

## LIBRARY HOURS

Library shall remain open on all the days except the National and Gazetted holidays (**as declared by PIRENS Technical Campus, Loni every year**) and shall observe the time schedule as given here under for users:

Monday to Saturday - 09.00 A.M. - 05.00 AM

Sunday - Closed

Lunch Hours - 01.00 PM to 02:00 PM

This time schedule is subject to change by the Librarian/Library Committee/Director, PTC, Loni

## USE OF THE LIBRARY

1. While entering the library, person should leave their personal belongings, such as bags, briefcases, personal books, and parcels at property counter of library at their own risk. However, they can carry loose papers and note books.
2. A person desirous of using the library has to enter his/her name time (in and out) and put his/her signature in the register kept for the purpose at the entrance of the library.
3. A person leaving the Library must, if required to do so by a member of the Library staff, present Library items and folders, bags and similar objects in their possession for inspection by a member of the Library staff.
4. During a person's absence, study places must not be reserved for any longer than 15 minutes.
5. The users for the library are requested to **take care of their belongings** (laptops, devices and other things) inside the library premise otherwise library is **no way responsible** for loss of above said articles or goods.
6. **No monetary compensation** can be claimed from library in case of any damage to personal belongings of users inside the library.
7. The Library follows an open access system. Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.

8. Library items must not be marked, defaced, mutilated or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary action.
9. Eating, drinking and smoking strictly prohibited inside the library **Mobile phones** must be set to **vibrate or silent ring mode** while in the Library, and are not permitted to be used inside the library. Fine will be **charged Rs.500/-** if found guilty for using mobile phone inside the library.
10. A person may enter and remain only in those parts of the Library that the person is authorized to use.
11. A person must not use any part of the Library for any kind of organized gathering without the authority of the Librarian. A person must not deposit or distribute any advertisements, leaflets or similar material in the Library without the permission of the Librarian.
12. A person must satisfy before leaving the issue desk as to whether the book is in sound condition or not. Otherwise he/she may be responsible.
13. A person must behave with decency and decorum. Any irregularities may kindly be brought the notice of Librarian / Library Committee / Director (Academics) for necessary action.
14. Users are requested to follow a **decent dress** code inside the library. **Wearing bermuda, shorts, half knickers not allowed inside the library.**
15. Readers should maintain peace in the library and should not disturb other users in any way.
16. Using computers of library for emails, chatting and preparing PPT is prohibited.
17. The Librarian may prescribe that certain areas of the Library are to be used for specified purposes only or by certain persons or groups only. A person must not use those areas in contravention of that prescription.

## LIBRARY MEMBERSHIP

The following are entitled to enroll themselves as members of the library:

- i. Enrolled Students of PIRENS Technical Campus, Loni.
- ii. Faculty Members
- iii. Visiting Faculty
- iv. Officer & Staff Members
- v. Research Scholars and Research Associates

Those who intend to use the library facilities are required to enroll themselves as members of library by filling the prescribed form and library membership card. The form must recommend or approved by the respective head of the Department.

## BORROWING FROM THE LIBRARY

1. Books can be borrowed against library membership card issued by library to the borrowers.
2. Borrowing facilities are given only to the members of the library.
3. Books or other documents may be borrowed only against the library membership card.
4. The library membership card is non-transferable and their loss should be immediately reported to the library.
5. The borrower is responsible for any book issued against the library membership card, as per the library records.
6. At the time of deposition of overdue fine for documents, member must collect receipt for the payment from the Circulation Desk.
7. At the time of deposition of document, members must collect receipt of deposition of documents.
8. For Renewing, it is necessary that the book has to be presented at the counter.
9. A borrower going on leave deputation, study leave, or extra-ordinary leave will have to return all borrowed material before leaving.
10. **Issue-return timing** for the members of library is enclosed is **Annexure-II**

## ENTITLEMENT TO BORROW BOOKS

The registered members shall be permitted to borrow books and other publication from the library by producing library membership card. The entitlement of loan is given below:

### Category of Members Entitlement Period of Loan

Category of Member	Books Quantity	Period of Loan (Issue)
Faculty	50	1 Course = 5 Books
Visiting Faculty	02	30 Days
Officers	02	30 Days
Staff	04	14 Days
Students	03	07 Days
Research Scholar	02	30 Days

### PERIOD OF LOAN FOR OTHER PUBLICATIONS

#### Category of Publications Members Period of Loan

Library Collection	Member	Borrow items Remark
Not for issue Ref books, CD-ROM, CD ROM (With Books), Annual Report, Project Reports..etc	Students	Not Issue
Journals, Magazines & Newspaper, back volume, CD,DVD, Reports, Projects ....etc	Faculty	Issue all kind of Library Collection

### RE-ISSUE AND RECALL OF BOOKS

1. Books shall be re-issued to the same borrower at once only. But, if there is a demand for the book, the request for renewal may be turned down by the library.
2. During the examinations, books and publications issued for due period will not be renewed even if there is no demand for the said books.
3. The librarian can recall books and publications at any time, if need arises.

### RESERVATION OF BOOKS

1. A book on loan can be reserved for a member on his/her formal request. Intimation will be put up at notice board to the member who had requested for reservation immediately after the return of the book.
2. The requester shall collect the book within one day from the date of issue of notice. Failing which same shall go back in normal circulation and the reservation of book will be cancelled.

### USE OF LIBRARY CARD

The Library Card issued to the registered members is strictly non-transferable. The Card shall be issued in laminated form. The date of validity shall be indicated on the Card.

## CONDITION OF LOAN

1. Borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the book(s).
2. All books on loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be realized from the borrower. Repeated violation of this rule by the members, may lead to suspension or cancellation of the membership of the defaulting member.

## OVERDUES AND FINES

Over dues, as laid-down hereunder, shall be charged from the students if they fail to return the book(s) on or before the due date as indicated on the Due-Date-Slip in the book:

1. **Books Rs. 5.00** per book per day shall be charged.
2. **Overday issues. After One month period Rs. 10.00** per book per day shall be charged
3. In special circumstances, the Librarian may reduce or waive any period of exclusion or fine imposed by these rules.

## LOSS OF BOOKS AND JOURNALS

### a) General, Text and Reference Books

1. A book lost/damaged by the member shall be replaced either with latest edition or the current price shall be charged. Indian edition shall be replaced by the Indian edition and the foreign by the foreign edition.
2. Lost/damaged of borrowed material must be immediately reported in writing. The replacement charge for lost material will also include double charges, if applicable.

### b) Rare and out-of-print Books

1. If a rare or out-of-print book is lost by the member, **double of the current price shall be realized.**

### c) Multivolume publications

1. If a volume of a multi-volume publication is lost, either the current price of the complete set shall be charged or the set shall be replaced with the latest edition.
2. If lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume (s) of the same edition. If the newer edition is available in the market, then the entire set of newer edition may be accepted as replacement or the cost there of may be charged.

### d) Current or single issue(s) of Journals

1. Lost issues of the journals shall be replaced by the member within one month from the date of loss; else the member shall have to bear the Double current cost of the complete volume or set, as the case may be.

#### **e) Bound volumes of Journals**

1. If a bound volume is lost by member, he/she shall have to either replace the volume or pay four times the cost of volume's subscription.

#### **f) Non-Print Material**

##### **i. CD & Audio-Video Cassette**

1. If an Audio-Video Cassette is lost by member, he/she shall have to either replace the CD and Audio-Video Cassette or pay current price of the same.

##### **ii. CD (with Book)**

1. If a CD (with book) is lost by member, he/she shall have to either replace the CD or pay current price of book.

##### **iii. Unpriced Publication**

1. In case of lost of unpriced publication the member must replace it by an original copy. Otherwise the library would recover three times of its photocopying charges as per the prevailing photocopy charges at the PTC, Loni.

#### **DAMAGE TO BOOKS**

The Librarian and Chairman-LC shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. a book and other reading materials:

1. To realize the current cost of the book(s) with fine of **Rs.500/-** will be charged.
2. To realize the current cost of the book(s) with fine of **Rs.500/-** will be charged.

#### **MISBEHAVIOR WITH STAFF MEMBERS**

Any user found guilty of misconduct with library staff members will be referred to Chairman-Library Committee/Director (Academics) for disciplinary action.

## **ADMINISTRATION, INTERPRETATION AND AMENDMENTS**

1. The Librarian / Chairman-Library Committee / Director (Academics) would be the executive authority for proper administration of these Guidelines and Rules of Library.
2. In case of any dispute, the same will be resolved by the Librarian / Chairman-Library Committee / Director (Academics) who shall be the Authority for interpretation of these Guidelines and Rules of Library.
3. In case an member of library is dissatisfied with any decision taken by the Librarian / Chairman-Library Committee / Director (Academics) as per above 2, he will be permitted to refer his case to the Director who shall take steps to resolve the issue. The Decision of Director shall be final.
4. These Guidelines and Rules of Library may be changed or amended from time to time by the Library Committee/ Director PTC, Loni.



# PIRENS TECHNICAL CAMPUS, LONI

Institute of Business Management & Administration (IBMA)

PIRENS Institute of Computer Technology (PICT)

(Approved by AICTE Delhi, recognized by Govt. of Maharashtra,  
Affiliated to

Savitribai Phule Pune University & Recognized under 2F &  
12B of UGC Act 1956)

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## PIRENS TECHNICAL CAMPUS

### LIBRARY

### CODE OF CONDUCT

PIRENS Library & Information Centre, Loni.

Department of Library

Loni(BK) – 413736





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## PIRENS TECHNICAL CAMPUS LIBRARY POLICY MANUAL

### 2016

PIRENS Library & Information Centre, Loni.

Department of Library

Loni (BK) – 413736

## **1. Introduction:**

It is the mission of the Pravara Institute of Research and Education in Natural and Social Sciences (PIRENS) Technical Campus Library to provide the educational resources needed to meet the academic and research demands of the institution. The Library is the center for learning materials and it serves as an important teaching agency by providing bibliographic advice. Formal and informal instructions are given in the use of the Library to students through the orientation classes as well as bibliographic instruction as requested.

The programs and services of the Library are geared toward implementing the mission of the PIRENS with the specific objectives of meeting the educational needs of the PIRENS Institute and to provide community service.

## **2. Goals:**

- 2.1. To Perform circulation tasks accurately and competency.
- 2.2. To Serve users knowledgeably, promptly and personally.
- 2.3. To Serve users in an ethical way.
- 2.4. To enhance the skills of library workers.

## **3. Library Objectives:**

1. To develop collections of materials that support, enrich and satisfy the curricula and research needs of IBMA (Institute of Business Management & Administration ) & PICT(PIRENS Institute of Computer Technology)
2. To encourage use of the library and its facilities by the general public and academic community.
3. To aid and instruct students, faculty and staff in the use of the library and to provide bibliographic guides to the contents of the collection.
4. To investigate the changing educational needs of the community and to provide access to information, programs and services.
5. To provide reference and research services by a variety of means, including printed materials and electronic resources.
6. To provide a wide variety of Periodicals & Special collection for other reading materials.

#### **4. Collection Development Criteria:**

PIRENS Technical Campus Library has adopted the following criteria for materials selection.

- Library Collection shall meet high standards of quality in factual content, timelessness and presentation.
- Library Collection shall be appropriate for the subject area and for the emotional development, ability level, and social development of the students for whom the materials are selected.
- Library Collection that are recommended by faculty members to support specific course work.
- Library Collection is selected by using selection tools, recommendations from administrators, faculty, staff and students.

#### **5. General Collection Development:**

The Acquisitions Librarian has the primary responsibility for collection development but will also encourage the faculty in each department served to select all types materials to build the collection.

The guidelines for library collection selection for the PIRENS Technical Campus Library are as follows:

- Faculty recommendations
- Reviews of professional literature
- Price and date of publication
- Relation to current trends
- Reputation of author and/or publisher
- Strengths and weaknesses of PIRENS Technical Campus Library's existing collection

The Library will select materials based upon researching the appropriate professional literature, which consists primarily of:

1. Publishers' leaflets, catalogs, brochures
2. Periodicals literature within various curricular areas
3. Standard reviewing sources

#### **6. Collection Maintenance:**

**6.1. Weeding:** The same criteria will apply to weeding as are applied to the selection of new materials.

Materials that fall into the following categories should be considered for withdrawal:

1. Superseded editions
2. Worn, mutilated, and/or badly marked items
3. Duplicates of seldom used titles
4. Outdated and/or inaccurate information

**6.2. Replacement:** The Library will not automatically replace all materials with-drawn from the collection because of loss, damage, or wear. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and the availability of newer and better materials on the subject.

### **6.3. Miscellaneous:**

**6.3.1 Copyright:** PIRENS Technical Campus Library will abide by all regulations of relevant sections in the Copyright Revision Act of 2007. Faculty and staff may also download a copy of "Know Your Copy Rights" FAQ: @ [www.knowyourcopyrights.org/faq/](http://www.knowyourcopyrights.org/faq/).

**6.3.2. Non-Book Materials:** Audio-visual materials, such as recordings, mounted pictures, slides, microfiche, filmstrips, microfilms, films, CD's, video cassettes and DVD's are considered as primary materials. When acquired for the permanent collection, selection criteria are consistent with the criteria used in selecting books.

**6.3.3. Interlibrary Loans:** Through mutual agreements with local, area and statewide libraries, we are able to borrow books and materials. A small fee may be charged for copying materials that cannot be circulated. Otherwise the materials may be used for ten (10) days or longer at no charge. This enables us to borrow books and materials through interlibrary loan very rapidly.

**6.3.4. Textbooks:** The purpose of the library collection is to supplement and expand the curriculum. Textbooks that are selected and adopted for class use will not know-ingly be purchased for the library collection. The library will, however, **accept these books as Donated / Gifted, they** meet the criteria. The library will also place textbooks on reserve at the request of and supplied by the instructor.

It is the responsibility of the students to purchase their textbooks.

## **7. PROCEDURES FOR PROCESSING LIBRARY MATERIALS:**

### **7.1.New Books**

- Assign Accession Number for each book which entry into the Library.

- For Each Book, Write date received, vendor name, and price of book with Title , Author, Publication , Published place & year, Page numbers etc at the Library Main Accession registered then library software.
- Each book is stamped, template, bar-coded, and where appropriate, a "For Reference" tab is attached.
- Assign existing classification number found in local database to all duplicate materials writing the assigned number at the seam-side lower left corner of the title page.
- Attach a PIRENS Technical Campus Library template to the center inside cover of each book. If pertinent information (dates, procedures, atomic numbers, etc.) is printed there, then attach template to the opposite center or first available blank page. Attach a "D" before accession number if the book is donated.
- Emboss each title page and page 50 at the lower left corner. If book contains less than 50 pages, emboss page that is exactly 1/2 of number of pages.
- Stamp top, bottom and side edges of each book with the PIRENS Technical Campus Library ownership stamp.
- Place a barcode on the back inside cover in the upper right hand corner if inside corner is blank. If there is some descriptive information, place bar code on the previous blank page in upper right hand corner.
- All materials that are not duplicated are to be assigned cataloging information at this point from OPAC or the Library Main Accession Registered.
- Place security strip in all books. For hardback books, strips are place down inside spine; all Paperback books are tagged with strips placed well within spine to avoid detection—thus removal.
- Enter all information into the Library local database.
- Print out spine labels and book cards and pocket labels.
- Attach the top of the spine label 1 1/2 " from the bottom of the spine. If the spine is too narrow, attach label at the same measurement on the front of the book.
- Attach book card and pocket labels and paste the pocket to the inside center of back cover. All reference books are given a Red card and all non-reference books are given a white card in pocket.
- Books with dust jackets are covered to protect the covering.
- Each book is added to the "book list" file listing barcode number, author, title, and indicating if it is a duplicate title or not.

## **7.2. Donated Books:**

- These books are screened to determine their condition, whether or not they are obsolete, or if otherwise suitable for processing.
- Because of the subject matter, some donated books whose publication dates exceed ten (10) years, may be processed and housed in the archives.
- Each donated book is templated with a "D" instead of PIRENS Technical Campus Library ownership template, unless otherwise requested.
- The date received and "D" is written on the seam-side of the page directly behind the title page, if it is a donated item.
- Each book is bar-coded. This number is recorded along with the author and title.
- Place security strip in all books. For hardback books, strips are placed down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection—thus removal.
- The books are checked against the local database to determine if they are duplicates, and if so are separated at this point. The duplicates are as signed their classification numbers and put on a labeled cart. They are ready to be entered into the local database.
- Books are searched in OPAC (Online Public Access Catalog) or the Library Main Accession Registered for accuracy of cataloging information and then entered into the local database.
- All other books whose information cannot be obtained will be cataloged locally.
- A letter of acknowledgment and thanks is forwarded to the donor of library materials. The library does not, however, appraise donated items.

## **7.3. E-Books:**

### **7.3.1. General Purpose:**

To provide, support and maintain learning materials in e-book format to MBA & MCA Course Students. The collection is used for digital delivery via Library e-books section. Although e-books have increased in popularity & supply, copyright restrictions and access issues means that we expect to maintain a mixed physical/digital collection for some considerable time. We will continue to review available formats according to technological and institutional developments.

### **7.3.2. Formats:**

- Platform specific eBooks most of the library's e-book collection is designed to be read online via the website of vendor. Some of these books can be downloaded in CD's for the user flexibility.
- EBook reader- some books are now appearing as faculty's PC. Currently there are no library licenses for e-reader specific versions although several vendors are investigation options.

### **7.3.3. Purchasing Criteria:**

- Purchase of Pre-defined collection
- Purchase of single titles as selected by library staff
- Downloads free eBooks from Open Access Websites. Ex. [www.bookboon.com](http://www.bookboon.com)
- Library reserve the right not to purchase ebooks. a. if the cost is too great. b. if the decision taken by PIRENS Library Committee.

### **7.3.4. Licensing Criteria:**

The use of the collection will be subject to the necessary licensing regimes. These currently vary according to publisher and vendor platform. Consideration needs to be given to the licensing regime at the point of purchase.

- Single or multiple access
- Downloaded and print restrictions
- Ease of password access on / off campus.

### **7.3.5. Stock Management:**

- Best efforts should be made to alerts users to the presence of an electronic version of a core text to encourage usage.
- New eBooks edition arrives as the part of annual stock review or the need of the users.

### **7.4. Non-Book Materials:**

All policies and procedures for processing books also apply for non-book materials, except ownership and spine labels are done slightly different because of non-book formats.

## **8. POLICIES FOR USING OPAC:**

1. OPAC (on-line public access catalog) is available to all members of our academic community. You must be a currently enrolled student or faculty/staff member to have access to the OPAC on campus.
2. This service is available Library Open hours Only.
3. Please contact the Circulation Desk for remote access information.

## **9. Circulation Department:**

The Circulation Department is perhaps the most widely used area of the library, and the Circulation Librarian is probably the most well-known person on the library staff. All books from the regular collection are checked out from this department.

Residents of the community are welcome to use books and facilities in the library. However, of necessity, library materials can be circulated only to PIRENS Technical Campus students, faculty, and staff.

### **9.1. Circulation Department Policies:**

1. The Circulation Department maintains the book collection on the library stack room.
2. The Department limits the students to five (2) books to be checked out at one time.
3. The Department allows books to be checked out for a One-week period. Renewal is permitted if the book has not been requested.
4. The Department charges Rs.2/- per day for overdue books, excluding Sundays and holidays.
5. The Department is responsible for maintaining a reserve collection for the faculty.
6. The Department maintains an active file for all Library documents that are sent to the Institute.
7. The Department is responsible for the training and supervision of student workers.

### **9.2. Circulation Procedures for Checking out a Book for the Overall Library :**

1. Present PIRENS Technical Campus student ID card each time you check out library material.
2. Books from the regular collection are checked out for a period of One weeks and may be renewed. The Minority book collection checks out for (7) days only. This collection is housed behind the Circulation desk.
3. If the book you wish is not in, you may ask to be notified when it is available.
4. A fine of Rs.2/- per day (*excluding Sundays and holidays*) is charged for each overdue book. Students are required to pay the double cost of lost books.
5. You are held responsible for any book checked out on your card

### **9.3. Procedures for Checking out Reserve Books:**

1. All library materials loaned to borrowers are dated for 3 days reserved or 1 day (reserved) from date of issues.
2. Borrowers should sign Red reserve cards, and leave library cards when using reserved materials.
3. "Overdue notices" should be sent every three days.



4. Borrower presents own identification card with selected library materials at Circulation Desk and magazines from the Reference Desk.
1. For each reserve book requested, have the student check the reserve file box on the charge desk and give you the author, title, and instructor's name.

#### **9.4. Return Book Procedures**

- A. Borrower should deposit all books in the outside or inside book return.
- B. Each book should be checked for date due and for condition.
- C. Books not overdue may be checked in and placed on the truck to be re shelved.
- D. Library fines are Rs.2/- per day.

#### **9.5. Renewals**

- A. Books may be renewed for One more weeks if they are not recent public publications or in great demand.
- B. Books may be renewed only twice

#### **10. Reference Department :**

The Reference Department is located on the front Side of the library. There are two areas, the General Reference Area and the Restricted Reference Area.

##### **10.1. Policies**

1. Reference materials, books, periodicals, pamphlets, newspapers and any other materials labeled reference are non-circulating.
2. Reference books in the Restricted Reference Room cannot be removed from that room except to be taken to the copy machine. This has to be done with permission from the librarian.
3. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time (one semester), but if needed by other patrons, they may be used.
4. Reference materials may be used by the local community in the library.

##### **10.2. Procedures:**

- 1) **Interlibrary Loans.** These reference materials may be copied from and sent to other libraries. Circulating books are loaned through this system.
- 2) **Serials.** Reserved (Retrieval of periodicals). Older periodicals are stored in storage areas and may be used by making a request at the Circulation Desk. Registration is required before use of any material. No pencils, pens, backpacks or scissors are allowed in the Archives Room. Periodicals and newspapers are to be checked in daily (stamp and date).

- 3) Periodicals and newspapers are to be placed in their proper places on the shelves, newer ones replacing older ones.
- 4) Older periodicals and newspapers are shelved in the storage areas in their proper order.
- 5) Storage areas are to be checked once a week to maintain order.
- 6) Newspaper racks are to be checked daily to see that papers are in the proper place.
- 7) Periodical shelves are to be checked twice daily to see that periodicals are in their proper place.
- 8) Reference shelves are to be read daily (Restricted and General).
- 9) Replace all books, newspapers, periodicals, etc., to proper place when found on tables, chairs, etc.
- 10) Accumulative Reports are filed weekly.
- 11) At all times assist those students in need of help or direct them to others who can do so.

The Reference Department interprets the collection and gives assistance to students and all patrons by answering questions, suggesting research procedures, recommending sources and indexes to be used when looking for material on specific subjects. Bibliographic instruction is also given to Freshmen and one-on-one to those who desire it.

### **11. Binding Procedures**

1. Periodicals to be bound have to be arranged chronologically.  
Example: from January, February, March, etc.
2. Write the name of the periodicals, volume, and year on the Plain white paper.
3. Select black color for cover. Be sure color matches the covers of other bound periodicals by the same name.
4. Give paper to Library Specialist to type binding slips.
5. Arrange slips alphabetically.
6. Place copies one (1) and four (4) of binding slip in front of periodical.
7. Tie with string and place in box.

### **12. Newspaper Clippings Procedures**

1. Registered all newspapers into Library Newspaper Accession registered, Such as Prize, Quantity, date, day & stamp of library etc.
2. Read the newspaper carefully.
3. Remark around the selected news
4. Write date, Newspaper Name & sign who remark that specific news.
5. Prepare a Xerox for selected news.

6. Attached that selected newspaper clippings into Newspaper File.

### **13. Care of the Property**

Library is an asset which has to be used carefully and development for use of its member in future. As such causing damage or loss of to the books, periodicals and other library property like furniture, fixtures and portraits shall be seen as a major misconduct inviting following actions against the default member.

1. To recover the market price of the books / periodicals and such other library property along with suitable fine as decided by the Librarian.
2. Suspension of membership temporarily or permanently.

### **14. Rights of Librarian:**

The Librarian reserve the right of preventing any member from entering in the library, reissue or recall any issued books as per need. And In any case, related to library – the decision of the librarian will be final and binding.

### **15. General Rules & Regulations of the Library:**

1. Working timing of the library shall be from 9.00 a.m. to 5.00. p.m. In case of special requirement from the director library shall be open after office hours.
2. Silence inside the library must be strictly maintained.
3. No Personal Belonging including books are allowed inside the library.
4. Books borrowed on a particular day will not be accepted for return on the same day.
5. Mobile Phone are strictly prohibited inside the library.
6. Books taken from the shelf need to be kept on the table and not back on the shelves.
7. OPAC (Online Public Access Catalogue) need to be used before making entry for selecting any books.
8. Library cards always be kept with the students and shall make use of the same of the library.
9. Books can be borrowed for a period of one week only by the student. If the same is not refunded within this prescribed time he/she shall be liable to pay fine Rs.2/- per day.

10. The staff members if living the institution he/she shall return all the borrowed materials from library and shall obtain no due certificate.

11. A borrower is responsible for the safe custody and return of the issue books / publications. In the event of its being lost or damaged he / she will have to reimburse double the market cost of it.

12. Writing, Markings, erasing of any marks on any book or manuscript will be considered as misconduct and he/she will have to pay fine stated by library committee.

13. A book may be reissued only after the same is returned no automatic renewal is permitted.

14. Periodicals and Journals have to be referred in the library as they are not to be issued on individual's name.

## **16. Library Committee**

The library committee at college level shall comprise of:

1. Chairman: Academic Dean / Institute Director / Principal..etc
2. Members : Head of Departments / Section Incharge
3. Members : Assistant / Associate Professor one from each branch
4. Members : Registrar / Office Superintendent
5. Member Secretary : Librarian - Convener

### **16.1. Role and Responsibility of the Committee**

1. To issue circulars at least one month before the starting of each semester and compile requirement of books, periodicals and relevant library resources.
2. To Prepare annual budget estimates for library and submit the same for approval of the principal
3. To organize annual stock verification and submit the report to a principal by the end of May thrice in a year.
4. To remove from the shelf outdated and Unused / Unserviceable books if any and proposed for writing off such books at least thrice in a year.
5. To purpose action against misuse of library facilities, such as theft, damage etc.
6. To take surprise visit to the library and make a report to the Director to ensure proper functioning of the library.

7. To arrange to keep the library open beyond normal working hours on demand from the members promptly.
8. To Purchase safety gadgets in the library such as fire extinguisher, CCTV Camera etc.
9. Make such recommendations as are necessary for efficient and safe use of library to satisfy its user.
10. To ensure issue / removal of membership cards to the members within one month from the date of reporting of the college / Institute.
11. To ensure provision of safe drinking water, ventilation, lighting and seating arrangements and ambiances so that users are satisfied in the use of library.

**16.2. Frequency of the Meeting:**

At least once in three months. 2/3 of the members of which attendance of the chairman and convener is mandatory.

**16.3. Tenure of the committee:**

The tenure of the committee shall be for the academic year.



# PIRENS TECHNICAL CAMPUS, LONI

Institute of Business Management & Administration (IBMA)

PIRENS Institute of Computer Technology (PICT)

(Approved by AICTE Delhi, recognized by Govt. of Maharashtra,  
Affiliated to

Savitribai Phule Pune University & Recognized under 2F &  
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## PIRENS TECHNICAL CAMPUS LIBRARY & INFORMATION CENTER

### LIBRARY SUMMARY