



BAPATLA ENGINEERING COLLEGE:: BAPATLA
(Autonomous)

Library Policy & Procedure

Document Title	Library Policy & Procedure				
Document code	BEC/policy/09	Effective From	4.8.2018	Revision Date	
Owner	PRINCIPAL				

Activity	Committee	Date	Signature of Chairperson
Prepared by	Mapping Team	20-7-2018	
Reviewed by	HODs Committee	24-7-2018	
	IQAC	1-8-2018	
Approved by	Academic Council	4-8-2018	

Summary of changes if revised	
Date of Revision	Summary of changes

LIBRARY POLICY AND PROCEDURES

Library Policy:

Bapatla Engineering College recognizes the essential need of the Library not only as a learning resource center but also as an information center for new knowledge. BEC is committed to provide all the resources, physical, digital and information to the students and staff and also to other stakeholders, The resources and services are designed and updated to meet the specific needs of the members of the BEC community.

The Mission of the Library is to achieve the dual goals of to provide access to the information and to assure the up to date resources such as books, journals, magazines, and government notifications.

Rules and Procedures followed in the College Library

01. **Open Access System:-** Open access system is followed in our College Library where in the users are allowed to go directly to the racks and select the books of their choice for issue and reference.
02. **Property Counter:-** Before entering the Library the users should leave all their belongings (bags, printed books etc.) in the open racks near the entrance door of the Library. Only note books, calculators and white papers are allowed in to the Library.
03. **Library Timings:-** The Library functions from 7 AM to 8 PM on all working days.
04. **Computerized Circulation of Books:-**
 - a) **Borrower Tickets:-** 2 Tickets will be issued to each student admitted in the College after verifying the identity card to enable the student to borrow 2 books on 2 tickets. An additional ticket (3rd ticket) will be issued to all final year students to borrow 3rd book for their project work etc. M. Tech students are allowed to borrow 4 books per head. The tickets once issued are valid till the completion of the course of the student in the College. In case of staff 12 tickets will be issued to each staff member to borrow 10 books & 2 periodicals.
 - b) **Issue of Books:-** The borrowers (students & staff) may go directly to the racks and select the book (s) of his/her choice and submit the same in the issue counter along with the ID card and borrower ticket (s) (one ticket for one book). The counter staff verifies the ID card and returns the same to the borrower and takes out the book card from the book pocket of the book and enters the ticket number & due date on the back side of the book card and gets the signature of the borrower on it. Then he inserts the book card in the ticket given by the borrower and files the same in the tickets tray of the counter. He also enters the ticket no. & due date on the date slip of the book and gives the book to the borrower. Books are issued to the students for a period of one week and the same may be renewed for another week if there is no demand for the same book from other users. In case of staff books will be issued for a period of 15 days. Under no circumstances can a book be issued to a borrower on a ticket that does not belong to him/her. The users are completely responsible for the books borrowed upon their tickets. The users are advised not to borrow damaged books. Once the book is issued, the borrower is completely responsible for the damages or missing pages. Hence, the borrower has to thoroughly check the book before presenting it for issue. All the books issued are entered in the computer.
 - c) **Return of Books:-** The borrower may submit the book in the issue counter for return. The counter staff takes out the borrower ticket concerned from the tickets tray and inserts the book card in the book pocket of the book and returns the ticket to the borrower. All the books returned by the users will be entered in

computer. If the book is returned late, the late return fine will be entered in the computer

d) Fines for the late return of books:- Fines will be Collected for the late return of books at Rs. 1.00 per day per book. All the late return fines will be collected in the College office before issuing hall ticket to the student.

e) Issue of Reference Text books:- Students may borrow the reference text books half an hour before closing the Library and return the same by 7.30 AM the next day. Overdue charges (Rs. 5 per day per book) will be collected for the late return of reference books.

f) Loss of Tickets & Books:- The borrower who lost his/her ticket should report the same in writing to the Librarian immediately. A duplicate ticket will be issued on payment of Rs. 20/- per ticket after due verification. If a books is lost, the borrower may purchase a new book of the same title and same author and replace the lost book. If the book is not available for purchase in the market, the borrower has to pay one and half times the cost of the book. Hence, the borrowers are advised to take utmost care of their tickets and books.

05. **Book Banks:-** 3 separate Book Banks (SC Book Bank , ST Book Bank & TEQIP Book Bank) are maintained in the Library for the benefit of the SC,ST&BC category students (Only scholarship Holders). 2 Book Bank tickets per head will be issued to BC students to borrow 2 books from the Book Banks.

I) SC Book Bank:- All SC category students (Scholarship holders) are eligible to borrow 12 text books from SC Book Bank for a period of one semester.

II) ST Book Bank:- All ST category students (Scholarship holders) are eligible to borrow 12 text books from ST Book Bank for a period of one semester.

III) TEQIP Book Bank:- All SC & ST category students (Scholarship holders) are also eligible to borrow books from TEQIP Book Bank. However, these books will be issued to them within their maximum limit of 12 books per head.

All the books borrowed from the Book Banks should be returned to the Library at the end of the semester immediately after the semester end examinations.

06. **No Dues Certificate:-** The student who completed the course of study in the College should get a no dues certificate from the Library by returning all the tickets & books borrowed from the College Library & Book Banks.

07. **Library Catalogue & Locating the Books in the Racks:-** A catalogue is the complete list of books available with the Library. Our Library catalogue is computerized and the users may search for the required books in the OPAC by author, title/subject key word.

All the books in the Library are arranged as per the Dewey Decimal Classification. The call number (classification number) is affixed on the spine/cover page of each book and all the books in the Library are arranged as per the call number (ascending order). The call numbers are given against each title in the Library catalogue. For locating the required books in the racks, users may note the rack number & call no.(s) of the required books from the catalogue and locate those books in the racks by searching the call no. given on the book.

GIST OF CALL NOS & SUBJECTS

SUBJECT	CALL NOS	SUBJECT	CALL NOS
General Collection	000 to 399,800 to 999	Electrical Engg.	621 to 621.37
English	420 to 429	ECE&EIE	621.38to621.39,
629&681			
Maths	510 to 519	Mechanical	Engg.
621.4to621.9&669to679	Physics	530 to 539	Civil Engg.
526,550&624 to 628			
Chemistry	540 to 549	Management	650 to 658

08. **Digital Library:-** A digital Library with internet facility (free of cost) is maintained in the College Library for use by the students and staff. Online Journals (Science Direct) are available with the Digital Library. Our library is a member of DELNET, New Delhi and authorized to access bibliographic records of books & periodicals in DELNET databases. DELNET offers interlibrary loan facility for its members.

In addition to the above, NPTEL Video courses on Various Engineering & Core Science subjects developed by 7 IITs & IISc Bangalore are also accessible to the users in our Digital Library.

09. **Reprographic facility:-** A Xerox machine is available with the college library. All the students are allowed to get Xerox copies in the library by submitting Xerox coupons. (One coupon of 50 paise per one Xerox copy) purchased from college office.
10. **Security Measures:** The Library is maintaining strict systems to preserve the books and other resources.