



Library Policy

Objective: The library policy aims at fulfilling the objectives outlined below-

1. To fulfil the academic needs of students and faculty members through access to quality text books, reference books, journals, newspapers and e-resources
2. To facilitate access to latest academic texts and e-resources through systematic acquisitions
3. To provide a dedicated space for reading and research to students and faculty members
4. To inform and guide all library users with the relevant rules and procedures connected with the use of the library and its resources

Scope: This policy applies to all the users of the Library, i.e., students, faculty members and non-teaching staff. The policy covers all aspects of the day to day functioning of the Library as outlined below-

1. Library Timings
2. Library Rules
3. Library Acquisitions & Stock Maintenance
4. Issue/Re-issue Guidelines
5. Fines and Fees
6. Additional Services
7. Library Committee

1. Library Timings:

Monday - Friday 9:30 AM to 4:45 PM

Saturday (Working) 9:30 AM to 4:45 PM

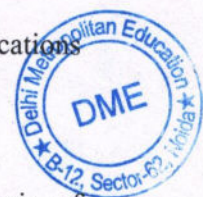
The library shall be closed on Sundays and all other holidays as approved by DME.

2. Library Rules:

- 2.1 All users are expected to follow the rules displayed in the library for ensuring appropriate conduct and discipline in the library.
- 2.2 The rules are established and adopted in consultation between Library staff, Library Committee and the Director of the institute.
- 2.3 The rules are to be re-examined from time to time for suitable modifications considering observations and feedback from different stakeholders.

3. Library Acquisitions & Stock Maintenance

- 3.1 New acquisitions of books for academic reference are done on the basis of requisitions from faculty members



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- 3.2 Faculty members, non-teaching staff and students may share their recommendations with library staff during their visits to the library
- 3.3 The library staff performs acquisition, processing and maintenance of all stock through Vidya Library Management Software, DME's ILMS adopted in 2016.

4. Issue/Re-issue Guidelines:

Books are issued/re-issued by library staff using Vidya Library Management Software. Directions on issue/re-issue guidelines at the library include but are not limited to the following:

- 4.1 Books may be issued between 9:30 AM - 4:30 PM during working days at DME.
- 4.2 Books may be borrowed as per the time period outlined:
 - 4.2.1 Students: 3 books for a period of 14 days (thereafter reissue)
 - 4.2.2 Faculty members: 5 books for a period of 3 months (thereafter reissue)
 - 4.2.3 Non-teaching staff: 3 books for a period of 3 months (thereafter reissue)
- 4.3 Reference books, newspapers, journals, magazines, bound volumes of journals can only be used within the library.
- 4.4 A user must be a bona fide student/ faculty member of DME to be able to borrow books/use the library services.
- 4.5 All students must present their college IDs /Library IDs before borrowing any library materials.
- 4.6 Library materials may not be removed/taken from the library unless library staff has issued such materials.
- 4.7 All borrowed materials must be returned on or before the due date
- 4.8 Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students and the borrower himself/herself is responsible for safety of books in all situations.
- 4.9 All reserve materials must be returned at the specified time.

5. Fines and Fees:

- 5.1 Fines are processed using Vidya Library Management Software.
- 5.2 All payments, fines or other fees shall be made to a member of the library staff during regular library hours.
- 5.3 All money collected as fine must be deposited to the accounts department on a monthly basis.
- 5.4 Fines Applicable:
 - 5.4.1 Overdue Books: Fine at the rate ₹ 5 per day per book ; Maximum fine not to exceed three times the price of the book.
 - 5.4.2 Loss/Damage: Users must replace the lost/damaged books at own cost within 30 days, along with fine, if any. Maximum fine not to exceed three times the price of the book.

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5.4.3 Loss of Overdue books: Fine stops accruing once the book is reported as lost to the Library Staff. Users must replace the lost/damaged books at own cost within 15 days, along with fine, if any. Maximum fine not to exceed three times the price of the book.

5.5 In case of loss of library card by the user, new card will be issued on payment of ₹ 100.

6. Additional Services

6.1 In keeping with Copyright regulations, photocopying of complete book is not supported. Photocopying specific parts of books is allowed.

6.2 Print outs are allowed subject to a reasonable limit per user.

6.3 The user making use of these additional services must bear responsibility of the photocopies/print outs and their usage.

6.4 The additional services described above are only meant to supplement students' and faculty members' academic endeavours, they may be restricted in case of indiscipline/misuse or similar circumstance or due to institutional orders in this regard.

6.5 Minimal rates are applicable for such additional services.

6.6 Records of the additional services are to be maintained by library staff.

7. Library Committee:

7.1 A Library Committee comprising of faculty members and library staff is to be established and maintained. The Committee will be reconstituted from time to time and be duly notified by the Director.

7.2 Library Committee shall perform functions such as:

7.2.1 Organizing events that help in promoting a library culture and library based research.

7.2.2 Recommending and implementing initiatives towards modernization and improvement of the library.

7.2.3 Reviewing library policy, procedures and rules from time to time.

7.2.4 Reviewing feedback and recommending/implementing corrective actions.

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Director

23 May 2017

