

CENTRAL LIBRARY

Mr.Nilesh K Wakhare	Librarian
Mrs.Surekha Deshmukh	Assistant Librarian.
Mrs.Sarika Choudhari	Assistant Librarian
Mr.Tushar Khandve	Library Peon.

Mission

- Acquisition and Procuring of need based print and electronic resources
- Accessing to all e-resources through IP's on college campus
- Provide qualitative and quantitative Library services to faculties and students
- Put more effort to save the time of faculty and students
- Collect and Disseminate of Scientific and Technical Information to meet the present and future needs of Library user

Library Advisory Committee:

Chairman	Dr.Navanath Narwade	
Members	HOD Civil	Prof. Arshi Khan
	HOD Computer	Prof. Shrikant Dhamdhare
	HOD IT	Prof. Mukaram Ansari
	HOD E & TC	Prof. Supriya Dinesh
	HOD Applied Sci	Prof. Tanmay Hon
	HOD Mechanical	Prof: Vinayak More
Secretary	Mr. Nilesh Wakhare	
Student Representative	Computer	Swapnil Randhave
	IT	Mohit Mantoo
	Civil	Bhushan Mate
	E & TC	Vishnukant Pawar
	Mechanical	Surykant Gondkar

* Total area of the library – 429.6 Sq. Mts.

* Total seating capacity: 150

*Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

- Circulation remains open from Monday to Friday
Timing – 8.30 am to 4.30:00 pm
- Circulation remains open during Saturday
- Timing – 8.30 am to 1:00 pm
- Library remains closed on the following major holidays
 - 26th January : Republic Day
 - 15th August : Independence Day
 - 2nd October : Gandhi Jayanti
 - Dussehra : (Vijaydashmi)
 - Diwali : (Deepavali)

	Working Days	During Exam
Issue section & Journal Section timing	8.30 am to 4.30 pm	8.30 am to 4.30 pm
Reference section timing	8.30 am to 4.30 pm	8.30 am to 4.30 pm
Reading Section timing	8.30 am to 4.30 pm	8.30 am to 11.00 pm
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During Vacation		
Issue section & Journal Section timing	8.30 am to 4.30 pm	8.30 am to 4.30 pm
Reference section timing	8.30 am to 4.30 pm	8.30 am to 4.30 pm
Reading Section timing	8.30 am to 4.30 pm	8.30 am to 11.00 pm





Stack Section



Stack Section



Periodical Section



Library Rules

- Ø **The Students must carry their College Identity Card/library membership card with them at all time inside the Library. Show the Identity Card whenever asked by the library staff.**
- Ø **All readers are required to maintain perfect silence and discipline in the library.**
- Ø **Show the books and other materials which are being taken out of the library to the staff at the entrance/exit counter.**
- Ø **The borrowing facility can be withdrawn or restricted in case of misbehavior of users for their misuse of the library.**
- Ø **All personal belongings, such as books, bag, coat, umbrella, personal files, Xerox material that do not belong to the library must be deposited in the library counter at the entrance of the library.**
- Ø **As personal books, Xeroxed and printed loose papers are not allowed inside the library .**
- Ø **Books are issued for staff till semester end and for students period of a fortnight (fifteen days) in the first instance and if required, the same book can be renewed further one more time for another fortnight and thus no book will be allowed to be kept with a member beyond thirty days.**
- Ø **Books issued will not be accepted back on the same day.**
- Ø **The librarian may recall any book from any member at any time and the member shall return the same immediately.**
- Ø **Library cards are not transferable: The borrower card holders should come personally to borrow the books and noauthorization is entertained.**
- Ø **Loss of books/damaged: every borrower from the library is responsible for the safe custody and return of the book borrowed by him/her. If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay double cost for the book after getting permission from the librarian. The person has to pay the fine plus the cost of the books at the time of clearance from the library.**

- Ø Requirement of new books may be intimated to the librarian through the concerned HOD.
- Ø Downloading of undesirable e-resources shall not be allowed and punishable if violated.
- Ø Strict discipline should be maintained in the library. The position of the chairs and tables should not be changed or displaced.
- Ø Refreshment of any kind shall not be taken anywhere in the library premises. Mobile phones are strictly prohibited in the library.
- Ø All persons may be allowed admission to the library provided that the Librarian may at his discretion refuse admission if he considers a person either of unsound mind, intoxicated or otherwise shabbily dressed. The decision of the Librarian or the next senior officer of the library in the absence of the Librarian shall be final in this matter.
- Ø No reader is allowed to sleep in the library premises.
- Ø The readers shall behave in a civilized manner. The Librarian may expel any person if his/her presence is liable to create law and order situation.
- Ø The readers are liable for punishment and fine if they misbehave or damage the books or any other property of the library.
- Ø Each member shall be provided with a membership identity card and / or Borrower's card.
- Ø In case any book is lost or damaged by the member, the member shall replace the book or shall pay the cost of replacement. If a book is one of the volumes of a set, the reader may be asked to replace the whole set.
- Ø Reference books, bound volumes, Journals, CDs , reports may not be issued. These are meant only for reference within the library.
- Ø The books may be renewed if the same are not in demand or are not reserved by other readers. The renewal will be done only on the physical presentation of the books.
- Ø No photograph of the Library shall be taken without the prior permission of the Librarian.
- Ø The librarian shall have the power to refuse the issue of the book to any member or recall any book without assigning any reason therefore.

BRANCH	TITLE	VOLUME	JOURNAL	E-JOURNAL
Mechanical	1230	5560	20	86
Computer	750	2127	6	56
Information Technology	526	2533	6	55
Electrical & Communication	720	3532	15	192
Civil	890	4012	15	65
Applied Science	500	2500	8	-
TOTAL	4116	18764	70	454

*** In library 4116 Titles,18764 Volumes,2015 E-Books,54 Title of rare books,70 national journal and 3 magazines alongwith news papers.**

EXPENDITURE OF YEAR WISE

Year	Cost of Books/Ref.Books	Cost of Journals	Cost of E-journals	Cost of E-Books	Total cost
2012-13	10593.00	147910.00	1475088.00	-	1633591.00
2013-14	1064994.00	111175.00	966534.00	-	2142703.00
2014-15	206551.00	98374.00	490945.00	-	795870.00
2015-16	392936.00	229410.00	552790.00	-	1175136.00
2016-17	426030.00	154277.00	682854.00	-	1263161.00
2017-18	638781.00	189960.00	1433677.00	750480.00	3012898.00

Total	2739885.00	931106.00	5601888.00	750480.00	10023359.00
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*** Electronic Resource Management package for e-journals: The College has provided access to e-journals is through IP based facility.**

*** Federated searching tools to search articles in multiple databases – The College has subscribed to IEEE ASPP and Science Direct online database which has federated searching tools for searching the articles on various topics of Engineering.**

*** Library Website – There is no separate website for the Library. However, a link is provided on College website through which library resources can be known.**

*** In-house/remote access to e-publications: From DELNET, a number of e journals are accessible.**

*** Library automation – The library is automated. The College is using the Autolib Library software developed by Akash Infotech,Pune.**

*** Total number of computers for public access 15 Desktops**

*** Total numbers of printers for public access 1**

*** Internet band width speed 10 mbps**

*** Institutional Repository**

The College keeps record of library material and college related information in servers. It contains NPTEL Videos, Photographs, Journals and other information.

*** Content management system for e-learning -There is no content management system developed for e-learning**

*** Participation in Resource sharing networks/consortia: So far no sharing facility is available in the library**

*** Average number of walk-ins 75**

*** Average number of books issued/returned: 20 to 35 per day**

*** Ratio of library books to students enrolled Books: Students = 25: 1**

*** Average number of books added during last three years -5023**

- * Average number of login to e-resources 15 per day**
- * Average number of e-resources downloaded/printed 5 per day**
- * Number of information literacy trainings organized – 2**
- * Details of “weeding out” of books and other materials -There is no weeding out policy as yet since the drastic change in syllabi has not taken place so far.**
- * Reference**

Library has separate reference section.

- * Reprography**

College Library provides reprography facility to students, faculty members and all library users. Printer, scanner and photocopy machine is available for the same in the library.

- * ILL (Inter Library Loan Service)**

The College has Inter library borrowing facility with Jayakar Library of Savitribai phule pune university,Pune.

- * E-Books: The College Library has subscribed 2015 e-books title of different branches of studies and are accessed in the College.**

- * Information deployment and notification (Information Deployment and Notification)**

Library conveys the information about latest acquisitions to faculty members and students by displaying the books on the display board in library. A separate list of latest acquisitions is prepared and sent to faculty members and students. Latest book catalogues received from various publications are also shown to faculty members to make them aware about new titles, new editions etc. Library also gives related information to faculty members through e-mails.

- * Download and printing**

In the Computer Lab downloading and printing facility is available for students, faculty members and other users like alumni or advocates.

*** Reading list/ Bibliography compilation:**

At the College library, reading list is made available to the users at Circulation Counter.

All the books are bar-coded and bar code laser scanners are used in circulation Counter.

*** In-house/remote access to e-resources**

College library provides access to e-journal database like IEEE ASPP, Science Direct, DELNET and also some open access e-journals and e-books through a link website.

*** User Orientation and awareness :**

The Librarian delivers a lecture for all the students informing them about the library resources

*** Assistance in searching Databases**

The computer instructor is always ready to help the users in searching the databases

*** E-resources facility**

IEEE and Science Direct Facility is subscribed by the College. The faculty members as well as the students use this facility for socio-legal research.

The library staff and computer instructor assist the teachers and students in legal research and learning of law. The following support is provided by the Library Staff to the students, faculty members and other users:

Apart from home lending, the following services are provided to the users by the Library Staff:

- Information about current titles
- Information about new acquisition
- Information about new journals
- Information about E-journals
- Question paper sets
- Competitive examination books
- List of articles is provided to faculty members and students on demand
- Reprography service
- Online access to e-Journals

- Photocopying, Printing and Scanning facility

- **Newspaper Clipping**
- **Reference and Referral Service**