



SANTHIRAM ENGINEERING COLLEGE

Affiliated by AICTE, New Delhi, Permanently Affiliated by JNTUA, Ananthapuram.
An ISO 9000:2015 Certified Institution, 2(f) and 12(b) Recognition by UGC Act, 1956
NH-40 Nerawada 'X' Roads, Nandyal, Kurnool, Andhrapradesh, 518501

LIBRARY POLICY



SANTHIRAM ENGINEERING COLLEGE

NANDYAL-518 501, Kurnool-Dist, Andhra Pradesh



Email: principal@srecnandyal.edu.in

Website: www.srecnandyal.edu.in



SREC, Nandyal, Kurnool- Dt. A.P

TIMINGS:

Library open for all students and faculty from **8:00 AM to 8:00 PM** on all working days.

LIBRARY COMMITTEE:

The Library shall be managed and administered by a Library Committee under the supervision and control of Principal. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the Library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity.

The composition of the Library Committee consists of the following members:

| S. No | Name of the Person | Department | Designation | Mail ID |
|--------------|---------------------------|------------------------|--------------------|----------------------------------------|
| 1 | B. Madhusudan | -- | Librarian | oil@srecnandyal.edu.in |
| 2 | S. Rambabu | ECE | Coordinator | ramababu.ece@srecnandyal.edu.in |
| 3 | A.Raghavendra Prasad | EEE | Member | raghavendra.eee@srecnandyal.edu.in |
| 4 | KL.Srinivasulu | ME | Member | srinivasulu.me@srecnandyal.edu.in |
| 5 | Mrs. B. Swarajya Lakshmi | CSE | Member | swarajyalakshmi.cse@srecnandyal.edu.in |
| 6 | M. Nagaraju | MBA | Member | nagaraju.mba@srecnandy.edu.in |
| 7 | K.Ramesh | BS | Member | ramesh.maths@srecnandyal.edu.in |
| 8 | B. Madhumani (20X55A202) | Student-EEE | Member | 20X55A202@srecnandyal.edu.in |
| 9 | P.Aravind- (19X51A0322) | Student-ME | Member | 19x51a0322@srecnandyal.edu.in |
| 10 | Ms.Navya (18X51A0480) | Student-ECE | Member | 18X51A0480@srecnandyal.edu.in |
| 11 | S. Nikhita- (19X51A0563) | Student - CSE | Member | 19x51a0563@srecnandyal.edu.in |
| 12 | G. Renuka | Student-MBA | Member | 20X51E0029@srecnandyal.edu.in |
| 13 | A.Sindhu | Student-First year CSG | Member | 21X51A3801@srecnandyal.edu.in |

ACADEMIC AUDIT:

Every year the Institution conducts an audit by committee, to assess the efficiency of the work, effective utilization of budget, whether it satisfies the needs of the readers, and provides suggestions and ideas for improvement.

BUDGET:

The Library budget is the financial allocation to procure documents and provide access to the information resources. The annual budget of the library has the following components like books, periodicals (subscription and renewal), procurement of online resources, procurement of furniture and equipment and other maintenance expenses. The budget includes also funds for contingency expenses for digital library, binding and to procure stationery requirements needed to process and maintain the books/journals.

PROCUREMENT OF BOOKS/JOURNALS:

Procure all the books mentioned in curriculum of JNTUA Ananthapuramu and also some important books recommended by Faculty, staff and students. All the recommendations are maintained in a separate register. The library committee reviews the register twice in a year and calls for quotation from vendors, based on comparison of cost, speed of service etc, purchase to be done.

PAYMENTS & BILLS:

All payment is to be made against all books and journals bills through cheque and online mode, and maintain proper bill register on Library Management Software (LMS) of all bills passed for payment.

ENTRY OF BOOKS/JOURNALS:

- Every book/journal added to the library collection will have an accession number. This includes all types of documents acquired by the library through purchase. This is a unique number for that document. These numbers are recorded in a bound register called the accession register
- After entering the details of the book in the accession register, the Library stamp must be affixed on the verso of the title page. The details are entered into the database
- Provide the accession number in the bill and enter the details in the bill register and thereafter forward to finance section and
- The accession number is to be assigned on the title page, a secret page and also against each title of the book in the bill.
- The Library stamp is put on the back of the title page, on a secret page and on the last page
- Spine labels, barcodes are pasted on the front page and on the title page, one secret page, and the last page and
- The completely ready-to-use new arrivals are sent to the new additions display or the reference section.

CIRCULATION OF BOOKS/JOURNALS:

The 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 of the library. The major tasks of the section are:

✚ WHILE ISSUING BOOK

A quick glance is done while issuing the book.

Details into issue database are entered.

The due date is stamped in the date slip.

The books are handed over to the users.

✚ WHILE RECEIVING BOOK

A quick glance is done while receiving the book.

Due dates are checked for necessary action.

The books are sent to stack for shelving.

The number of books permitted and the duration for borrowing books varies according to the category of members as follows:

| S.No | Patron Category | Checkouts allowed | Loan Period | Remarks |
|-------------|---------------------------------|--------------------------|--------------------|-------------------------------------|
| 1 | Professors & HODs | 8 | One Month | Due date will be shared through SMS |
| 2 | Associate & Assistant Professor | 6 | One Month | |
| 3 | PG Students | 4 | Two Weeks | |
| 4 | UG Students | 4 | Two Weeks | |

BORROWING RULES:

- No book in damaged condition will be accepted by the Library on return. Damaged books will have to be replaced by the borrower.
- Books issued will not be accepted back on the same day.
- Loss of book must be reported immediately. Late fee, if any, will be charged till the loss of book is reported.
- Books are re-issued / renewed only if there are no claims.
- Reference books, theses, CDs and loose issues / bound volumes of periodicals will not be issued.
- All users are requested to check the status of books outstanding against their name soon after a transaction in the counter.
- Discrepancy, if any, should be brought to the notice of the staff at the counter immediately. Any complaint thereafter will not be entertained.
- Library materials must be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user must inform the library.
- The lost book should be replaced by same or latest edition of the new book with overdue charges.
- Overdue charges are not levied in such cases from the date of the report until the same is replaced.
- An employee can get "No Dues Certificate" on resignation / being relieved only after fully clearing their library account.

INTEGRATED LIBRARY MANAGEMENT SYSTEM (ILMS):

Integrated Learning Management System (ILMS) with the name “Engineering College Automation Package (ECAP)” is used for accessing all resources in the library by intranet (<http://192.168.1.251/ecap>) and internet (<http://117.208.144.99/ecap>). Users can search books by author, accession number, publisher and also reserve textbooks, Journals, access digital content, circulars and can know information regarding the books issued.

Admin has more modules such as Back Volumes, Backup and restore, Bar chart, Bar codes, Book Status, Book Bank Students, Books, Books Reserved, Budget & Expenditure, Circulation, Cross Check, Dept Library, Dues, Edit, Equipment, Journals, OPAC, Projects, Purchase orders, Receipts, Request, Requisition, Rules, Search, Stock Verification, Subjects, Subscription and Suppliers.

FILES/REGISTERS:

The following files / records are maintained in the Library:

- Accession Register
- Purchase Orders
- Invoices
- Request register
- Budget/Finance
- Maintenance register

Wi-fi:

Wi-fi (Wireless Network) access is available across the library and users can bring their laptop for accessing e-information.

REPROGRAPHY:

Reprography service is available to the users on charge. Fee-based scanning and printing is facilitated to the users for the information / learning materials searched on the net.