 776 ASME – 29 J – Gate – 4285 E – Books – 138821 NPTEL – 390 Videos DELNET – 929 N – List – 6328
2	ECE	1225	8170	12	
3	CSE	1600	12790	14	
4	Bio - Tech	596	2602		
5	CIVIL	220	998	6	
6	MECH	850	6524	2	
7	BS & H	1150	9372	9	
8	M.Tech	568	1600		
9	MBA	703	6950	12	
10	MCA	620	3126		

11	General Collection	950	2428	13	
Total		9882	61086	85	

12. E-Resources Access:

IEEE : All Society Periodicals Package - 169

NPTEL : National Programme on Technology Enhanced Learning (Open-source online video lectures) 390 Videos

E-Books : 1,38,821 (GDLC, N-LIST, DELNET)

SPRINGER : 776

J- GATE : 4285

12.1 NPTEL Online Lectures

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science.

These lectures have been purchased from NPTEL and made available by MITS Central library.

The access is available via link <http://nptel.mits.ac.in>

12.2 Web OPAC

An **online public access catalog** (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

MITS Central Library is computerized with the help of Library Management software called SOUL 2.0. Library catalogue created by SOUL 2.0 software is available at

[network >172.16.0.250](http://172.16.0.250)> Students can search the required books in the library as well as status of any library material.

12.3 Access details for e-Resources:

<i>Access details for e-Resources</i>					
S. No.	Publisher Name	Login Details	Subject	User Name	Password
1	Digital Library	http://172.16.0.250/gdl	CSE, ECE, EEE, ME, HU, BT	Nil	Nil
2	IEEE (ASPP)	http://www.ieee.org/ieeexplore	CSE, MEC, EEE, EC E	Nil	Nil
3	SPRINGER	www.springerlink.com	ECE , ME & Others	librarian@mits.ac.in	ganga81
4	N-list	http://nlist.inflibnet.ac.in/	All Subjects	apmits	Mits637
5	Delnet	http://164.100.247.17/	E-Journals & E-books		
6	J-Gate	http://www.jgateplus.com	Management	madanauser	madanauser1344088587
7	SOUL WEB OPAC	http://soulsr/webopac/main.aspx	OPAC	Nil	Nil
				Nil	Nil

13. PROCURMENT OF BOOKS

- ❖ Faculty can recommend the books to be procured for their courses and research

- ❖ All the faculty indents will be routed through Heads of the departments for the approval of the principal for making financial arrangements.
- ❖ Purchas order will be issued by the principal to concerned vendors after budget approval.

13.1 Procurement Process

I. Initiation of Acquisition:

- Receiving Recommendations by requisition forms
- Find out the Exact details of the Title recommended.
- Duplicate Checking.
- Put up for Approval (Heads of Department & Principal).
- Prepare and Issue Purchase Orders.

II. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register.
- Assign Accession Numbers to Titles in Computer Purchase Bills.
- Enter in Library Management Software (SOUL 2.0).
- Pass entries in Bill Register and forward bills.

III. Classifying

- Classify Books as per the Dewey decimal classification (DDC) Schedule
- Write the Class No and Collation on the back of Title page.

IV. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards.
- Assigning Keywords
- Data validation: Regular editing of various access points in the database like Author, Title, and Class No, etc.
- Making Analytical Entries, wherever needed.

14. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- Stack Area (CSE, ECE, Mechanical. Civil, EEE, Journal Display Racks, News Paper and Magazines in Ground floor)
- Reference Section (Departmental Books, Competitive Exams Books, Project Reports, SC\ST Book Bank Books in 2nd floor).

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day.
- Each unit of Stack is supervised by Library Attendant.
- Shelf Reading must be done continuously to look for misplaced books.
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved.
- The stacks should be properly labeled with subject guides and Class Number Guides

15. Library Staff

S.No	Name	Designation	Qualification	Experience
1	Dr. P. Rama Murthy	Librarian	Ph.D	19 Years
2	Mr. L. Husman	Asst Librarian	B.L.I.Sc	14 Years
Supporting Staff				
S.No	Name	Designation		
1	Mrs. S. Jaffar Valli	Attender		
2	K. Hassena	Attender		
3	K. Charitha	Attender		
4	K. Kiranmai	Attender		
5	E. Chalapathi	Attender		

S.No	Name of the Staff	Nature of the work	
1.	Librarian	1.	Budgeting
		2.	Planning in new services for the library
		3.	Framing rules for the library
		4.	Book selection and acquisition

		5.	Maintenance of the library software
		6.	Arrangement of the library committee, drafting, minutes etc.,
		7.	Correspondence with suppliers, publishers and institutions.
		8.	Library administration
		9.	Preparation for various reports to be submitted to concern authorities, UGC, AICTE, NAAC, NBA & JNTUA.
		10.	Library orientation
		11.	Training to library staff
		12.	Subscription of journal, periodicals & their renewals.
		13.	Reference service
2.	Asst. Librarian	1.	General supervision of routing library works
		2.	Maintaining journal section
		3.	Maintaining library users
		4.	Maintenance of loose issues and sending reminders to suppliers.
		5.	Maintaining back issues.
		6.	Any other work assigned by librarian time to time.
		7.	To help the students to find the books and the project reports.
		8.	Issues and returns.
		9.	Cataloging and data entry
		10.	Renewal of library
3.	Lib attendant	1.	Keep watch on students at the entrance while leaving library
		2.	Maintaining cleanliness in library
		3.	Physical checking new library books

			and stamping
		4.	Label pasting
		5.	Shorting of daily returned books rack wise and shelving them.
		6.	Shelving the books in reading room and lending section
		7.	Repairing of damaging books
		8.	Safeguard property counter in the library
		9.	Shelving of periodicals and journals
		10.	Any other work assigned by librarian time to time
		11.	Keeping records of students using internet section.

16.LIBRARY RULES

1. All the issued books must be returned on or before the due date so as to avoid overdue charges and make them available for use by other members as well.
2. The Librarian is free to recall any issued book at any time.
3. The “Check Out” slip should be handed over to the circulation counter before taking out the issued book/s.
4. Students are advised not to issue books to others on their names.
5. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
6. No Visitor or guest is permitted to use the Library without the prior permission of the Librarian. He / She is required to produce a proper introduction letter from the concerned Institution / Organization.
7. No Photograph of the Library shall be taken without the prior permission of the Librarian.
8. All Students are advised to come to the Library in Decent Dress as they are in the class rooms.
9. If the user loses/damages a book, he/she has to return the exact/latest edition of the book to the MITS Central Library.
10. A Xerox or Photocopy of a book shall not be acceptable in lieu of a printed book.

11. All Members are supposed to deposit their personal belongings such as Personal books, bags etc., at the property counter while entering the Library. MITS Central Library will not hold any responsibility for any loss or damage to belongings.

12. use of Mobile Phones, smoking, refreshment or food items of any kind inside the library will not allowed and strictly prohibited.

13. Library is place to build knowledge through resources available in the library, eeping the same in view, pin drop silence and peace is supposed to be observed in the central Library.

14. Books borrowed should be protected from RAIN, DUST, INSECT, etc and must be returned in the same condition as it was issued.

15. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.

17. Library Photos



