



Library Policy

To cater information needs of all

Policy No: APN/2016/4.3.1



Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.





DR D Y PATIL SCHOOL OF ENGINEERING

Dr. D Y Patil Knowledge City, Charholi (Bk), via Lohegaon, Pune-412105

[Approved By A.I.C.T.E., NAAC accredited, Affiliated to Savitribai Phule Pune University]

Phone-020-35037922- 6618

CENTRAL LIBRARY MANUAL

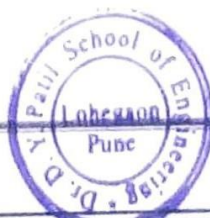


TABLE OF CONTENTS

SR. NO.	DESCRIPTION	PAGE NO.
	Vision & Mission Statement	
	Introduction	
	Role of Library	
	Organizational Chart	
1	Library Advisory Committee(LAC)	9
1.1	Constitution of the Library Advisory Committee	9
1.2	Functions of the Library Advisory Committee	9
1.3	Library Committee of DYPSOE	10
2	Collection Development Policy	10
3	Acquisition	11
3.1	Budget Allocation	11
3.2	Ordering Items	11
3.3	Receiving and Processing Items	12
3.4	Accessioning	12
3.5	Classification	13
3.6	Cataloguing	13
3.7	New Arrivals	13
3.8	Shelving	13
3.9	Terms and conditions for Vendors	13
4	Subscriptions of Serials and e-Resources	14
4.1	Print Journals	14
4.2	Ordering journals	15
4.3	Receipt of and access to the materials	15
4.4	Procurement of E-Resources	15



4.5	Pricing Models	15
4.6	Negotiation	16
4.7	Role of e-ShodhSindhu	16
4.8	Process & approvals	16
5	Circulation	16
5.1	Circulation Time	17
5.2	Issue/Return Procedure	17
	• Issuing Books	17
	• Receiving books	17
5.3	Membership	17
5.4	Borrowing Facility	18
5.5	Documents that cannot be borrowed	18
5.6	Renewals / Reservations & Dues / Fines	18
5.7	Loss or Mutilation of documents by Students	19
5.8	Theft/Misuse of Library resources	19
6	Stack Room /Display Area Management	19
7	Library Services	20
8	Books and Serials Binding	20
9	Stock Verification and Procedure to Withdraw Books	21
9.1	Stock Verification	21
9.2	Rules for weeding out/ Write off	21
10.	Library Rules	21
10.1	Membership Rule's: For Student's	21
10.2	Membership Rule's: For Staff (Teaching & Non-teaching)	22
10.3	Digital Library Rules	23

10.4 Reading Hall Rules	23
10.5 General Library Rules	24
11. Library Card	24
12. Digital Library	25
13. Book Bank Facility	25
13.1 Social Welfare Book Bank Scheme	25
13.2 Scholar Book Bank Scheme	25
13.3 Economically Backward Book Bank Scheme	26
14. Library Timings	26
15. Library Layout	27
16. Contact Us	28
17. Library Webpage	28
18. Policy Details	29



INTRODUCTION

Dr. D Y Patil School of Engineering Library has always been striving hard to meet the expectations of its users. There has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource center so as to further improve its efficiency, utility and services. The manual touches upon all important functional modules of the library and delineates a clear policy about carrying out the different activities of the library smoothly without any ambiguity. i. e. collection development, provision of information services, management of other academic support facilities etc.

VISION & MISSION STATEMENT

❑ VISION

'To provide resources and services in a variety to meet the needs of individuals and groups for quality technical education empowerment.'

❑ MISSION

- To cater the information needs of students in all possible ways.
- To provide solution based qualitative library services to the students.
- To enrich the library resources which will help students to excel in their professional life
- Motivate students to read in order to enhance their technical skills and competencies.

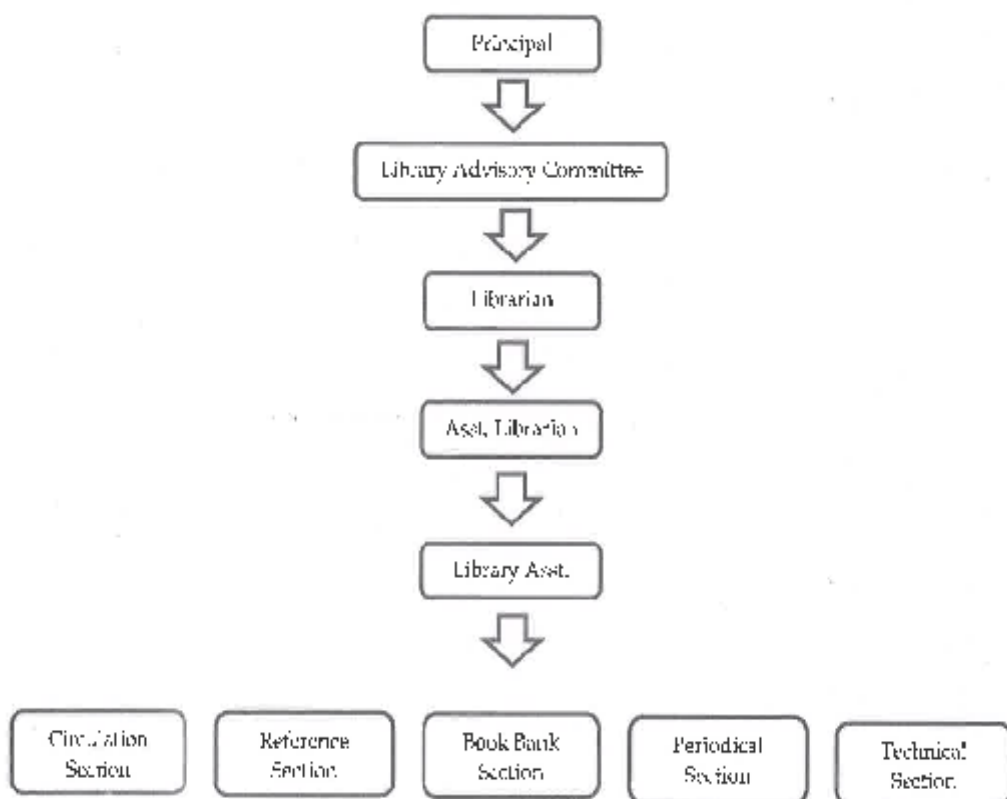


3. ROLE OF LIBRARY

Library plays a very vital role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why Dr. S. R. Ranganathan, father of Library Science Development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

Organizational Chart

Knowledge Resource Center



1. LIBRARY ADVISORY COMMITTEE (LAC)

The function of the Library Advisory Committee is to support the functioning of the library in all areas of library administration. It facilitates the library development plans by advocating the library development activities. The Library Advisory Committee (LAC) is constituted by the Principal of the Institution. It plays a vital role in forming the policies, rules and regulations and in implementing those in a proper manner in order to safeguard the interests of all the users. The constitution and functions of the Committee members are as follows

1.1 Constitution of the Library Advisory Committee

- **Chairman:** Principal of the Institute.
- **Members:** All HOD's, IQAC coordinator, T&P Officer, student's representative
- **Secretary:** Librarian shall be the Member Secretary of LAC.

The committee shall meet at least twice in a year to review the library affairs (one meeting per Semester).

1. The tenure of the faculty members on the committee shall not exceed three years.
2. The Principal can recommend a replacement for a member who withdraws from the LAC.
3. Student members shall serve on the committee for three years only.

1.2 Functions of the Library Advisory Committee

- To record the minutes for every meeting and circulate it to all the members for consideration. The minutes will be confirmed by all the members in the next meeting.
- To provide general direction to the library.
- To review the functioning of the library to ensure its adaptability and innovativeness.
- To advise the library on matters of policy related to development of library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, etc. and to direct the library in their adoption.
- To suggest ways and means to generate revenue from library resources.

- To formulate action plan for the development of library infrastructure, facilities, products and services.
- Evaluate the suggestions made by the library users.
- To formulate the policy for library use and procedure to be framed.
- To assist library in providing need based information services.
- To review the requirements of the new programs being introduced by the institute and discuss various aspects regarding that.
- Recommend the information resources both print and e-versions to enrich the library collection.
- Lay down guidelines to maintain proper decorum in the library.

1.3 Library Advisory Committee of DYPSOE

Sr. No.	Name	Composition
1	Dr. F. B. Sayyad,	Chairman
2	Dr. Sanjay Koli	Member
3	Dr. S. M. Khairnar	Member
4	Lt. Col. Sanjay Karodpati, (Retd.)	Member
5	Dr. Pankaj Agarkar	Member
6	Prof. Rohit Garad	Member
7	Prof. Rajabhau Housalmal	Member
8	Prof. Riyaz Kazi	Member
9	Prof. Nutan Toley	Member
10	Miss. Janvi Vijaykumar Mudliyar	Member
11	Mr. Santosh M. Ankush	Member Secretary

2. COLLECTION DEVELOPMENT POLICY

- Library makes a systematic effort in building up the library collection.
- Collection development policy takes into account different factors i. e. library's users, curriculum, space, technology and supporting equipment, etc.
- Library material to be selected to support the curriculum based learning and research of the students and the faculty.
- Library is committed to provide access to the information in print as well as digital format.
- Updating of older editions and replacement of lost materials is essential.
- Materials related to courses but not requested by faculty.



- Types of material to be collected will include: books, e-books, print Journals, e-Journals, CD-ROMS, DVD, Audio CD and Packaged Digital Collections (Databases), etc.

3. ACQUISITION

The print material is to be purchased from the most reliable and efficient sources and made available to faculty members and students for their study and research purpose.

3.1 Budget Allocation

- A yearly budget statement is prepared by the Librarian in consultation with the Library Advisory Committee.
- The budget is utilized to purchase the library material at the beginning of each academic year with consultation of Library Advisory Committee. The AICTE norms & Syllabus of SPPU are taken into account while purchasing the books and subscribing the periodicals etc.
- Both previous year's budget and the current year's priorities are taken into account while utilizing the budget.

The annual budget of the library has the following components:

- Print resources
- Non-print resources
- Equipment's
- Stationary
- Subscription / Membership charges
- Furniture
- AMC of library software, if any
- Printing
- Event / activity conduction & participation
- Maintenance

3.2 Ordering Items

- Faculty members can recommend the books to be procured for their courses.
- Students can also give their recommendations for the books.



- Faculty & students can recommend the books & journals via Google form which is linked to library webpage (the tab name is Recommendations) & the can enter the details physically in the recommendation muster.
- Before ordering care is taken to avoid duplication of books.
- Acquisition of books is made mostly through local vendors, online vendors like Amazon and Flip cart, catalogues, publisher lists and book fairs/ exhibition.
- Vendors are selected based on their discount rates and performance i. e. Response to the queries, speed of supply, adherence to the terms and conditions and the discounts they offer.
- Purchase Orders will be issued by the central Store In charge after Principals approval.
- The ordering can be done by print, online, e-mail, phone etc. depending upon the convenience of the central store with standard terms and conditions.
- Invoices are first verified, approved and processed after being audited and signed by the librarian.
- Copies of invoices are kept in the Bills File in the library.

3.3 Receiving and Processing Items

- Books received from suppliers/vendors are compared with the order list.
- The received books checked by the library assistants & library attendants thoroughly.
- The supplier is notified about any wrong or missing, damage items.
- Stamping – Library Stamp to be put on the Title page, on Secret page and on the Last page, spine.
- Pasting of due date slip & book pockets by the library attendants.
- Bar Codes generated in Library Software for all individual items and Barcode labels are pasted on the Cover page & title page of the books and laminated it with transference labels.
- Book cards are prepared for each individual item.
- Numbering stamp used for stamping on first page, title page, secrete page & last page.

3.4 Accessioning

- The bills are verified in terms of the number of books and the amount to be paid to the vendor.



- The details of the Invoice and Books are entered into Accession Register in the order of their bills.
- Unique accession numbers are assigned to the books.
- Accession number is recorded on the title page of the book.

3.5 Classification

- Books are classified as per the Dewey decimal classification scheme 23rd edition (DDC) System.
- The computer generated Class No. label is pasted on the spine of the book.

3.6 Cataloguing

- Data entry of all new books in the KOHA library management software.
- Other bibliographical details of the book are obtained from KOHA upon entering the Class Number into software.
- The bibliographical details of each book are according to AACR2 Standards. It is the inbuilt arrangement in the software.

3.7 New Arrivals

- Received every new title will be displayed on notice board as a new arrival.
- The same new titles / books cover page can be scanned and keep on the library webpage with link of a tab New Arrivals.

3.8 Shelving

After all processing the books are sent to the appropriate racks (Reference Section or Reserve Shelf) for shelving.

3.9 Terms and conditions for Vendors

- Supply of publications at current catalogue prices.
- The prices have been correctly charged in accordance with the publisher's latest catalogue.



- Unless otherwise mentioned on the books, all bills to carry the price proof (like photocopy of publisher's catalogue, print out from publisher's online catalogue, distributor's invoice to the vendor etc.).
- The Purchase Order issued will be valid for only 30 days unless otherwise mentioned.

4. SUBSCRIPTIONS OF SERIALS AND E-RESOURCES

4.1 Print Journals

- The selection of the serials is primarily made by the faculty. Recommendations may also be made by the librarian.
- The subscriptions are placed through the services of well-established agents.
- Supply of periodicals at current catalogue prices.
- Sign an agreement with the vendors in case of Foreign Journals.
- Wherever advance payment is required, the same may be made and a record there held be maintained.
- Library should not subscribe journals against 'personal subscriptions'. However, Journals received against institutional membership are acceptable.
- Journals subscription payments could be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).
- Missing issues: Replace original missing issues or publishers certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note, Demand Draft or Cheque.
- Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.
- Online access: Negotiate with the publishers/vendors and arrive at win-win situation regarding electronic version of the print subscriptions and get access to such materials.
- Try to enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.
- Place orders after negotiating on mutually benefiting terms and conditions.
- Trial Access: Many a times publishers propose for trial access to their respective journals collections which can be made accessible through the Institute's IP numbers to supplement the existing journals collection whenever possible.

4.2 Ordering journals

- Priority list is prepared with the approval of library advisory committee & concern departmental heads.
- Compilation various recommended periodicals by the faculty in one list
- Send the same list to minimum three vendors for quotation & supply
- Comparison of quotation & discount rates with terms and conditions
- Selection of one vendor on the basis of cost, capability on timely delivery, etc.
- Make purchase order of the periodicals by the central store.
- Budget and estimate is made based on the costs and currency conversion.
- The order is placed from available options as indicated in terms and conditions.
- Payment is made against the original and proper invoice/bill/renewal notice etc.

4.3 Receipt of and access to the periodicals

Check-in system

- Ensure that the items received are as per the order/ access is enabled to the desired resource
- Manual and computerized record of receipts of the journal issues
- Article/s entry (Article Indexing) into the library Software.
- Timely display of the Loose Issues of the periodicals on the respective display notice boards & on the library web page.
- Accompanying materials such as CDs/DVDs etc. are being preserved in the Library.

4.4 Procurement of E-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting databases, software tools for research, eBooks, or any information resource that is available in electronic form.

4.5 Pricing Models

There exist many pricing models. We can adopt the model depending on various factors like suitability for different programmes, research area, relevance to different campuses and on usage analysis if it is a renewal.

- Annual Subscription: Access to content is available for only one calendar year
- Perpetual Access: Access to content is available for the year that we are subscribing.



4.6 Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.

4.7 Role of e-Shodh Sindhu in negotiation:

The Shodh Sindhu is consortia & the main objective of the e-Shodh Sindhu (Consortia for Higher Education E-Resources) is to provide access to qualitative electronic resources including full-text, bibliographic and factual databases to academic institutions at a lower rates of subscription. Therefore, e-Shodh Sindhu doing negotiation for AICTE approved institutions.

4.8 Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure has to be followed for subscribing to Online Databases (not for single and individual e-Journals or eBooks)

- Identify the need
- Ask for a trial access
- Publicize the availability of resource on trial
- Analyze the Usage statistics
- Make a cost-benefit analysis by considering all relevant facts
- Put up for approval
- Take the approval of Library Advisory Committee

5. CIRCULATION

Circulation section handles the front desk operations of the library and is very important because it is the first contact point for faculty and users to the library.

Major activities of the section are:

- Issue and return of books
- Attending the user query for effective interpretation of library rules and regulations
- Registration of new members
- Sending reminders to overdue documents
- Maintenance of circulation module of library management software (KOHA) maintenance and updating of all data related to library users
- Maintaining records related to lost of the book(s) and overdue charges
- Collection of the overdue charges and paying the same to finance section
- Assisting the user's for accessing OPAC and library catalogue



- Attending the users query for effective interpretation of library rules and regulations
- Conducting academic tours to the institute library for visitors and new admitted students
- Interlibrary loan to the library users through DELNET, DYPSOET, MBA & MCA
- Generating reports and statistics for the circulation
- Library orientation information

5.1 Circulation Timings

Sr. no.	Description	Timings
1	Weekdays (Monday to Friday)	10:00 a.m. - 05:00 p.m.
2	Weekends and Public Holidays (Saturday, Sunday and Public Holidays)	No Issue

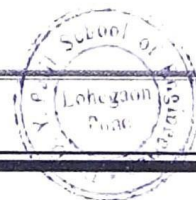
5.2 Issue Return Procedures

Issue/Return of library materials is the routine operation of any library. The proper sequence of activities for issue and receipt of library books is defined as follows:

- While Issuing Book:
 - User can select the required book from the shelf
 - Bring to the circulation counter for issue
 - A quick glance is cast while issuing the book for any damage
 - Fill up the book card with current date & signature of the user
 - Data entry on KOHA (library management software)
 - Paste due date stamp on due date slip of issued book
 - The books are handed over to the users.
- While receiving the books:
 - A quick glance is cast while receiving the book for any damage
 - Due dates are checked for necessary action
 - Data entry on KOHA (library management software)
 - Replace the book card in the returned book card pocket
 - The books are sent to stack for shelving .

5.3 Membership

- The following are eligible for library membership
 - All admitted students



- All faculty members
- All non-teaching staff members
- All alumni students of the institute (Depend on their application)
- Guest lecturer (with permission of Principal)

5.4 Borrowing facilities

Staff	No of Books	Academic Books	General Reading Books
Students'	4	3 Books for	1 Book for
	Books	15 Day's	15 Day's
Teaching	10	90 Day's / 1	15 Day's
Staff	Books	Semester	
Non-	5	4 Books for	1 Book for
Teaching	Books	30 Day's	15Day's
Staff			

5.5 Documents that can and cannot be borrowed

- Bound Volumes and Loose issues of journals and the latest available issues of magazines are to be referred within library premises and are not available for issuing out.
- Dissertations/Project Works submitted by students are not issuable. They can only be referred to in the library.
- Reference copy cannot be borrowed.

5.6 Renewals/Reservations and Over Dues/Fines

- Books can be renewed for another 15 days if there is no demand or reservation for it. The renewal must be made on or before the due date.

- There will be an overdue charge of Re.2/- per day per book.

5.7 Loss or Mutilation of documents by Students

- Library materials are to be handled with care.
- If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.
- If the book is reported (in writing) as lost/misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced(it must be resolved within two months)

5.8 Theft/Misuse of Library resources

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be taken very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

6. STACK ROOM /DISPLAY AREA MANAGEMENT

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- Reference Section
- Book Bank Section
- Special Collection
- Text books section
- Newspaper Display Area
- Periodical Section
- New Arrivals

All books are arranged with branch wise & then subject wise with concerned branch. General reading & competitive exam books are arranged separately. General reading books included Biographies, Autobiographies, fiction, etc. The books are mostly in two languages1. English 2. Marathi

7. LIBRARY SERVICES

The Central Library of DYPSOE is offering varies services to the all users. The some are as follows:

1. Book Bank
2. Table of content
3. Reference
4. E-mail alerts
5. Reprographic (PHOTO COPY)
6. Document Printing
7. Document Scanning & Lamination
8. Inter Library Loan
9. Digital Library
10. Book Reservation

8. BINDING

- The librarian decides on whether items need repair based on usage, availability of other copies in the library or availability online.
- Books and serials are sent outside of the library for binding once in a year.
- Completed volumes of the serials are collected from the shelves and sent for binding.
- When volumes are returned from binding they are verified physically for accuracy.



9. STOCK VERIFICATION AND PROCEDURE TO WITHDRAW BOOKS

9.1 Stock Verification

- Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. depending upon the size of the library.
- Total books in the library along with journal back volumes and other material are to be physically checked.
- 100% Physical Verification needs to be done every year.
- The verification has to be carried out by the appointed staff by the principal.
- Report to be submitted to the Principal every year.

9.2 Rules For Weeding Out/Write-Off

No any weeding out / write off policy formulated because all books are important up to 15 years from the establishment of the institute.

10. LIBRARY RULES

10.1 Membership Rules: For Student's

- Library membership is mandatory to avail the library services.
- Member student will be issued 1 membership card which can be used by them to avail library services and return the same on or before the final due or clearance.
- Library / Borrower's card is non-transferable; if found the membership will be cancelled.
- UG & Diploma courses students can borrow 4 books. PG students can borrow 5 books. The books will be issued for 15 days to all students. Only current academic year admitted students can borrow the books
- Students can borrow any book from the library except; References books/copies (Reference stamp used), Journals current issues and back issues, Reports, Thesis, etc.



- Students shall be responsible for the library cards issued to him/her. Loss of the cards should be reported immediately to the librarian in writing. Duplicate card will be issued on payment of Rs.50/-
- Students should check the book thoroughly for missing pages, chapters, pictures, damage, etc. while borrowing and report the matter to the circulation staff. In case the book is damaged or lost by the member, they have either to replace the book with a new copy or to pay for the cost of the book at the prevailing market price with additional charge as determined by the Librarian. If lost book is from the set of volumes, must replace the whole set.
- The borrowed books have to be returned within 15 days or otherwise renew the same. In case books are returned after due date, the late fee will be charged at the prevailing rates and the current late fee rates are: Rs.2.00 per day per book.
- Students desiring to discontinue their membership can do so by:
 1. Returned all books borrowed by borrower after completion of final year.
 2. Clearing all dues, if any.
 3. Returning library membership cards
 4. Misbehavior in the library will lead to cancellation of the library membership.
 5. We welcome your suggestions for improving our services.

For details information, please contact to Librarian, Central Library

10.2 Membership Rules: For Staff (Teaching & Non-Teaching)

- Library membership is mandatory to avail the library services.
- Member staff will be issued 1 membership card which can be used by them to avail library services and return the same on or before the final due or clearance.
- The teaching staff can be issued 10 books for a semester or 90 days (Academic books only). If the books are general reading then the books required to return in 15 days.
- The non-teaching staff can be issued 5 books for a semester or 30 days (Academic books only). If the books are general reading then the books required to return in 15 days.
- Only books from general collection are available for home issue, References books/copy, Journals current issues and back issues, Reports, Standards, Thesis will not be issued.
- The staff member should check the book thoroughly missing pages, chapters, pictures, damage, etc. while borrowing and report the matter to the circulation staff. In case the book is damaged or lost by the member, they have either to



replace the book with a new copy or to pay for the cost of the book at the prevailing market price with additional charge as determined by the Librarian. If lost book is from the set of volumes, must replace the whole set.

- The Borrowed books should be returned within 90 days for academic books & 15 days for general reading books or otherwise renew the same. In case books are returned after due date, the late fee will be charged at the prevailing rates and the current late fee rates are: Rs.2.00 per day per book.
- The library membership will be discontinued/cancelled whenever the staff member leaving the institute or not returning the issued books in stipulated time period.

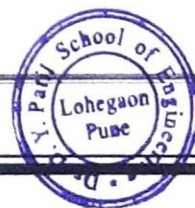
For details information, please contact to Librarian, Central Library.

10.3 Digital Library Rules

- Digital Library shall be used only for the academic purposes
- Use the computers carefully
- Users must carry their own Library card / Institute Identity Card while using the Digital Library and produce it on demand
- Users must enter detail entry in the Digital Library Entry Register
- Users are not allowed to carry personal belongings/personal copies of books/any printed materials/ note books at the digital library. Library members provide loose papers to take down the notes
- Changing the settings of the computers is strictly prohibited
- Do not save personal data in the computer. If loss library staff not be responsible
- Shutdown the computer after use
- Switch off lights and fans if not required

10.4 Reading Hall Rules

- Users should carry their Valid Library Card/Identity Card while using the Reading Room & should be produced on demand
- Users must enter detail entry in the Reading Room Entry Register
- Maintain silence in the reading room, and avoid unnecessary conversations and noises
- All electronic devices brought into the reading room must be mute
- Smoking, eating and sleeping is strictly prohibited
- Readers are requested to handle all reading room property carefully without damage
- Do not change the arrangement of furniture



- Do not sit on the reading tables
- Writing/drawing on the reading room furniture (Tables, Chairs, Boards, etc.) is strictly prohibited
- Switch off lights and fans if not required
- Suggestions on all aspects of reading room services are welcome

10.5 General Library Rules

- Always carry Valid Library Card/ Identity Card.
- Library card is non-transferable.
- Members are not allowed to bring personal belongings.
- Members should make the entry with all details in the library entry register.
- Uses of Mobile phones are strictly prohibited in the library.
- Smoking, eating, sleeping and speaking loudly is strictly prohibited.
- Library resources i.e. Books, Journals, Computers & Other equipment's should be handled with care.
- Do not mark, underline, write, fold or tear pages of the library resources, if found strict action will be taken.
- Being an open-access, library members are advised to; leave the book on the reading table after use. The library staff will shelve it back at its proper location.
- Books will be reissued / renewed when it is not reserved by other members.
- Reference copies/ sources to be used in the Library only.
- Members are responsible for the loss / damage of books during the loan period.
- Loss of books should be reported to the library staff immediately. It should be replaced with a new copy of the same / subsequent edition within the due date.
- The Librarian, with the approval of the Library Advisory Committee reserves the right to add, delete, or modify any such rules as and when required.
- Suggestions on all aspects of library services are welcome.

11 LIBRARY CARD:

- Book will be issued to all library members against production of Library card issued by the library.
- Library card is not transferable.
- The Library card of student will remain valid for the period of his / her regular academic years.
- The library card of the faculty & other staff members will be valid up to their service in the institute.



12 DIGITAL LIBRARY

- Internet facility is provided to the library members; for the same 10 computers one lab is established in the library.
- Students can use this computers to browse their assignments, e-Books and e-Databases.
- Students can access the internet facility via Library WI FI. The access details are displayed/ shared with the library users.
- The institute has purchased two KINDLE Readers from Amazon where thousands of e-books are available.
- The DELNET membership also gives access to hundreds of e-journals& e-Books to the users.
- The users have free access to NPTEL (National Programme on Technology Enhanced Learning). Hence they can watch and download the video lectures, handouts, lecture notes and assignments absolutely free from the NPTEL site. Even they can enroll themselves for short term online certificate courses.
- The internet facility only for academic purposes. Playing video games, Chatting, accessing sites of social media and sites containing pornographic material is strictly prohibited.

13 BOOK BANK FACILITY

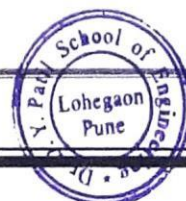
The central library is offering three types of Book Bank Facilities to the library users.

13.1 Social Welfare Book Bank Scheme

- Under the **Book Bank Scheme** a set of books will be issued to the two SC (Schedule Caste) category students for both semesters for the academic year.
- All students' are from SC category will be eligible for the same scheme.
- Those who are availing this facility they must return their issued books within two days after the completion of their final examination in the concerned semester.
- Those who will loss / damage / disfigure the book, he / she should replace the same.

13.2 Scholar Book Bank Scheme

- Under the **Scholar Book Bank Scheme** a set of books will be issued to a student for both semesters of the academic year.
- Top 5 students are eligible for this scheme from every branch.



- Those who are availing this facility they must return their issued books within two days after the completion of their final examination in the concerned semester.
- Those who will loss / damage / disfigure the book, he / she should replace the same.

13.3 Economically Backward Book Bank Scheme

- Under the **Economically Backward Book Bank Scheme** a set of books will be issued to a student for both semesters of the academic year.
- 5 students are eligible for this scheme from every branch.
- Those who are availing this facility they must return their issued books within two days after the completion of their final examination in the concerned semester.
- Those who will loss / damage / disfigure the book, he / she should replace the same.

14 LIBRARY TIMINGS

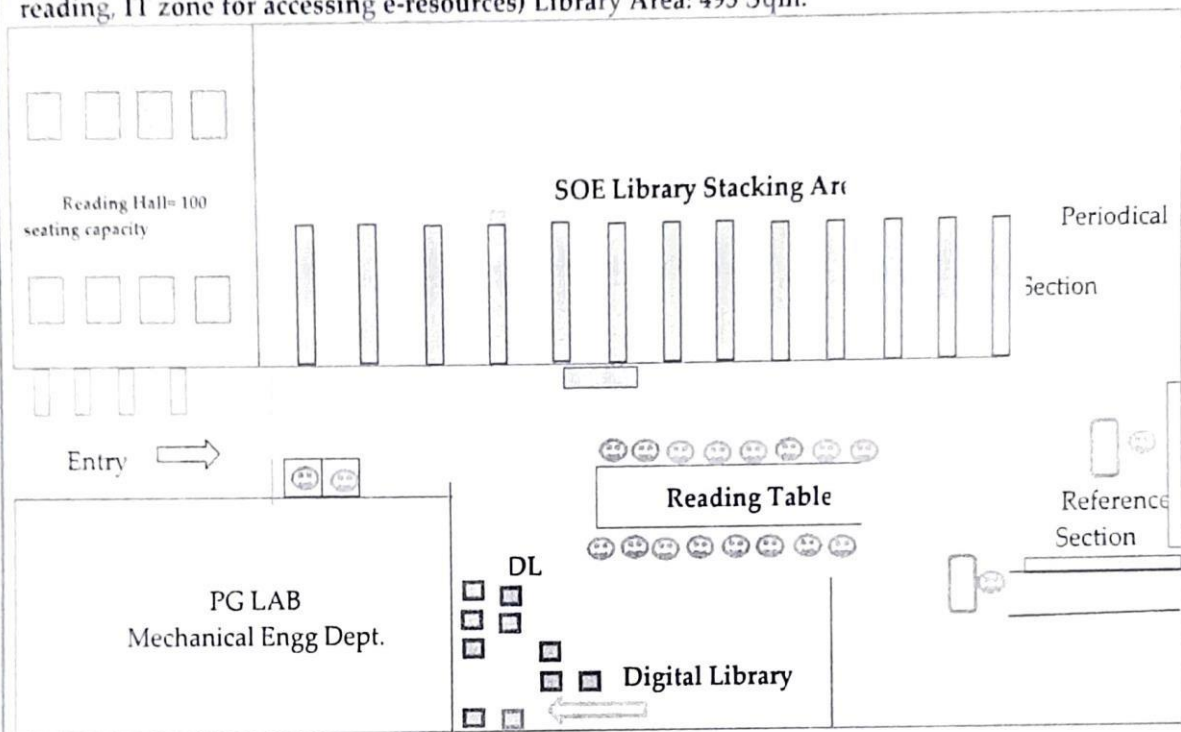
Library Timings are as follows:

- Monday- Friday: 10.00 a.m. to 5.00 p.m.
- Saturday –Sunday & public holiday: Close
- Reading hall: open all days - 24 X 7

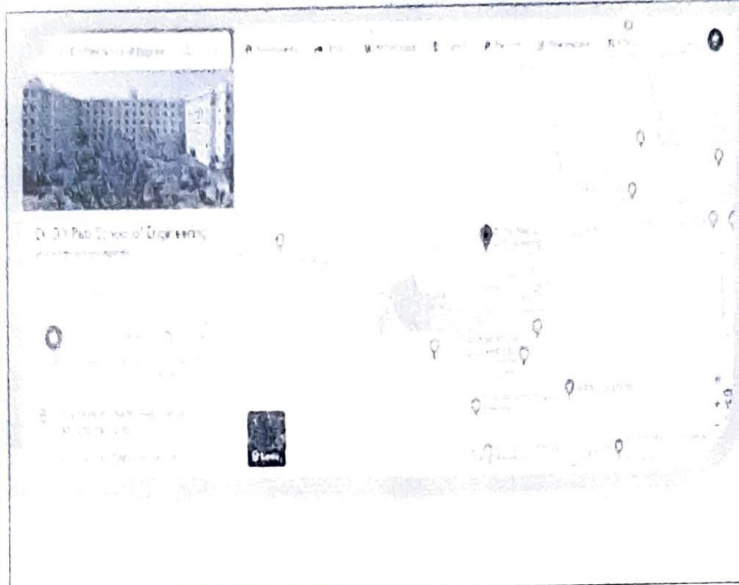


15 LIBRARY LAYOUT

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) Library Area: 493 Sqm.



16 CONTACT US

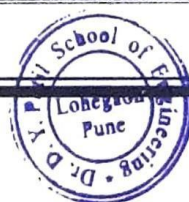
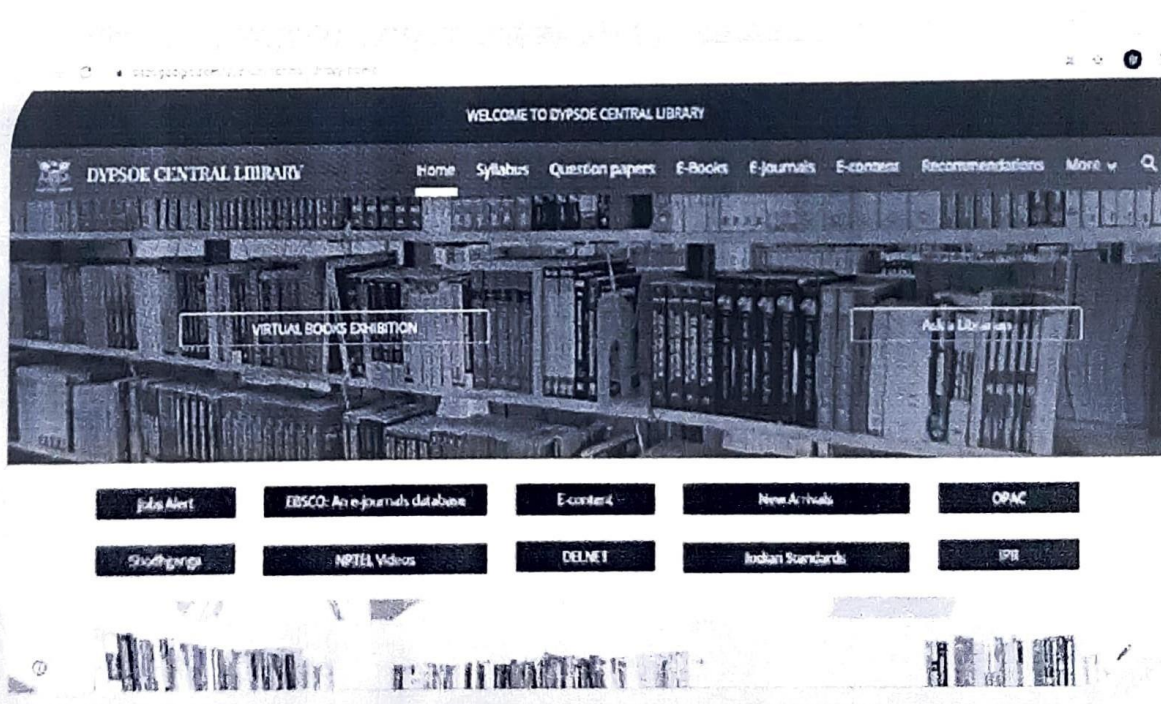


Address:
Central Library,
Dr. D Y Patil School of
Engineering,
1st Floor, DYPTC Building,
Dr. D Y Patil Knowledge City,
Charholi (Bk.), Pune
Maharashtra, India.
Pin code: 412 105

Librarian:
Mr. Santosh M. Ankush
Email ID: library@dypic.in

17 LIBRARY WEBPAGE

Library Webpage: <https://sites.google.com/dypic.in/central-library/>



18 POLICY DETAILS:

Policy drafted by	Librarian
Policy Applies to	All departments staff and students
Effective from the date	1 June 2020
Approved by	Management and IQAC
Responsible Authority	Librarian
Superseding Authority	Principal
Last Reviewed	1 June 2020
Policy No.	DYPSOE / POLICY/ 2020/ Library/ Version 1


Prepared by
Librarian


Approved by
Principal


Approved by
Management

