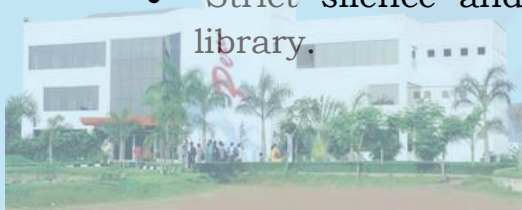


19.1 OBJECTIVES

- The primary objective of a library is to provide the right information at the right time in the right form to its users.
- To maintain the standard and reputation of the college through excellence in library services
- To create various bibliographies and library pathfinders for easy access and retrieval of information.
- To create an atmosphere wherein students and faculty may carry on the learning process enjoyable.
- To provide a well-organized collection of books, periodicals, and electronic media, this meets the instructional needs of the students and faculty to support the courses.
- To maintain a current and useful library collection reflecting the needs of all courses.

19.2 POLICY STATEMENTS

- All students and faculty members must show their ID cards when entering and exiting the library via the gate entry system to record their entry into the library.
- Under no circumstances, personal books, files, and other articles (except a small notebook or loose sheets of paper) will not be allowed inside the library.
- Strict silence and decorum shall always be maintained in the library.



- Any marking or writing in the books by the members is strictly prohibited.
- Use of mobile phones is not permitted inside the library. If possessed, it should be in SWITCHED OFF mode.
- The Department Library is provided to offer users easy access and to assist staff members in preparing teaching materials.
- During Library hours the concerned library staff in-charge should make the student entries in the Gate Entry System, which is kept at the entrance. All library transactions should be through the Circulation counter only.
- The books borrowed from the college library should be returned by the students at the end of the academic year and “No Dues Certificate” must be obtained. Staff members getting relieved from the college, should also return the books borrowed from the library and “No Dues Certificate” must be obtained.

19.3 WORKING HOURS

Monday to Saturday = 8.00 am to 8.00 pm

19.4 BORROWING ELIGIBILITY

Membership category	Borrowing Eligibility	Loan Period
Faculty	5 Books	30 days
UG students	3 Books	15 days
PG students	5 Books	15 days



- Members must show their identity cards to the librarian when using library facilities or borrowing books for identification purposes.
- Users should clarify any damage to books before borrowing them from the library.
- Any subsequent complaints about the deficiency or defacement of the book will not be entertained.
- If a book is found to be defective upon return, it will not be accepted, and the concerned user must replace it with a new one.
- If a borrower reports a book as lost, they must replace it with a new copy. If they fail to do so, they will be required to pay an amount equal to twice the cost of the lost book.
- Books, excluding reference books and journals, will be issued to the users for an initial period of 15 days.
- Reference books, project reports, journals, and question papers are not available for borrowing. However, students may photocopy a limited number of pages from these materials.
- All borrowed books must be returned by the specified due dates. Late returns will incur fines according to the existing rules.
- Renewals are only processed if the book is presented either on the due date or earlier.



19.5 CIRCULATION SECTION RULES

Library members should produce their valid ID card when they borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user's ID cards. Members are encouraged to check their library transaction details in "My Account" in iGURU.

19.6 RENEWAL OF BOOKS

Members can renew the borrowed books for a maximum of one time. Members can also renew their books through an online renewal system, which is an intranet service. Books will be renewed only if the title does not attract fine, reservation and if it has not been renewed already.

19.7 BOOKS BORROWED

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

19.8 LOSS OR DAMAGE

Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library. No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower. Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with a fine.

19.9 DIGITAL LIBRARY

A full-fledged Digital Library is also functioning in the library. The Digital Library is a gateway to the world of e-resources and one-stop for



nascent information handling, transfer, and a boon to the knowledge seeker. The Institution is a member of National Digital Library of India.

All student and faculty members of PERIIT are allowed to access the digital library facility in person and by remote access. A separate register is maintained for monitoring in-time and out-time. Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

19.10 REFERENCE SECTION

Rare and rich collection of international editions of reference books, handbooks, yearbooks, conference proceedings, encyclopedias, theses, dissertations, rare books, and various reference documents are available in the Reference section of the library. Students and Faculty members are not permitted to borrow the books from this section.

19.11 PURCHASE POLICY

Required Books and journals are purchased based on AICTE recommendation. At the commencement of every year, approval for the purchase of a list of books and journals (print and e-journals) are obtained from the Principal. Hardcopy of the journals are not issued to the students or faculty members, but photocopies of the required articles are issued. Previous year journals are bound subject-wise and preserved as back volumes.



19.12 LIBRARY COMMITTEE POLICY

- The Library Committee is an advocacy group for the library, representing the mission and policies of the library
- To contribute to the development of library and information strategy, policies, services, and resources.
- To provide various library services and facilities to the readers.
- To serve as a communications vehicle among the faculty, staff, and student body and the library.

