



**M.KUMARASAMY
COLLEGE OF ENGINEERING**

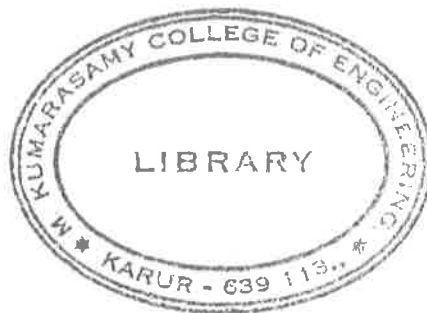
NAAC Accredited Autonomous Institution
Approved by AICTE & Affiliated to Anna University
ISO 9001:2015 Certified Institution
Thalavapalayam, Karur, Tamilnadu.



No: MKCE/Admin/Lib/2018-2

LIBRARY

POLICY



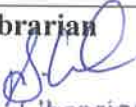


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1. Introduction

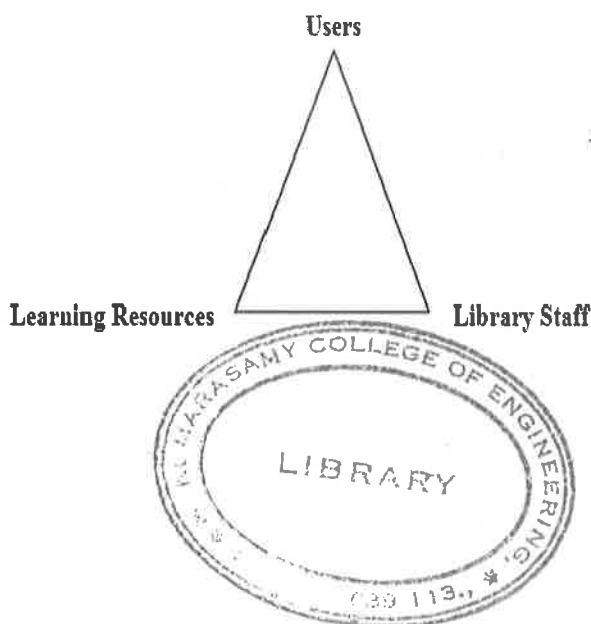
MKCE Central Library constantly has been determined to meet the needs and prospects of its users. There was an extended consideration to bring clarity and uniformity in procedures, practices and policies of the library to further improve its efficiency, utility and services. This manual specifies all the important functional modules of the library and provides an outline of the activities of the library like collection development, provision of information services, management of other academic support facilities.

2. Purpose of Library

The main purpose of the Library is to provide the highest quality of resources and services which will effectively contribute to the development of user community career growth. The other two corresponding purposes of Library is to support the curriculum and support the students and faculty research keeping in pace with the trends and technological advancements.

3. Role of Library

Library plays a key role in supporting the academic programmes of an Institution. The learning resources are made available to the faculty and students for their knowledge enhancements through proper identifications and procurement of those resources. That is the reason why, Dr. S. R. Ranganathan, father of library science development in India has proclaimed that Library is the trinity of Learning Resources, Users (Faculty/Students) and Library Staff.



4. Vision

The Library's vision for the future is providing environments, services and resources that meet the diverse needs of the academic community and also recognized as an accessible and exceptional center.

5. Mission

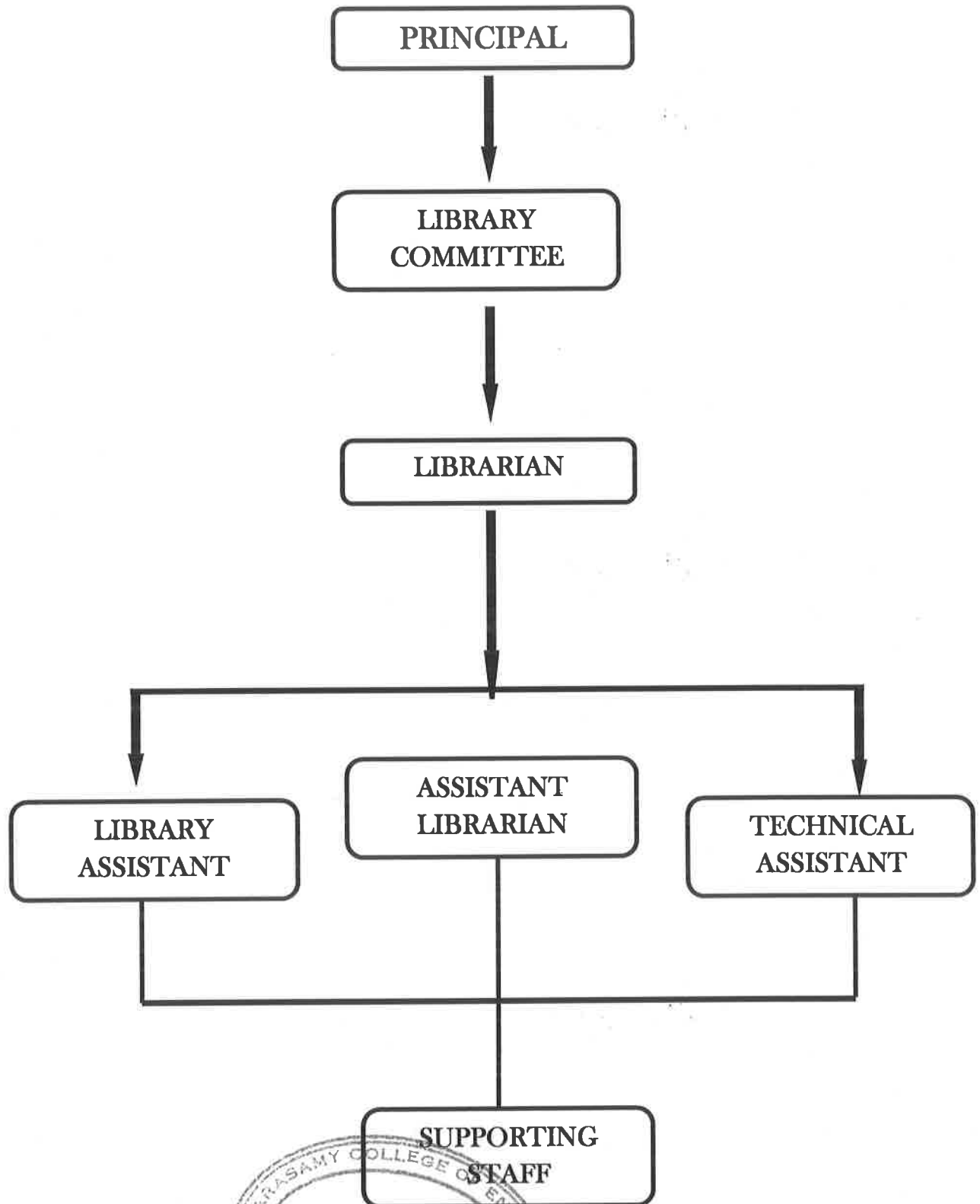
To give maximum information in maximum possible ways in minimum time and bring People and information together.

6. Our Quality Policy

- Students and Faculty Members shall be supported with required educational, research and career development resources through careful selection, acquisition, maintenance and easy accessible of these resources as well.
- Library Users shall receive personal assistance and response to the ever changing academic requirements like literature search, reference services, web OPAC search services etc.
- We shall ensure that there is continual improvement & innovation which are necessary for sustained Library growth in terms of resources, technology, services, activities & processes.
- Review of resources to confirm that they are and continue to be sufficient to meet the current academic requirements.



7. Organizational Structure – MKCE LIBRARY

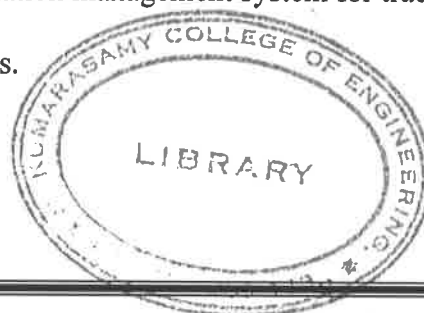


8.4 Meeting Minutes:

Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

8.5 Functions of the Library Committee

- ✓ To obtain the list of books required by each Department in the order of priority and submit the proposals to the Principal for sanction of approval.
- ✓ To identify important magazines, periodicals, journals required in consultation with the departments and submit proposals to the Principal for sanction of funds.
- ✓ To ensure that the students with identity cards alone are permitted to enter the library.
- ✓ To sensitize the students to handle the books neatly and not to tear or cut the pages.
- ✓ To impose penalty if books are not returned in time.
- ✓ To sensitize the students to maintain absolute silence in the library.
- ✓ To identify the students not availing the library facility regularly and counsel them on the need to make use of the books.
- ✓ To instruct the Librarian on proper maintenance and categorization of books, subject wise and genre wise, and index them systematically for easy accessibility.
- ✓ To ensure that stock verification is done once in a semester/year by the Committee constituted for the purpose by the principal.
- ✓ To maintain a separate Digital Library section with good number of computer systems and digital volumes/Journals useful for the readers.
- ✓ Periodically monitor the Library information management system for traceability of books and journals in the specified racks.



9. Library Budget

The Library Budget is allocation of finances to procure library materials and provide access to the information resources. The annual budget of the library has the components like, books, periodicals subscription and renewal, subscription of e-resources, purchase of furniture, purchase of library software, and other equipments. It also includes contingency expenditure like, binding of damaged books, back volumes of subscribed print journals and to procure stationery requirements needed to process and maintain the books and journals.

The two sources of finance for Library are as below:

- ✚ Sanctioned Budget from Top Management
- ✚ Overdue Charges
- ✚ Breakage Fees
- ✚ Books Lost Fine

9.1 Budgeting Procedures

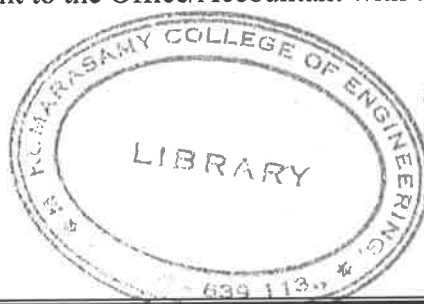
- Review of Last Academic Year Expenses
- Prepare Current Year Budget
- Present the Budget before Library Committee for approval
- Implementing the expenses based on the approved amount.



10. Procurement of Learning Resources

10.1 Purchase of Books

- Library can procure books/Journals/Magazines and other document in the form of Purchase, Gifts, Exchange or Interlibrary Loan (Through DELNET)
- The Librarian/Asst Librarian sends out the Books Requirement Form to all the Departments at the beginning of the academic year
- The Faculties In charge of department Library will collect the information in the prescribed format from their respective departments based on Syllabus prescribed by BOS
- Once the List is prepared & approved by the HODs/Deans/Principal it will be forwarded to the selected vendor for the quotation and approval invoice after scrutinizing of already existing books and new requirements.
- After checking the availability of the Books with the selected vendor Book order is placed through the Purchase In charge of the College
- Once the Books are received, Quantity of Books along with their prices verified with the Quotation and Sales Invoice.
- Books are checked for any damages or printing mistakes to get it replaced. If the returned books are not in supply with the vendor those list would be deemed cancelled and a letter will be sent from the vendor for the same.
- Price Proofs are collected if there is any change in the prices mentioned.
- The verified bills are then sent to the Office/Accountant with the approval of Principal for the payments.



- A Bill/invoice dispatch file to be maintained to record all the bills/invoices sent to Account Section for payments
- The Books are now ready for the technical processing.

10.2 Procurement of Print Journals

- Faculty Members from respective department may recommend the journal titles from their area of subjects/specialization and submit to the HODs of respective department.
- HOD may compile the list of journals recommended by their respective faculty members and a consolidated list may be submitted to the Librarian/In-charge Library for needful action at his end.
- A final list of such journal titles are to be prepared by the Library and shall submit to LAC for review and consideration and then approval may be obtained from the Executive Director for subscription for the forth coming year.
- The payments for the journal subscription are made in advance.
- Payments will be made against the invoice/renewal notice etc.
- Library will subscribe any Journals against personal subscriptions.
- Payments could be made either through the publishers directly, through the subscriptions agents, or through the consortium as the case may be.
- In case of missing issues of print Journals, either it will be replaced by original missing issues or by extending the subscription period against missing issues.
- The invoices/bills and documentary proofs be duly scrutinized by library & sent to the Office/Accountant for Payment.



10.3 Subscription of E-Journals

- Library subscribes the e-journals for every calendar year starting from January to December or academic year from June-May as the case may be
- Budget constraint is taken into account and with prior approval of the LAC & Principal & Executive Director; the E-journals are subscribed or renewed accordingly
- The payment for the journal subscription is made in advance.
- Payments will be made against the invoice/renewal notice etc.
- Once the Payment is acknowledged with due receipt we ensure that online access is desired either through login credentials or through institutes IP address
- The invoices/bills are scrutinized by the Librarian and sent to Office/Accountant for Payments

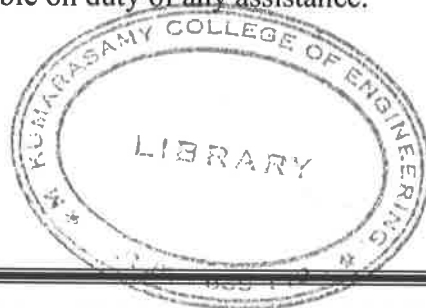
11. Library Services

11.1 Circulation Services

Stack Books will be issued to the students for a period of 15 days. Books lent shall be returned on due date. It can be renewed for another 15 days.

11.2. Reference Services

Library houses different kinds of reference sources like Encyclopedias, Dictionaries, Thesaurus, Handbooks, Manuals, Data Books and Tables, Question Papers, UG and PG Projects, Yearbooks etc. These collection ranges from general to specific subjects and it is available in the Reference Sections. Staff Members are available on duty of any assistance.



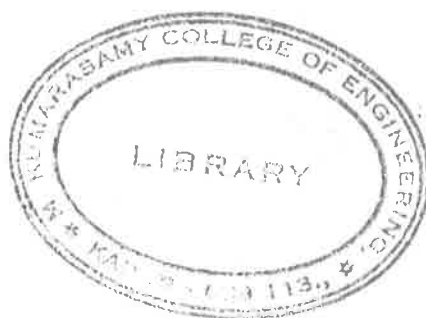
11.3 Audio Visual Services

Digital Library is housed with Books and Periodical CDs/DVDs collection and set up with 24 computer systems. working in a networked environment through connectivity provided by Institute Provided LAN connection and wi-fi services.

The Online full text databases like, IEEE, Springer and Science Direct E-Journals, Pearson and Springer E-Books, Facilities like Web OPAC, NPTEL Online Lectures and National Digital Library of India can be accessed.

11.4. Library Membership

User Category	No. of Books Borrowing Eligibility	Can be retained up to	Can be renewed
UG Students	6	15 Days	Only Once
PG Students	8	15 Days	Only Once
Teaching Staff	10	180 Days	No Renewal
Placement & Training	5	180 Days	No Renewal
Non Teaching Staff	4	60 Days	No Renewal



12. Stock Verification & Procedure of Weeding Out

12.1 Stock Verification

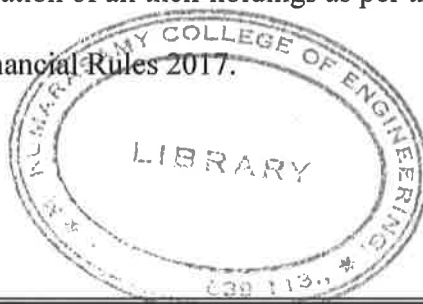
Library Physical Stock verification of library holdings is done annually for finding out missing items, misplaced materials and mutilated documents that needs repair, or to weed out from the library collection with best interest of effectiveness of the library.

12.2 Purpose and advantages of Stock verification

- To evaluate total number of books present in the library
- To identify loss of books and possible rate of loss
- To Restore misplaced items in the stock
- To Determine mutilated and worm-out items in the stock
- To Evaluate the adequacy of current arrangements for stock protection
- To Extend new opportunities for cleaning and sprucing up stack area
- To maintain the library catalogue up to date
- To revise the preventive measures
- To identify and avoid mistakes in the stock records
- To identify the used, less used and unused books
- To deliver the opportunities to weed-out documents

12.3 Norms of Stock Verification

Stock verification schedule should be established and implemented as per the norms mentioned in the General Financial Rules (GFR). Libraries of Govt. of India and its other organizations have to do mandatory physical verification of all their holdings as per the following guidelines of Rule 215 (page 59) of the General Financial Rules 2017.

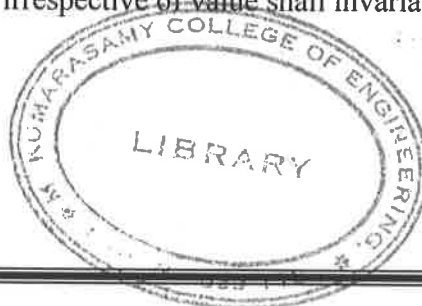


12.4 Stock verification Periodicity

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at every year
Above 20,000 and up to 50,000 Volumes including the journal back volumes.	100% physical verification at 3 year intervals
Above 50,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 3 years. If such sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done.

12.5 Loss of Books

- 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. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.



- The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the Principal / LC (Library Advisory Committee) and the library staff will assist the verification team.

12.6 Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.1000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action be taken. The Principal will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every three years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures are to be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/ damages are considered as loss for write-off.

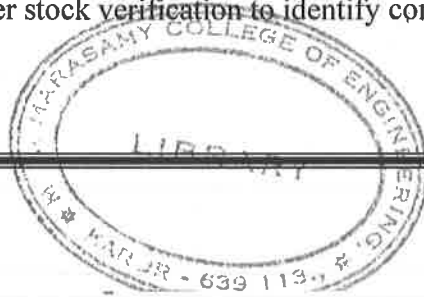


- Librarian may write-off the loss of books, volumes, etc. mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed by the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations in the value of stores included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written-off by the competent authority as specified in the Delegation of Financial Power Rules, 1978.*
- There may be no objection to the Librarian in disposing of mutilated/damaged/ obsolete volumes in the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

(* Extract from Ministry of Finance O.M. No. 23(7)-E.II (A)/83 dated 7.2.1984 and CAG's U.O. No. 1964-TA.II/21-83 dated 23.12.83)

12.7 Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries

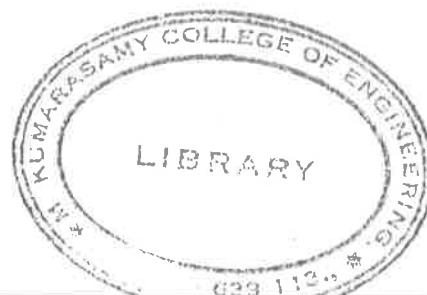


- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Get approval from the Principal.
- Issue Official Circular (OM)
- Make necessary entries in the accession register, write-off register, assets register, etc
- Remove records from databases and close the file.
- Improve the system with additional precautionary measures

13. Code of Conduct

13.1.1 General Rules:

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library



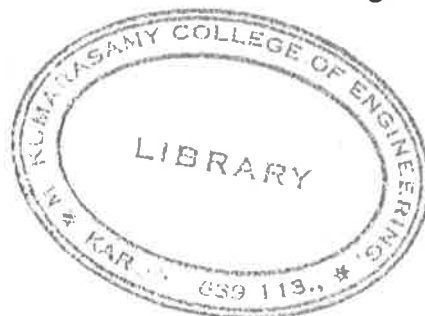
- Using **Mobile phones** and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Students and staff must scan their bar coded roll numbers in the ID to the E-Gate register whenever entry and exit compulsorily.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Refreshment of any kind shall not be taken anywhere in the library premises

13.1.2 Admission to Library:

Students are allowed to library only on WEARING of their authorized/valid Identity Cards

13.1.3 Circulation Issue System:

- Books will be issued on presentation of their ID card along with the Books card signed with their Roll Numbers.
- Eatables are not allowed inside the Library.
- Students are advised not to issue Books to others on their names.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- Multiple copies of same author, title will not be issued against one ID Card.



13.1.9 Journal Section:

In these section journals, general magazines and news letter are available. They are arranged department wise. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack department wise and are meant only for reference within the library.

13.2 E-access Rules

13.2.1 Digital Library and E-Journals Access Rules:

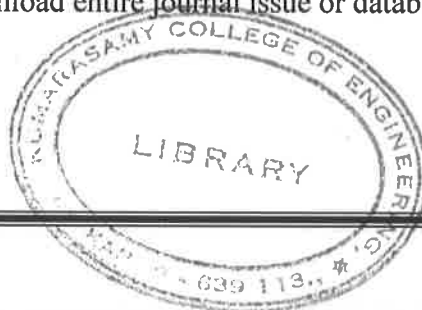
- ✓ Computers should be used only for educational purpose.
- ✓ Do not install or uninstall any software in library computers.
- ✓ If any of the computers are not working report the same to the librarian. Do not try to fix it.

13.2.2 Restrictions on access and downloading of licensed e-Resources

The e-Resources are licensed for the non-profit educational use of the Institute. Copyright law governs use of these e-Resources.

13.2.3 Doing the following things is strictly prohibited:

- ✗ Systematic downloading, distributing, or retaining substantial portions.
- ✗ Forwarding electronic versions of articles or the use of electronic articles for commercial purposes.
- ✗ Strictly prohibited to download entire journal issue or databases or an entire e-book.



13.2.4 Why should we not do the above things?

- Improper use can result in denial of access for the whole Institute to all electronic journals from a given publisher.
- Access to e-Resources is based on license agreements with publishers.
- Library users are permitted to make digital copies of individual documents, that is, to download an individual document temporarily to their own hard disc for non-commercial purposes only.
- Under the terms of use it neither permits forwarding electronic versions of articles nor the use of electronic articles for commercial purposes.
- Publishers keep track of patterns of use and where the publishers suspect misuse in the form of systematic downloading (eg. more than one article from an issue, continuous downloading from a particular journal etc.).
- They will cut off access requiring Library to investigate and take action on those who have misused the e-Resources.
- There have been instances where publishers have withdrawn access to their online resources to the entire Institute.
- This prevents access by the majority of responsible users to information needed for their research and learning.
- It becomes obligatory on the library's part to investigate such misuses and report the same to the publishers.
- Takes longer time to get the access restored and convince the publisher that re-occurrence of such misuses will be stopped.



13.3 Book Drop Box Instructions

We are glad to inform you that as a part of library automation we have installed the drop box facility for the Library users which will help them to return their books 24/7/365days.

13.3.1 Instructions to use the Book Drop Box Facility

- Book Drop box can be accessed 24/7 for students to return the books. This can be utilized even when the Library is closed.
- Students can drop the books from outside the library and it gets collected and stored in the Book Bin
- On dropping the books a receipt will be generated with your roll no. and Books Details. Please collect the receipt and keep it safely.
- Gently drop your return books one after another
- The book drop box will be cleared at 11:00 am on the next working day.
- Tampering of Book Drop box machine will attract a Penalty up to Rs. 1000/-
- All returned books are subject to Library checking. Readers are responsible for any loss/damage/marketing/underlining/highlighting or sticky notes of all kinds, mutilating or tearing pages etc.
- Large sized books that do not fit in to the drop box should be returned at the Library circulation counter during Library hours. Please do not keep them outside the drop box.

