



K. K. Wagh Education Society's

K. K. WAGH INSTITUTE OF PHARMACY,

(Affiliated to Maharashtra State Board of Technical Education (MSBTE), Mumbai)

LIBRARY POLICY

➤ **Library**

The library of our college is a lively and ever-growing part of the institution, which spreads across 128.03 square meter; housing well-illuminated and spacious reading room and stacking room for books and periodicals. We have a rich library with 2396 books, judiciously classified into Reference and Textbooks, worth ₹6,88,255 lakhs. It also has a subscription of total 07 periodicals out of which 07 are national Journals and 2 are National Magazines. Library is also a member of DELNET, National Digital Library.

➤ **Library Objectives**

- Enrich Collection
- Optimum utilization of existing resources
- Enhancing reading habit in students and staff.

➤ **Policies of Various Activities of the Library**

➤ **Library Timing**

Sr. No.	Session	Timing
1	Regular Timing	8.45 A.M. to 4.15 P.M.
2	Preparation Leave	8.45 A.M. to 4.15 P.M.
3	Sunday & National Holiday	Remains closed

➤ **Acquisition – Books Journals Procurement Process:**

- Books/ Journals Requirement from Faculty
- Verification & Approval by Librarian
- Approval from Library Committee
- Approval from Purchase Section
- Approval by Principal
- Release of Purchase Order
- Receipt and Verification
- Physical Checking, Data Entry, Barcoding, Classification, Shelving etc
- Demand to release Payment
- Intimation to faculty

➤ **Terms and Conditions for Vendors**

- 1 Supplier should supply books within 4 weeks from the date of order for Indian Books and within 6 to 8 weeks in case of foreign books.
- 2 Good Office Committee (G.O.C) rates are applicable. Rate prevailing on the date when books are finally selected / order placed by the undersigned.
- 3 Supplier should give feedback report in writing within 2 months from date of order in case of non-availability of books. Supplier should specify whether books are not available or books are out of print.
- 4 Discount rates as per Quotation
- 5 Supplier should Supply books of latest edition.
- 6 Price proof should be given in case of foreign books.
- 7 Billing should be made Subject wise.
- 8 Books Delivery at College Site.
- 9 If books are not supplied within delivery period, then you are liable to pay 10% penalty on non-supplied books.
- 10 Billing should be made separately for imported books and Indian books.

➤ **Circulation Section**

● **How to Become a Member of a Library?**

Students - To become a library member students must bring

- 1 Original Admission Receipt
- 2 One Passport size photograph

Students will be issued an "Identity Card and Library card" which will be valid for an academic year only.

➤ **Duplicate I- Card / Library Card-**

- In case you lose your I-Card, Library Membership Card, a duplicate card can be obtained on payment of Rs. 50/- and Rs. 25/-each.
- Please do not lend your library membership card, as you will be held responsible for any missing pages or lost books issued against your card.

Staff - To become a library member staff must bring
Xerox Copy of their Appointment Letter

➤ **Book Loan Period**

Category	Issue Limit of Documents	Period of Loan
All Students	02 (Depending upon Availability of books)	One Week
Topper Students : First Topper	03	One Month
Second Topper	02	
Third Topper	01	

➤ **Book Borrowing Procedure**

- Step 1: Student should get their required books from the stack room
- Step 2: Before getting any book issued students must satisfy themselves that its pages are intact. If any page is missing, the Library Staff should be informed and get the pages signed by them, failing which they will be held responsible for the missing pages and would be required to replace the book.
- Step 3: Hand over the books and Library Membership Card to the staff available on Main counter for issue of books.
- Step 4: Library staff Should ensure that the user write His/ Her Name with signs on the book card and inserted into the membership card.
- Step 5: Library staff Should enter book details into the library software.
- Step 6: Take the Issued books with due date from issue counter.
- Step 7: Books are now issued to be taken away from the Library for a period of one week.

➤ **Book Return Procedure**

- Step 1: Before getting any book return from member library staff must quickly glance the book for any damage as well as Due dates for necessary action.
- **Step 2:** Library staff Should cancel the entries from user account in the library software as well as book card and book issue register.
- Step 3: After completing the return process book should send to stack room.

➤ **Books Issue Rules**

- They must return the issued books on or before the due date or within **One week** from the date of book issued.
- If any of the issued books are not returned in time, **you will have to pay fine.**
- **After Due Date Rs.1/- per day** will be charged for each issued book.

- For re-issue Library books students should Contact to Library.

➤ **No Dues Certificate-**

- Every student is required to obtain a no dues /clearance certificate from the library before leaving the college. It will issue after returning the library books, I Card & Library Membership Card.
- Failed students are required to return their library membership card within one month from the date of declaration of the result, failing which they will not be issued the clearance in future.

➤ **Library Award-**

- A student who will make best use of the library shall be awarded a prize on the annual day function.

➤ **Best Practices of the Library**

- Open Access Service
- Institute Level Book Bank Scheme
- Digital Library
- E- Journals/ E- Books - DELNET Database
- New Arrivals
- Organizing Librarians Day
- Organizing Vachan Prerna Din
- Organizing Marathi Rajbhasha Din
- Conducting Book Exhibition
- General Books
- Previous Years Question Papers
- Newspaper Clipping
- Reprographic Facility

➤ **Stock Verification**

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon library collections. The verification has to be carried out by a team of members appointed by K. K. Wagh Education Society and the library staff will assist the verification team

➤ **Process 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 verification & Write-off Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the wedded out committee & Principal.
- Obtain approval from the Director / Competent Authority
- Make necessary entries in the accession register, write-off register
- Remove records from databases
- Close file.
- Improve the system with additional precautionary measures.
-

➤ **General Rules and Regulations**

- Please keep your issued books, photocopy materials, bags, umbrella, water bottle etc. on property counter
- Don't leave your valuables e.g. Purse, mobile phones, laptop etc., The college authorities will not be responsible for the loss, if any
- While availing Library facilities students should enter their Name, Class, Roll No., In-time, Out-time in the entry Register
- Silence shall be observed in all areas of the library & therefore it shall not be used for group discussion & submission purpose
- Mobile phones shall be switched off or kept on silent / vibration mode before entering the library
- A student has to submit library card while borrowing a book.
- They must return the issued books on or before the due date or within One week from the date of book issued. After the stipulated period fine will be charged Rs. 1/- Per Book per day.
- For re-issue Library books students should Contact to Library.
- If the date of return is a holiday the book should be returned on the next working day.
- Students are advised to check the book issued to them before leaving the counter.
- Books of Reference section should not be taken out of the library. It should be referred in the reading room only.
- Library Material should be handled with care.
- If the students Lose his/her Identity Card, Library Membership Card, a duplicate card can be obtained on payment of Rs. 50/- and Rs 25/-each.
- If the date of return is a holiday the book should be returned on the next working day.
- Please do not lend your library membership card, as you will be held responsible for any missing pages or lost books issued against your card.
- Every student is required to obtain a no dues /clearance certificate from the library before leaving the college after returning the library books, Identity Card & Library Membership Card.

- Failed students are required to return their library membership card within one month from the date of declaration of the result, failing which they will not be issued the clearance in future.
- Xerox / Photocopy facility is available on demand.
- Eatables are not allowed in the library.
- Use of Digital Library PC's only for Study Purpose

