

## **Library Policy**

The Library at CITNC has wide collection of books, journals, magazines and newspapers and VTU consortium online contents, by adopting Information and Communication Technologies (ICT). It holds more than 11000 books on science, technology, engineering, management, politics, philosophy, and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. Students and faculty members are given remote access to the e-resources available in the library. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided.

### **Objectives:**

To purchase new books and technical journals, rules for borrowing books, returning them, reservation of books and to provide a calm environment for the readers inside the library.

### **Policy Statements:**

1. All members shall sign in the register provided at the entrance as a token of their acceptance to adhere to the rules of the library.
2. Under no circumstances, personal books. Files and other articles (except a small note book or loose sheets of paper) will be allowed inside the library.
3. Strict silence and decorum shall always be maintained in the library.
4. Any marking or writing in the books by the members is strictly prohibited.
5. Members are solely responsible for any damage caused to the books or other property in the library and in that case, they must make arrangement to replace them.
6. Any kind of behavior which affects the decorum in the library will lead to cancellation of membership and also to serious disciplinary action.
7. Use of mobile phones is not permitted inside the library. If possessed it should be in SWITCHED OFF mode.

8. Notwithstanding these rules, in all matters the decision of the authorities of this institution will be final.
9. Staff members who have lost ID card should bring it to the notice to the Senior Librarian immediately on the same day without any delay.
10. During Library hours the concerned library staff in-charge should make the student entries in the gate register, which is kept at the entrance. All library transaction should be through Circulation counter only.

**Table: Books to be issued to faculty and students**

<b>Sl. No.</b>	<b>Books to be issued</b>	<b>No. of books</b>
1	Number of books to be issued to Staff Members	08
2	Number of books to be issued to Students	04
3	Number of Book Bank books to be issued to the students	04
4	Number of book bank books to be issued to SC/ST Category Students from SC/ST book bank	02

**Working Hours:** The library is kept open from 8:30 am to 4:30 pm on all working days.

**Borrowing Entitlements:**

Books are issued to the members only on production of Identity Card (ID Card). ID card issued to staff members are not transferable. Students or staff members other than the person to whom ID card is issued are not entitled to borrow book on that ID. Only one book can be borrowed on each card. Members are responsible for all the books borrowed on their cards.

Student members have to produce identity cards along with library cards at the time of borrowing books. Books that are issued to Staff members cannot be retained by them for more than 60 days from the date of issue.

Each teaching staff is entitled to borrow 4 books, which he/she can retain for entire semester without fine and without renewal. These books must correspond to the subjects he/she teaches and the HOD of the department concerned must certify that in the prescribed form, which is available in the circulation counter.

The books borrowed from the college library should be returned by the students at the end of the academic year and "No Dues Certificate" must be obtained. Staff members

getting relieved from the college, should also return the books borrowed from the library and "No Dues Certificate" must be obtained. Loss of Library cards should be reported to the librarian in writing.

Duplicate cards will be issued on payment of penalty or Rs.200/- for each card and on an undertaking that the member concerned will continue to be held responsible for any loss arising for misuse of the lost cards.

Reference books and Periodicals are not issued out. Members are responsible for books issued against their account. Library can recall any issued book, even before the due date.

#### **Fine System:**

- a) The fine will be collected for the late return of books as follows:
- b) Till first week after the due-date : Re. 5.00 per day
- c) From second week from the due date onwards : Rs.5.00 per day

#### **Circulation Section Rules:**

- Library members should produce their valid ID card when they borrow/return/renew their books at the Circulation Counter.
- Members are not allowed to use other user's ID card.
- Members are encouraged to check their library transaction details in "My Account".

#### **Renewal of Books:**

Members can renew the borrowed books for a maximum of two times. Members can also renew their books through online renewal system, which is an intranet service.

Books will be renewed only if the title does not attract fine, reservation and also if it has not been renewed two times already.

#### **Books Borrowed:**

- The users should not bring the borrowed books inside the library unless they want to return them.
- The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

#### **Loss or Damage:**

- a) Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library.

- b) No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower.
- c) Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine and processing charge of Rs.50/-

#### **Making Reservation:**

All books which are out on loan to another member may be reserved, by filling a special form for this purpose, which is available at the circulation counter. Intimation of reserved books will be displayed for two days in the library notice board, which is kept at the first floor of the central library. Members who do not borrow the books within two days, after intimation of availability, their reservation for books will be cancelled and priority will be given to the members, next in the queue of reservation.

#### **Canceling Reservation:**

If a person no longer needs a reserved item, he/she may cancel the reservation by informing the circulation section of the central library. If there is a reservation for a book, members should return the book on the due-date to the library without intranet renewal.

#### **Reference Section:**

Rare and rich collection of international editions of reference books, hand books, yearbooks, conference proceedings, encyclopedias, theses, dissertations, rare books and various reference documents are available in the Reference section of the library. Students and Faculty members are not permitted to borrow the books from this section.

#### **Journal Purchase Policy:**

Required journals are purchased based on AICTE recommendation. At the commencement of every calendar year, approval for the purchase of a list of journals (print and e-journals) are obtained from the principal.

Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles are issued.