

Approved by AICTE & Affiliated to GTU

LIBRARY POLICY

➤ Library Hours:

- Library would be open for use for all the members on all working days of the college during college hours (8:00 a.m. to 5:00 p.m.)
- Timings for issuing or submitting the books for members would be of **9:00 a.m. to 4:00 p.m.**

➤ Internet facilities:

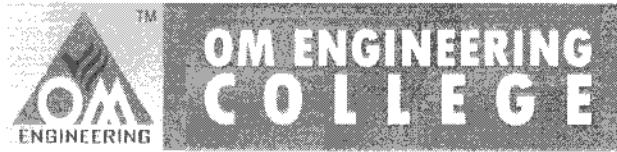
Internet facility and Digital Library can be accessed by all library members.

➤ Issue of Books:

- Students can issue maximum up to **04 books** at a time for the tenure of 15 days and the faculty members can issue maximum up to **08 books** for the tenure of one semester on their valid i-card.
- Books issued to members are not transferable and reissue of books by a user will not be allowed immediate after first issue. If members fail to submit the books before due date the penalty of **Rs. 5** per day would be charged.
- Book cannot be issued to the same student just after returning. It will only be issued after 2 days of returning the book.
- Library users are responsible for returning books In good condition, in case found damaged, student has to pay Rs.20 for binding.
- In case a user loses or damages a book he/she would have to replace the books of the same edition or latest edition.

A COMMITTED ENGINEERING STUDY AT DEDICATED ENGINEERING CAMPUS

Junagadh-Bhesan Road, At Chokali, Junagadh-362 310. Tel. : 0285-2680500 Fax : 0285-2680666
web : www.omeducation.edu.in | e_mail : ocjnd@gmail.com

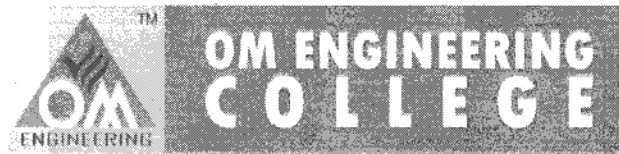


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- Librarian will issue receipt for all penalty like book submission after due date, damaged book.
- **Digital Library:**
 - Registration is compulsory for use.
 - Each user is allowed only for one hour for computer use in Digital Library.
 - Internet access is limited to academic purpose only. Strict disciplinary action will be taken against the defaulters.
- The Librarian is authorized to maintain good order in the library and may exclude or suspend from its use if any reader breaks the library forum.
 1. Silence is the key requirement for a healthy reading environment. Readers should avoid talking/gossiping inside the library.
 2. Any member entitled to use the library, if found misbehaving or damaging any book or journal of the library will be liable to punishment decided by the authority.
 3. If one has lost a i-card he/she should report of such loss to the library immediately. He/she must issue duplicate i-card after paying **Rs. 50/-** fee.
 4. Reference material & current journals should not be taken outside the library. Old materials and journal can be issued for a week.
 5. Books may not be removed from library unless they have been checked out on the Library Automation system.

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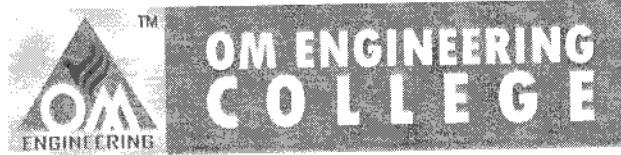
6. **The use of cellular phones is not allowed.**
7. Readers must not mark, deface or damage any book or other library material or furnishings.
8. Filming, videotaping and audio-taping are not allowed.
9. Bags, brief cases or parcels or outside sources should not be brought inside the library.
10. Issue of subject reference books will not be allowed. Dictionary, Encyclopedias etc would not be issued.
11. Magazines and periodical will not be issued. However, after ensuring the availability of previous two issues of the respective magazines, the magazines periodicals can be issued for a week. A separate register should be maintained for keeping such record.
12. Specimen copy will only be issued to head of the department only otherwise it will not be issued.
13. Any Library user found misconduct with library staff member will be referred to principal sir or Academic dean.

MISSION OF LIBRARY

1. Be the knowledge hub of the college and disseminate knowledge as widely as possible.
2. Facilitate optimal use of knowledge by all.
3. Ensure easy access to the facilities available.
4. Encourage and foster reading habit.
5. Effectively participate in the teaching-learning program of the college.

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In order to achieve these objectives the library will undertake to:-

- To serve as the center of information for the college and provide easy access to national and global knowledge to all.
- To offer an inviting and attractive reading-friendly atmosphere with proper seating arrangements and other amenities.
- To ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.
- To optimize it's potential to provide access to information and knowledge to all by proper display, categorization & classification of available resource materials.
- To help all the users to develop the skills to make optimum use of all the facilities offered.
- To undertake activities to foster the interest in books and increase involvement in the library.


Prepared by

Ms.M.K.Barvadiya

Librarian


Approved by

C.N.Jasani

Principal

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