

Objectives

- ☐ To create an environment for a more productive learning process.
- ☐ Using library and information technology innovatively and appropriately.
- ☐ To provide and deliver information services.
- ☐ Support and enhance learning processes by delivering and promoting the effective use of information resources.

Quality of learning resources: (Print version/ Soft copy)

Relevance of available learning resources including **e-resources**

The resources available in our college library fulfil the needs of the statutory requirements. The library has a well-established search engine for articles, books and journals on various topics of all the programmes. Each department maintains its own library to facilitate additional reference and knowledge for the staff to handle the class efficiently. The Library has received zero deficiency reports for all the programmes for every year from the affiliating Anna University.

Our college has become a member of DELNET (Developing Library Networks) to promote resource sharing among libraries through the development of a network of libraries.

Subscriptions / Memberships

- i. Journals purchased from various suppliers
- ii. DELNET Institutional Membership access to E-Journals, and General E-Books

Purchase process:

The purchase process ensures that the library is equipped with the requisite resources in these areas:

- a. Hard copies of Books, Journals, and Periodicals.
- b. Requisite digital and online resources as and when needed.
- c. Audio-visual aids.



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Sources of Purchase

There are several ways followed in the purchase of books. Through online search, suggestions and recommendations from the faculty/ HODs. Book reviews of the scholarly reviewers and direct contact with publishers on new arrivals. Sometimes, the book purchase is made up with a comparison with the best libraries, and advertisements in magazines or newspapers.

Technology Policies

The library is installed intra-access with OPAC software and also through the system entry, lending and return of books have been done.

Digital Library

Our Library is fully digitalised with Computer Systems along with internet connections. Through the internet facility, the students and faculty can access Online Free Journals.

Our Library has a membership in NDLI. the NDLI Club organises programmes, lectures, workshops, and competitions on library functions, utilization and new updates.

Our Library has a Multimedia Hall. It is well-furnished with a TV, set of speakers and internet connection.

Resources

- ☐ Our Library has NPTEL Learning Online Video/Web Classes
- ☐ Our library uses Radio Frequency Identification (RFID) to passively identify a tagged object. It is used in several commercial and industrial applications, from tracking items along a supply chain to keeping track of items checked out of a library.
- ☐ Our Library has installed AUTOMATED ISSUE and RETURN of books through the KIOSK machine.

Frequency of Purchase:

- ☐ According to the approved annual budget, books, journals, and non-book materials are purchased every semester based on the requirements.



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- ☐ The current budget is approved by the governing council passed through the Principal and is maintained by the Librarian.
- ☐ After getting the approval and feedback from the governing council, the Principal, department HODs, and the librarian can place the order.
- ☐ In addition to the above, faculty can request any additional requirements through the HODs, the librarian and the Principal based on the requirements of the books.
- ☐ The librarian collects quotations from different publishers and proceeds to purchase books from cost-effective publishers.
- ☐ The books reference books such as prescribed textbooks, Encyclopaedias, Dictionaries, Handbooks, and Manuals are bought in consultation with HODs to arrange for the purchase of the journals and magazines with due approval from the governing council, and Principal.

New Arrivals of Books and Journals

- ☐ The new books are displayed in the new arrival rack for at least one week. The current issues of periodicals are also displayed in periodical racks, subject-wise. They are not replaced until the new issues are received.

Library Usage Policy

Rules and Regulations

- ☐ Show your identity card whenever you visit the library.
- ☐ Write your name in the register / scan your I-card at the counter while entering the library books are issued only through his/her ID card.
- ☐ Library books will be issued only as per working day timings.
- ☐ Students should return their books within 20 days of issue.
- ☐ In case of a book loss, double the price of the lost book will be recovered as a penalty.
- ☐ The loss of an ID card should be immediately reported to the principal in writing, and the student should get a new one.
- ☐ Take proper care of all library resources.
- ☐ Any personal belongings are not permitted in the library.
- ☐ Eatables are not allowed inside the library & reading hall.



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- ☐ Silence is to be maintained.
- ☐ The use of mobile phones is strictly prohibited in the library.
- ☐ No library material will be issued on someone's student ID card.

Weeding Policy

A committee will be formed whenever there is a need to weed out obsolete books. The weeding of books will be approved by the principal.

Stock Verification:

- ☐ Stock verification is done once a year.
- ☐ The lost/unidentified books are also taken into account for future purchases processed through the principal.

Photocopy Service

- ☐ Based on the students and faculty members' request, the paid photocopies service of the books, journals, and previous year's University question papers are given to the students.

Lending of Books

- ☐ A student is entitled to keep a book for 20 working days from the date of issue and 10 days renewal time for each semester.
- ☐ Faculty members are entitled to keep a book for 3 months for the period of issue for each semester.
- ☐ For renewals, members must bring the book in person.
- ☐ Books must be returned on or before the due date so that fellow students also have access to them.
- ☐ On default of return of books on the due date, an overdue charge of Rs. 1/- per day and till return onwards will be levied.
- ☐ If a book that has been issued to the student is urgently required, the library may call back the same from the student.
- ☐ The overdue charges will be collected at the time of returning the book.



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RFID Procedures:

The RFID software was introduced in the library. It reduces the amount of time required to perform circulation operations. This technology helps librarians eliminate valuable staff time spent scanning barcodes while checking out and checking in borrowed items. For the users, RFID speeds up the borrowing and return procedures for the students and faculty.

Using unique item IDs as encoded on an RFID tag in students and faculty ID cards, the stock verification in the library can be done with RFID handheld devices more efficiently and with high accuracy. It also helps to analyze the preventive measures required to control the loss of books.