

Ref: ACOE/Library/2020-21/Constitution Order

Dt: 05-10-2020

**CONSTITUTION OF COMMITTEE**

Proceedings of the Principal, Aditya College of Engineering, Surampalem

Sub: ACOE, Surampalem / Constitution of Library Committee for the academic year 2020-21 Orders – Issued – Reg.

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The Library Committee is formed with the following members to look into the matters relating to library such as procurement of new titles, volumes, learning resources such as e-journals, e-learning materials for college for the academic year 2020-21.

Library Committee:

S. No	Name of the faculty	Designation	Role in the Committee
1	Dr. A. RAMESH	Chairman	Principal
2.	Mr. K.VENKATA RAMANA	Convener	Librarian
3.	Mr. P. RAMESH	Member	Asst.Professor, ECE
4.	Mrs. P.N. SETHA LAXMI	Member	Asst.Professor,CSE
5.	Mrs. M. MARY JYOTHI	Member	Asst.Professor,H&BS
6.	Mrs. T. HIMAJA	Member	Asst.Professor, EEE
7.	Mr. M. VAMSI	Member	Asst.Professor, ME
8.	Ms. N. MANASA	Member	Asst.Professor, CE
9.	D. KUMAR YADAV	IV CE	Student Member
10.	K. SAI RAJESH	IV ME	Student Member
11.	L. RATAN CHAND	IV EEE	Student Member
12.	K. SURESH	IV ECE	Student Member

## Roles and Responsibilities:

- To monitor the usage of internet facility in digital library and sufficient bandwidth.
- To frame a procedure for recommending the books for purchase.
- To monitor the arrangement of racks and cleanliness of library space.
- To review subscription of journals and magazines periodically
- To finalize the requirements for e-learning such as e-books, video lectures, On-line journals i.e. IEEE, ASME, GATE, DEL, SET, NET.



A handwritten signature in blue ink, appearing to be 'H. J. R.' or similar.

PRINCIPAL

PRINCIPAL

Aditya College of Engineering

SURAMPALEM - 533 437

.Copy to: (1) IQAC Coordinator

(2) Deans

(3) Examinations

(4) All HODs

(5) Administrative Officer

(6) Accounts Officer

(7) Training & Placement

(8) Physical Director

(9) Librarian

(10) Faculty through e-mail.

ACOE/Library/2020-21/CIR/01

Date: 08-06-2020

CIRCULAR


Sub: Library Committee meeting - Regarding

All the members of the Library committee are hereby informed that the meeting of the Library committee will be held on 10<sup>th</sup> June 2020 at 3.00 PM at Central Library. In this connection all the members of the committee are requested to make it convenient to attend the meeting.

**Agenda:**

1. To confirm the minutes of the last meeting of the Library Committee.
2. To report the action taken on the minutes of the last meeting of the Library Committee.
3. To purchase books for competitive examinations like GATE/NET/IES..etc.
4. Conducting Library orientation programme for first year and lateral entry students.
5. INFLIBNET membership Renewal.
6. Books procurement for the new semester as per the curriculum.
7. E-books subscription proposal and its budget planning by librarian.
8. Books procurement for the new year as per the new curriculum.
9. Any other item with the approval of the Chair.



  
(Dr A. RAMESH)  
**PRINCIPAL**  
**Aditya College of Engineering**  
(Chairman, Library Committee)

Cc to:

1. Librarian
2. Members of the Library Committee



Ref: ACOE/Library/2020-21/Minutes

Date:10-06-2020

Minutes of the meeting of the Library committee held on 10<sup>th</sup> June, 2020 at 3:00 P.M. in the Central Library:

A meeting of the library committee was held on 10<sup>th</sup> June, 2020 at 3:00 P.M. in the Central Library Dr. A. RAMESH, Chairman has presided over the meeting.

The Chairman welcomed all the members and stated that library is a source of information for all academicians and appreciated the members who participated in this meeting. He showed his concern and wished that all the members should ensure to attend the meetings, as library is the heart and soul of the academic community.

The following points as per the Agenda are discussed.

Agenda 1: To confirm the minutes of the last meeting of the Library Committee.

- The copies of the Library Committee meeting held on 10-6-2020 were circulated to the members for their comments. As there were no comments it was declared that the minutes were confirmed.

Agenda 2: To report the action taken on the minutes of the last meeting of The Library Committee.

- The Convener presented the action taken report on the previous meeting held on 10-6-2019.

Agenda 3: To purchase books for competitive examinations like GATE/NET

The librarian apprised the committee about purchasing GATE/NET preparation books for library users and the committee resolved to the request of the librarian and gave their assent for the purchasing the above cited books.

Agenda 4: Conducting Library orientation programme.

- The librarian requested the committee to conduct a library orientation Programme for the first year and lateral entry students.

Agenda 5: INFLIBNET membership Renewal

- Librarian apprised the committee about INFLIBNET Annual Membership


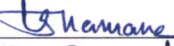




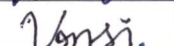
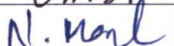
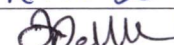
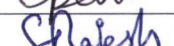
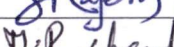
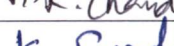
**Agenda 6: E-books subscription proposal and its budget planning by librarian**

- Annual Budget 7 lakhs Rupees amount was sanctioned as per the request made by the Librarian for the e-book subscription.

**Agenda 7: Books procurement for the new year as per the new curriculum.**


- Librarian discussed with committee members and suggested some new titles and journals for new academic curriculum

The Meeting is concluded with vote of thanks to the chair. The following members were present in the meeting:

S.No	Name	Designation	Category	Signature
1	Dr. A. RAMESH	Chairman	Principal	
2	Mr. K. VENKATA RAMANA	Convener	Librarian	
3	Mr. P. RAMESH	Member	Asst.Professor, ECE	
4	Mrs. P.N. SESA LAXMI	Member	Asst.Professor,CSE	
5	Mrs. M. MARY JYOTHI	Member	Asst.Professor,H&BS	
6	Mrs. T. HIMAJA	Member	Asst.Professor, EEE	
7	Mr. M. VAMSI	Member	Asst.Professor, ME	
8	Ms. N. MANASA	Member	Asst.Professor, CE	
9	E. KUMAR YADAV	IV CE	Student Member	
10	M. SAI RAJESH	IV ME	Student Member	
11	N. RATAN CHAND	IV EEE	Student Member	
12	L. SURESH	IV ECE	Student Member	

  
CONVENER  
LIBRARIAN  
Aditya College of Engineering  
SURAMPALAM-533 437



  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM - 533 437



Ref: AEOC/Library/2020-21/SOP

Date. 10-06-2020

## STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY AND INFORMATION RESOURCE CENTRE (LIRC)

(ACADEMIC YEAR 2020-21)

### LIBRARY

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, Magazines, e-Magazines, newspapers, e-Newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

### OBJECTIVE:

To lay down procedures for the procurement of the resources need for the library, their circulation accounting and disposal.

### Five Laws of Library:

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

### MEMBERSHIP OF LIBRARY:

- For becoming the members of the Library the faculty and students have to fill the library form with their details and get it signed by the Chief Librarian.
- After becoming the members of the Library, library cards are issued to the students and staff.

### WORKING HOURS:

- The Library serves the college community keeping open throughout the year except on National Holidays to facilitate the students.
- 8.00 A.M to 8.00 P.M on all working days.
- 10.00 A.M to 5.00 P.M on Sundays/Holidays.

## RULES AND REGULATIONS OF THE LIBRARY:

- Scan your ID card in the computerized attendance system at the entrance of the Library during Entry and Exit.
- Strict and absolute silence shall be observed in the Library.
- Mobile phones are strictly prohibited in the Library.
- Students are not allowed to carry bags, wear hats inside the Library.
- Users are requested to keep their belongings in the space provided at the entrance of the Library.
- ID card is mandatory to issue books in the Library. Identity Cards are not transferable.
- If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the Librarian.
- Folding the pages, marking, underlining, in the book issued from the Library is purely forbidden.
- Librarian has the right under some special circumstances, may refuse the issue of books or recall the books already issued from any user without assigning any reason thereof.
- Respect Library rules and regulations.
- New titles of the books will be displayed on Library OPAC.
- Students are not allowed to carry any eatables and drinks to the library.
- Sleeping is strictly prohibited in the Library.
- The Library may accept donation of manuscripts, books, periodicals, etc., from the donors. Such donations once accepted will become the absolute property of the College.
- The books should be returned in or before the due date. Else fine will be incurred for day of delay. At present the overdue charge is one rupee per day.

- In case of loss or damage, student has to pay double the cost of the book or has to submit the latest edition of the book lost.

Note: The above rules are intended to regulate the use of Library resources and will be reviewed time to time.

## DIGITAL LIBRARY RULES:

- Digital Library is to be used for academic purpose only.
- Personal chattings in the Library is not allowed.
- Internet Browsing in social network sites are strictly prohibited. Disciplinary action will be taken against the defaulters.
- Stake holder can access the e-resources from remote places using user ID and Password provided by the College.

## DEALING WITH LOSSES

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

## Processing of the books/CDs/DVDs:

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and CDs/DVDs are placed in the digital section.



- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

## Procedure for borrowing books:

- Books will be issued for a period of Twenty Eight (28) days at a time to the students and faculty. Technical and Admin Staff will be issued books for a period of Twenty Eight(28) days.
- Re-issue books will be done in the set of Twenty Eight(28) days each for a maximum for two times, or as long as no other library Bar-code card holder requires the book and keeps the request to reserve the same . The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book.
- Faculty members can hold 6 books in his/her account, whereas technical and admin staff or students can hold only six(6) books in his/her account at any point of time.
- The books to be issued shall be scanned for its Bar-code. Books will be issued only after the library card is produced and scanned on the library computer.
- Toppers of each department are given the complete set of textbooks from the regular issue of six books.
- To get re-issue after the last date for return of the book has to be physically brought to the library circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
- Students who want to withdraw their admission or relieve from Sri Aditya Engineering College is required to take "No Due Certificate" from the library.

## Annual Stock Verification:

- Annual Stock Verification will be done on the orders of the Principal in the last week of April every year.
- Total physical checking of books will be done at the beginning of the academic year i.e., in the month of June, due to huge amount of books in the central library. This process of checking repeats every year. Books added every year will be taken into account.

## Opac:

- ⦿ Online Public Access Catalogue facility available in the Central Library for users. The library's catalogue of books and other reading material can be accessed through library Ez-Library software.
- ⦿ The library catalogue is searched by Subject-wise   »Title-wise   »Author-wise   »Publisher-wise, and keyword.

## Stock Area:

- ⦿ Open Access System: Library is practicing Open access facility. You are free to choose any book.
- ⦿ Search for books in the following order
- ⦿ Subject-wise   »Title-wise   »Author-wise
- ⦿ Go to the stack area and select your required books
- ⦿ Books are arranged Subject-wise
- ⦿ After selection of books you may get books issued from the Circulation Counter.

## Reference service:

Reference service is the supreme and ultimate function of the library. This is infarct the hub of all library activities. Reference service is sometimes referred to as 'reference and information services' or 'reader services'. This service provides books to refer inside the library, one copy of all the titles has kept for reference. A part from that we have good collection of reference books like Encyclopedias Britannica, dictionaries, Project reports, Back volumes Career guidance/competitive/General books some standard technical titles. S.R. Ranganathan offered a definition of reference service in a precise manner: "Reference service is the process of establishing contact between a reader and his documents in a personal way."

## Old Question Papers Bank:

Aditya College of engineering-Library has Question Paper Bank having old question papers (Soft & Hard copy) of B.Tech, M.Tech, & MBA courses for the reference. These papers can also be accessed through our Internet server.



## Reprography Service:

Xerox facilities are available in technical section. Users can avail the photocopying facility for making copies of reading material in Central Library. Charges apply (per page Rs.1/-).

## Rules on Overdue Materials:

Books will be issued for 15 days duration. Students have to return the books on or before the due date. A fine of Rs.1 per book per day will be levied, if the books are not returned within the due date.

## Loss/Damage of Library Materials:

Library resources are costly and are often rare. Handle Library books and other materials with care and respect. If the books are lost, then the borrower shall replace the books of same edition or latest edition or pay double cost of the book after getting permission from the Librarian.

## Digital Library:

A digital library having 20 systems with internet facility with speed of 100MBPS,

The digital Library exclusively used for the online access of e-Journals, e-books, conference proceedings, articles, educational videos and e-resources.

## Users:

Approximately 300+ users (including Faculty, Staff and Students) per day visit the Central Library.

## Security & Safety:

The Central library is 23 CCTV cameras are installed to ensure safety of the Library resources. The College Library is also equipped with Fire extinguishers.

## Processing of the Books/ CDs/DVDs


The books are stamped with library stamp for identification as library property.

The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.

  
LIBRARIAN

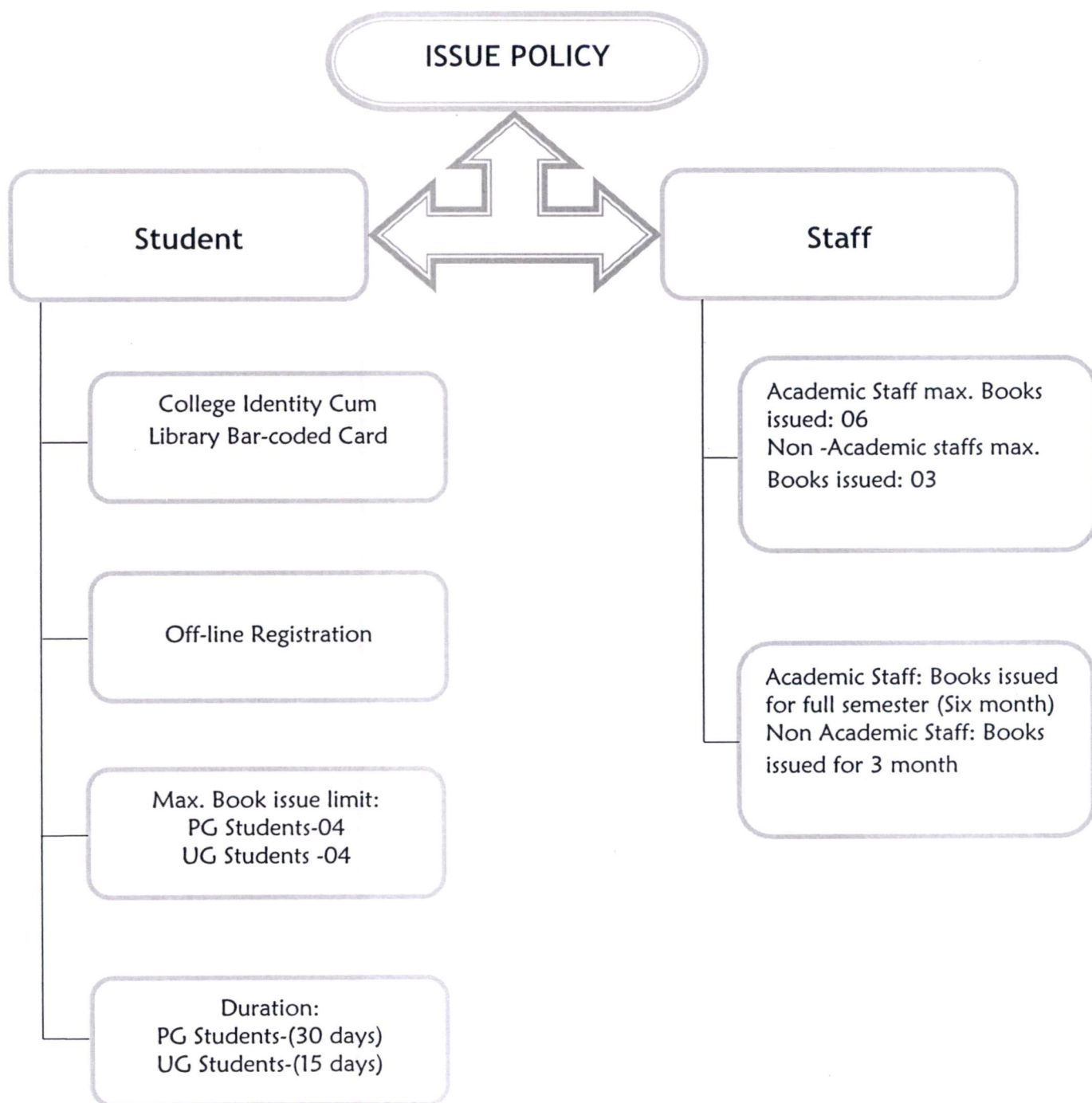
 LIBRARIAN  
Aditya College of Engineering  
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SURAMPALEM - 533 437

## Circulation of Library Books

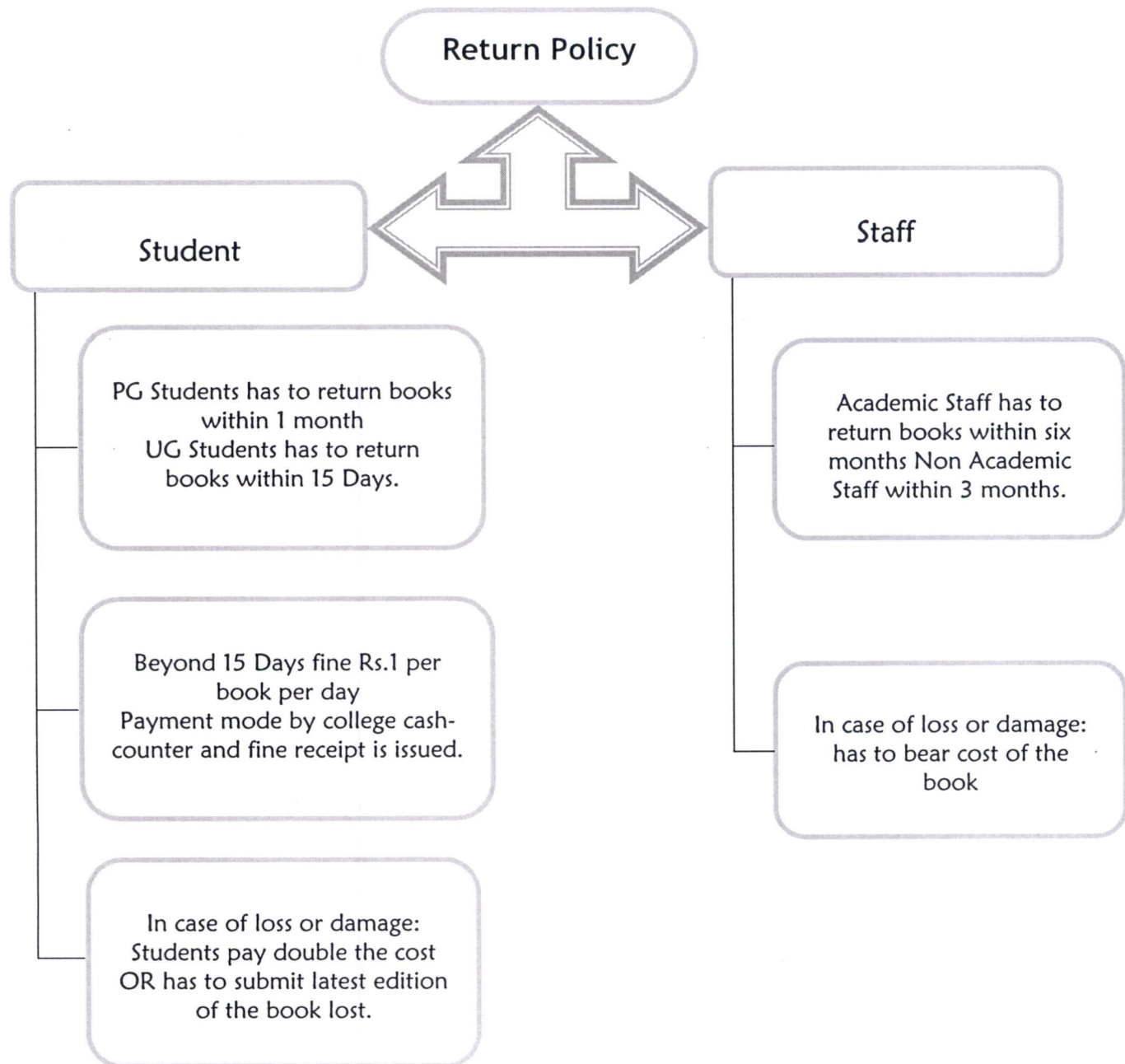
*Flowchart for the Issue Policy of Library Books*





## Circulation of Library Books

### Flowchart for the Return Policy of Library Books



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