

CENTRAL LIBRARY MIT

Policy, Rules and Regulations

MIT library is entrusted with the task of procuring, organizing and displaying the various sources of knowledge in different media and also disseminating them to the users. The library has various sections to do the various types of activities.

WORKING HOURS

- a) Text Book Section: 8 am to 11 pm
- b) Periodical section: 9 am to 7 pm
- c) Lending section: 9 am to 7 pm
- d) Information Centre: 9 am to 5 pm
- e) Photocopying section: 9 am to 5 pm

However reference library (Text Book and Periodical Sections) will remain closed or working hours will be reduced depending upon the strength of the students.

LIBRARY OFFICE

All the records of stationeries, equipments, and furniture etc. that are related to library are maintained in this section. One copy of all the library correspondences is filed here.

PHOTOCOPYING/XEROX SECTION

The library has one photocopying machine installed. This section is located in the ground floor of the central library. The photocopies of required library material can be made against payment. The charges are as follows.

Paper	Single Side	Back to Back
A4	Rs.1=00 per page.	Rs.2=00 per page
A3	Rs.2=00 per page.	Rs.4=00 per page.

ACQUISITION SECTION

Procurement of books and other reading materials like videocassettes, CBT's etc. to the library is done in acquisition section. Book ordering will be done after receiving the recommended list of books from heads of various departments. After receiving the books, price verification, checking the physical condition of the book, pagination i.e. checking for the availability of all the pages etc. will be done and entered in the accession register. Bill entry register is also maintained in this section. Reminders are sent for non-supplied/partially supplied books.

Keeping track of the library budget, maintenance of library statistics etc. is also done in acquisition section.

TECHNICAL SECTION

After accessioning and proper verification of the same by the Asst. Librarian, the books will be transferred to technical section. Classification, cataloguing and indexing of books is done here. After all this processing work, books are sent to new arrival rack on final verification by Chief Librarian. CBT's and CD's are sent to their respective sections.

BOOK BANK SECTION

This section mainly consists of prescribed textbooks of different subjects. Only the under graduate Students are eligible for issue the book bank books. The rules for lending books from the book bank are as follows:

1. One book will be issued to each student for one semester.
2. The book should be returned at the end of the semester.
3. A fine of Rs.2=00/per day/per book will be levied after the fixed due date.

Students can return the books even before the specified due date.

LENDING / BOOK STACK SECTION

This section is located in the ground floor of the central library. The books from this section can be borrowed for home reading both by staff & students of this institute. The users of ICAS, SOIS, DAMP and DOS are also allowed to borrow the books from this section.

The lending procedure for various users is as follows:

Faculty - Total 8 books for one Semester.

Staff - Total 2 books for one Semester.

Under Graduate - Total 3 books (General Book-One) for 14 days

Post Graduate - Total 4 books (General Book-One) for 14 days

Web OPAC (Online Public Access Catalogue) is provided for the users of the library. The PC's are maintained for this purpose. The users can access all the databases of library resources.

Anyway for retrieving information about latest books, users are requested to use the OPAC from anywhere in the intranet.

Any user can take photocopy of few pages of the books of this section on payment in the photocopying section of the library.

New arrival rack is kept at the entrance where the newly arrived books are arranged. After one week the books will be shifted to stack section.

CIRCULATION SECTION

For each year student details are imported to library software and maintained for necessary library transactions. Transactions of issue and return of library books to staff & students is automated and is practiced simultaneously with manual system.

The students while borrowing books are requested to produce the Barcoded ID card / Library Membership Card at the issue counter. The due date will be stamped on the book issued. While returning, if the book is over due, fine will be collected as follows:

After due date: - Rs.2=00 per day

The book cards are arranged accession number wise and merged with the existing book cards. After the return of the book the same is kept in the counter.

Students are expected to clear the fines soon after the return or end of the semester. The fine may be paid in the photocopying section. Receipt will be issued and fine will be cleared in the system. At the end of the semester dues list will be uploaded in SLCM.

The staff members have to give the application for library Membership through the HOD to the Chief Librarian. Staff members have to enter the date, Employee Code and signature on the book card while issuing. The book cards are arranged accession number wise and are maintained separately.

On returning the books the issue records are cancelled in the system. All books returned will be merged in to stack in the afternoon.

Before the commencement of examination a dues list will be prepared and the same will be sent to academic section, accounts section, departments and one copy of the same will be displayed on the library notice board.

If at all any book borrowed from the library is lost the students/staff has to report the same to the issue counter. They are informed to

1. Replace latest edition of the book or
2. Pay double the present cost of the book.

A form is maintained in the counter, which has to be filled by the borrower at the time of replacement or cost payment. Fine will continue until the replacement of the book or the cost payment in case of students.

Library Committee will decide the deletion of old books whenever required.

REFERENCE SECTION

The reference section has ready reference sources. This section is located in the 2nd mezzanine floor of the central library. ISI codes are also kept in this section for reference. The reference sources are not lent out for home reading. Only on special permission they are issued to staff members. Any way users are permitted to take the photocopies of few pages.

PERIODICAL SECTION

The periodical section is located in the mezzanine floors of the central library. The details of journals are entered in the computer on receipt. After stamping the seal they are displayed in the respective places in the 1st mezzanine floor of this section along with the preceding issues of the current volume. Any way some important journals are kept inside the periodical counter. This will be issued for reference to the students only on production of ID cards.

At the end of the year the journals are arranged issue number wise and are sent for binding. Accessioning of the bound volume will be the next process. After processing, the bound volumes are kept in 2nd mezzanine floor for reference. Journals are kept only for reference.

However bound volumes are issued for a week to staff members. The students are permitted to take the bound volumes out side for scanning only on written permission from the concerned HOD and also Chief. Librarian. General statistics regarding journals is also available in this section.

College magazines are kept for reference in this section.

Project reports of final year BE & M Tech students are kept in the 2nd mezzanine floor for reference. However users are permitted to take the photocopies of limited number of pages. Catalogue cabinets are maintained for bound volumes.

A separate set of newspapers is maintained for staff reading in the 1st mezzanine floor of the periodical section.

TEXT BOOK SECTION

The text book section is located in the 1st floor in the new library extension building. In this section multiple copies of prescribed text books are available for reference. The books from this section are issued to students against ID card for reference within the library premises. Students have to sign the book card along with his/ her Reg. No. and date. The same will be issued in the system.

The Issue procedure for is as follows:

Under graduate - 2 books

Post graduates - 2 books

After returning the book, issue is cancelled and ID card will be returned back. A fine of Rs.25=00 per day per book will be collected if at all he/she fails to return the books. The fine may be paid in the photocopying section and receipt may be shown in the section for collecting their ID cards.

Question papers of all the semester of previous years are in the online for reference.

One copy of local/National newspapers subscribed by the library is kept in this section for student's reference.

INFORMATION CENTRE

This section is located at the 1st mezzanine floor of the central library. All the CD ROM's are maintained in this section. Students/faculty/staff are permitted to use PCs to refer the online resources of the library.

A register is maintained in the information center for access library online resources is expected to enter the details like name, department, login time, logout time, download details etc. for reference.

The CD's received along with the books are maintained in this section. Students/staff can refer the same using PC's available in the information center. They have to enter their name in the book maintained for it and students must produce ID card for the same.

CD's are issued for staff members by making proper entry in the register maintained for the same in circulation counter.

KOHA Software:

Library software called KOHA is used to automate the library activities.

Database for books, bound volumes, project reports, book bank books have been developed using this software. The user can retrieve the information about all the library materials using this software.

STAFF NEWS PAPER SECTION

A separate set of newspapers is maintained for staff reading in the 1st mezzanine floor of the periodical section.

RULES AND REGULATIONS

All the students are requested to bring their I D cards while coming to library and swiped at the library entrance it must be produced before the library staff if ask for identification.

1. Students are not allowed to take books, files, printed materials or any other articles inside the lending section of the library.

2. Borrowing and returning of books must be done through the windows of the circulation counter. This facility is not available on Sundays & Holidays.
3. Book issued from the lending section on cannot be returned on the same day.
4. Students are requested to return the books at the circulation counter taken for reading from the main book stack.
5. Mutilation and disfiguring of pages of books are strictly prohibited. A person shall be held responsible for any damage done to the documents of the library.
6. Students shall maintain perfect silence inside the library.
7. Group discussion is permitted only in the Group Discussion Hall (II Floor) and III floor of old library building.