

About the Library

The Library and Information Centre has evolved significantly since its establishment in 2007. From its humble beginnings with just 2085 books, it now boasts a collection of over 8421+ books and various other resources tailored to support the B.Ed. Programme and Education disciplines. The library's collection isn't limited to books; it also includes a diverse range of periodicals such as national and international journals, magazines, encyclopedias, dictionaries, newspapers and e-resources, catering to the academic needs of students, research scholars, and faculty members. To efficiently manage this vast collection, the **library is fully automated using the KOHA Integrated Library Management Software**. Incorporating barcode technology has streamlined book transactions, allowing for quick checkouts and easy relocation of books within the library. Each book and borrower card is labeled with barcodes, containing essential information like accession number and call number for swift transactions and organization. The library operates under the supervision of a librarian and a library committee, ensuring smooth functioning and adherence to policies. Transactions, including book issuance, are facilitated through the barcode system, and lost books are replaced by the borrower. Additionally, damaged books are repaired during semester vacations to maintain the quality of the collection. To monitor library usage effectively, barcode scanners are deployed to track daily user activity. Regular stock verification is conducted as part of standard procedures to ensure the accuracy of the collection. Moreover, the library provides reprographic facilities for users to obtain photocopies of journal articles and book chapters. Accessibility is a priority, with the College Library spanning a total space of 1148.80 sq.m., ensuring ample room for study and research. With its extensive collection, modern facilities, and user-friendly systems in place, the Library and Information Centre stands as a valuable resource hub for the academic community.

Working hours of the library

Monday to Friday : 09.00am to 05.30pm

Saturday : 09.00am to 02.30pm

During examination: 9.00am to 6.00pm (except govt. Holidays)

Sunday (if demand created) 10:00am to 1:30pm

Library Collection (Print Resources)

The library at BGS College of Education (B.Ed) is a critical resource for students, faculty, and researchers. It houses an extensive collection of books, journals, digital resources, and other academic materials that support the institution's educational and research objectives. This report provides an overview of the library's collection, highlighting its key components and services.

The library collection includes following types/numbers of documents as of June 2024.

Sl. No	Particulars	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Total	Grand Total
		Added	Added	Added	Added	Added	Added		
01	No of Books	212	1010	874	260	243	277	2876	8421
02	No of Titles	55	671	661	152	136	121	1796	4660
03	Donated Books	46	1000	732	-	169	47	1994	2330
04	SC/ST book Bank	-	-	161	-	-	-	161	497
05	No of Reference books	25	01	137	15	03	51	232	568
06	No. of encyclopedias	25	-	01	-	-	03	29	44
07	No of Journals	04	04	04	06	03	02	23	14
08	No of Magazines	04	1	01	01	01	04	12	12
09	No of News paper	0	4	4	-	-	03	11	11
10	No of CD/DVD	2	0	0	-	-	-	02	84
11	Computers	--	-	35	--	--	--	35	35
12	Thesis/ dissertations	0	-	0	-	-	-	-	05
13	No of back volumes	-	-	-	120	-	-	-	120

Year wise Books data

Year	Volumes	Title
2018-19	5757	2919
2019-20	6767	3590
2020-21	7641	4251
2021-22	7901	4403
2022-23	8144	4539
2023-24	8421	4660

Library Resources as of June 2024.

BOOKS			
01	Library Resources	Number of Titles	Number of Volumes
	Books (Main Accession Register)	3073	6137
	Book Bank (Accession Register)	390	497
	Donated Books (Accession Register)	1197	1787
Total No. of Books		4660	8421
02	Encyclopedias	44	
	Reference Books	568	
	Theses and Dissertations	05	
	CD/DVDs	84	
PERIODICALS			
03	Library Resources	National	International
	Journals	06	08
	Magazines	14	
	Newspapers	11	
	Back Volumes of Journals	120	
E- Resources with Membership			
04	Membership	Name of Service subscribed	No. of e-resources with full text access
	DELNET	E-journals, E-books, Videos and Inter Library Loan Services	1,59,51,791 E-Books, 5000+ E-Journals
	INFLIBNET	Shodhaganga	Digitalized theses and Dissertations
	ProQuest : Health Research Premium collection	ProQuest Platform hosts multidisciplinary Content Containing : Scholarly journals, books, video, audio, newspapers & theses and Dissertations	E-journals 5556
	National Digital Library of India (NDLI)	Free A Single-Source Knowledge virtual repository of learning resource	Access to over 7 million digital resources, including books, articles, videos, and other educational materials

	EBSCO IEEE Database	E-Journals/Conference Proceedings	Conferences (21,627+) Journals (2,969+) Magazines (522+)
	DrillBit Plagiarism Software	Cloud based anti plagiarism software	Access Provided
	ACU JNANA KHANAJA An Institutional Repository	ACU Jnana Khanaja archives a wide range of academic materials, including research, scholarship, Study materials, theses, dissertations, research articles, conference papers, technical reports, creative works and multimedia content.	

Total number of books year wise added list

Books (Main Accession Register)

SL.NO	TITLES	VOLLUMES	YEAR	PAGE NO.	ACCESSION NO.
1	722	2085	2007-08	02 - 121	0001-2085
2	159	372	2008-09	121 - 141	2086-2457
3	166	489	2009-10	141 - 166	2458-2946
4	448	718	2010-11	167 - 204	2947-3664
5	72	150	2011-12	204 - 213	3665- 3814
6	645	779	2012-13	214 - 255	3815-4593
7	89	112	2013-14	256 - 262	4594-4705
8	115	165	2014-15	262 - 271	4706 - 4870
9	122	147	2015-16	271 - 278	4871 - 5017
10	41	104	2016-17	278 - 282	5018 - 5121
11	20	88	2017-18	282 - 284	5122 - 5209
12	43	166	2018-19	284 - 292	5210 - 5421
13	2	10	2019-20	292	5422 - 5431
14	138	142	2020-21	293 - 304	5432 - 5573
15	152	260	2021-22	304-320	5574-5833
16	27	74	2022-23	319-323	5834-5907
17	100	230	2023-24	323-333	5908-6137

Book Bank (Accession Register) / SC and ST Book Bank

SL.NO	TITLES	VOLLUMES	YEAR	PAGE NO.	ACCESSION NO.
1	265	336	2015-16	01--32	BB01-BB336
2	125	161	2020-21	34-55	BB337-BB497
Total	390	497			

Donated Books (Accession Register)

SL.NO	TITLES	VOLLUMES	YEAR	PAGE NO.	ACCESSION NO.
1	669	1000	2019-20	01-45	DB0001-DB1000
2	398	571	2020-21	45-77	DB1001- DB1571
3	0	0	2021-22	00	0
4	109	169	2022-23	77-90	DB1572-DB1740
5	21	47	2023-2024	90-93	DB1741-DB1787

Services:

The Library and Information Centre offers a range of services to cater to the diverse needs of its users:

1. Circulation of Books: Students can borrow up to 2 books for a period of 07 days, while faculty members can borrow up to 6 books for a period of 15 days. Different borrowing limits apply based on user categories. Overdue charges are levied for late returns.

2. Open Access System: The library operates on an open access system, allowing users direct and easy access to the book collection, fostering exploration and familiarity with available resources.

3. Books/Periodicals Display: Newly acquired books, journals, magazines, and latest issues are regularly displayed for users' awareness and access.

4. Inter-Library Loan: The library facilitates inter-library loan services, both sending and receiving books upon request. The Adichunchanagiri University is a member of the DELNET, DELNET is the resource-sharing platform, and the library is getting the ILL services as and when queries receive from the stakeholders. (<https://delnet.in/>)

User Name : **knaum**

Password: **aum7774**

5. Reprography, Printing, and Document Delivery Services: Reprography service is available to the users on charge. Scanning and printing is also facilitated to the users for the information/learning materials searched on the net. On-demand, Document delivery of articles service is provided through mail to the users. Adichunchanagiri University is a member institute for DELNET. The DELNET is known for providing Document Delivery Services in the country; the library is providing the facility for users on a request basis.

6. Online Public Access Catalogue (Web-OPAC): The OPAC provides a comprehensive database of available documents, allowing online renewal, reservation, circulation, and fine collection. Users can search by various fields and access the OPAC 24x7 through <http://103.42.75.164:8004>

7. Institutional Repository (ACU JNANAKHANAJA): Jnana Khanaja serves as the institutional repository, preserving and providing access to the university's research, scholarship, and creative works. It includes scholarly and published digital content such as question papers, study materials, syllabus, publications and other documents & reports (<http://103.42.75.165:8080/jspui/>).

8. Plagiarism Check: Plagiarism detection services are offered to research scholars, faculty, and students using DrillBit (<https://www.drillbitplagiarism.com/>) and URKUND plagiarism detection software, ensuring originality of academic work.

9. Digital Library/Virtual Library: The Digital Library offers internet connectivity via computers, supporting self-learning activities. The library adopts an open access system for browsing books, e-books, and e-journals through Wi-Fi across the library and campus and Subscribed database.

10. E-resources Subscription: The Institution subscribes to nearly 5,696 online journals from DELNET, EBSCO-IEEE, and ProQuest: Health Research Premium Collection database/aggregator. We also registered as a member institution for the NDLI.

11. Wi-Fi Facility across the library and campus: Wi-Fi (Wireless Network) access is available across the library/campus and users can access e-information. The users have the liberty to use it around the clock

12. Newspaper Clipping Service: The Newspaper Clipping updates are provided via BlogSpot: <https://aculibraries.blogspot.com/> with the available daily newspapers.

13. Book Bank facility: The Book Bank facility at BGSCE aims to provide students with essential textbooks and academic resources on a loan basis for an extended period. This initiative helps to ensure that all students, regardless of their financial situation, have access to the required study materials.

14. E-resources: Adichunchanagiri University (ACU) provides a comprehensive range of e-resources to support the academic and research needs of its students and faculty. These resources include access to various databases, digital libraries, and online platforms that offer a wealth of information across multiple disciplines. This report highlights key e-resources available at ACU, including DELNET, INFLIBNET, ProQuest: Health Research Premium Collection, National Digital Library of India (NDLI), and EBSCO IEEE Database, along with other open e-resources.

15. Reference Service: Library houses all important reference sources like Encyclopaedias, Dictionaries, Handbooks and Manuals, Statistics, and Yearbooks. The collection ranges from general to subject-specific sources. All the reference sources are housed in the Reference area. Users can also contact staff on duty for any assistance.

16. IRINS: Web-based Research Information Management (RIM) Service: IRINS is web-based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre. The portal facilitates the academic, R&D organizations and faculty members, and scientists to collect, curate and showcase scholarly communication activities and provide an opportunity to create a scholarly network. The IRINS is available as a free software-as-service to academic and R&D organisations in India. The Adichunchanagiri University is the member institution for Research Information Management portal. The profiles of the faculties and researchers of the constituent colleges and research centres have been created in the system, and updated; the stakeholders can access the portal at any time round the clock: <https://acu.irins.org/>

These services collectively aim to facilitate research, learning, and scholarly pursuits within the academic community at BGSCE.

Quick Links

 Web-Opac	http://103.42.75.164:8004/
ACU JNANA KHANAJA An Institutional Repository	http://103.42.75.165:8080/jspui/
 DELNET Developing Library Network	https://discovery.delnet.in/
IEEE Xplore[®]	https://ieeexplore.ieee.org/Xplore/home.jsp
	https://www.proquest.com/?accountid=212502
	https://shodhganga.inflibnet.ac.in/

Databases (E-resources)

Adichunchanagiri University (ACU) provides a comprehensive range of e-resources to support the academic and research needs of its students and faculty. These resources include access to various databases, digital libraries, and online platforms that offer a wealth of information across multiple disciplines. This report highlights key e-resources available at ACU, including DELNET, INFLIBNET, ProQuest: Health Research Premium Collection, National Digital Library of India (NDLI), and EBSCO IEEE Database, along with other open e-resources.

Name	Web link of remote access
Shodhganga	https://shodhganga.inflibnet.ac.in/
DELNET	http://164.100.247.26/ https://discovery.delnet.in/
ProQuest	https://www.proquest.com/?accountid=212502
EBSCO IEEE	https://ieeexplore.ieee.org/Xplore/home.jsp
ACU JNANA KHANAJA An Institutional Repository	http://103.42.75.165:8080/jspui/

Plagiarism detection software

DrillBit plagiarism detection software	https://www.drillbitplagiarism.com/
URKUND Plagiarism Detection	https://secure.urkund.com/account/auth/login




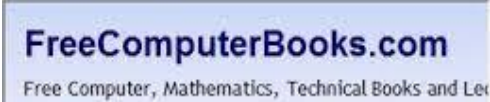





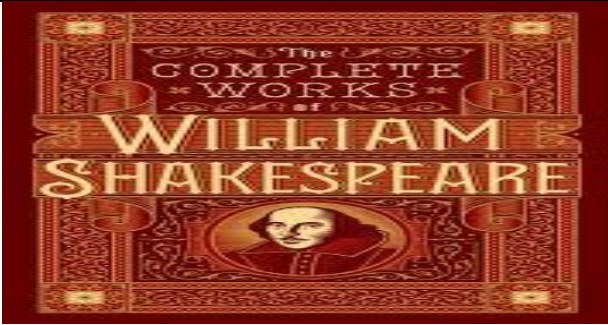




Open Access Resources

In addition to the E-resources under e-Shodhsindhu programme, there are innumerable e- resources available on the internet on various subjects. These resources could be websites, archives of working papers, journal articles, e-books etc. The links have been established to have access to such e-resources and these are as follows










E-Books:

Sl No	Name	URLS'
01	 National Digital Library of India	https://ndl.iitkgp.ac.in/
02	 WORLD eBook LIBRARY	http://community.worldlibrary.in/Home
03		https://www.gutenberg.org/ebooks/
04	 Free-Ebooks.net	https://www.free-ebooks.net/
05		https://ebooks4free.net/




06		https://about.proquest.com/en/products-services/ebooks-main
07		http://ww3.free-books.org/
08		https://unesdoc.unesco.org/library
09	<p>Patents Related E-Books</p>	http://www.pat2pdf.org/ https://patents.com/ https://www.bartleby.com/
10		https://freecomputerbooks.com/
11		https://www.freetechbooks.com/
12		http://www.freebooks4doctors.com/
13		http://darwin-online.org.uk/contents.html
14	 <p>THE INDIAN PHARMACEUTICAL ASSOCIATION (IPA) ...CRUSADE FOR THE PROFESSION</p>	https://ipapharma.org/Regulations.aspx

15	 <p>Literature</p>	https://www.bartleby.com/
16		http://shakespeare.mit.edu/
17		https://directory.doabooks.org/
18		https://archive.org/
19	 <p>American Libraries</p>	https://archive.org/details/americana
20	 <p>Community Texts <i>Internet Archive</i></p>	https://archive.org/details/opensource










21		https://books.google.co.in/
22		https://www.southasiaarchive.com/unauthenticated
23	Digital South Asia Library 	https://www.sciencedirect.com/browse/journals-and-books https://www.sciencedirect.com/browse/journals-and-books
24	UC Press E-Books Collection, 1982-2004 <i>formerly eScholarship Editions</i>	https://publishing.cdlib.org/ucpressebooks
25		http://www.freebooks4doctors.com/
26	Forgotten Books 	https://www.forgottenbooks.com/en
27		https://archive.org/details/s/toronto
28		http://www.rarebookroom.org/







29		https://www.emeraldgroupublishing.com/
30		https://in.sagepub.com/en-in/sas/home
31		https://www.panopto.com/
32		https://link.springer.com/
33		https://www.expresslibrary.mheducation.com/
34		https://www.taylorfrancis.com/books
35	Wiley Online Library	https://onlinelibrary.wiley.com/
36		https://pubs.acs.org/
37		https://archive.org/details/iacl
38		https://archive.unu.edu/unupress/fulltext.html
39	HEC - National Digital Library (DL)	http://www.digitallibrary.edu.pk/

		http://www.digitallibrary.edu.pk/OAEBooks.html
40	 Open Textbook Library	https://open.umn.edu/opentextbooks/
41	Karnataka Digital Public Library	https://www.karnatakadigitalpubliclibrary.org/login
42	PDFDRIVE	https://www.pdfdrive.com/
43		https://mathscinet.ams.org/mathscinet/
44	 	https://www.opensourceshakespeare.org/
45	Publishing Journals, books and databases Analytical Abstracts	https://pubs.rsc.org/lus/analytical-abstracts
46	 a reservoir of Indian theses	https://shodhganga.inflibnet.ac.in/
47	 13,180,639,786 visits served	https://www.thefreedictionary.com/

48	 <p>Government of Karnataka Gazetteer Department</p>	http://gazetteer.kar.nic.in/
49	<p><i>Virtual Learning Resources Center</i> VirtualLRC.com</p>	http://www.virtuallrc.com/
50	 <p>FOLDOC Free On-Line Dictionary Of Computing</p>	http://foldoc.org/
51	 <p>NDLTD Networked Digital Library of Theses and Dissertations</p>	https://ndltd.org/

E-Journals:

01		https://academic.oup.com/journals
02		https://scholar.google.com/
03		https://www.doaj.org/
04		https://epgp.inflibnet.ac.in/
05		https://indianjournals.com
06		https://www.currentscience.in/
07		https://www.jstor.org/
08		https://link.springer.com/
09		https://www.annualreviews.org/

10	 ERIC Institute of Education Sciences	https://eric.ed.gov/
11	 ELSEVIER	https://www.elsevier.com/open-access/open-access-journals
12	 Academia.edu <small>share research</small>	https://www.academia.edu
13	OAJSE: Open Access Journals Search Engine	http://www.oajse.com/
14	 scienceOPEN.com <small>research+publishing network</small>	https://www.scienceopen.com/
15	 J-Gate	https://jgateplus.com/home
16	 Pub Med.gov	https://pubmed.ncbi.nlm.nih.gov/
17	SSRN	https://papers.ssrn.com/sol3/DisplayAbstractSearch.cfm
18	RePEc	http://repec.org/
19	 Taylor & Francis Online	https://www.tandfonline.com
20	LIBRARY LIBRARY OF CONGRESS	https://www.loc.gov/search



Open Access Resources






In addition to the E-resources under e-Shodhsindhu programme, there are innumerable e- resources available on the internet on various subjects. These resources could be websites, archives of working papers, journal articles, e-books etc. The links have been established to have access to such e-resources and these are as follows










E-Books:

S l N o	Name	URLS'
52	 National Digital Library of India	https://ndl.iitkgp.ac.in/
53	 Academic Research Database of Portable eBooks WORLD eBook LIBRARY	http://community.worldlibrary.in/Home
54		https://www.gutenberg.org/ebooks/
55	 Free-Ebooks.net	https://www.free-ebooks.net/

56		https://ebooks4free.net/
57		https://about.proquest.com/en/products-services/ebooks-main
58		http://ww3.free-books.org/
59		https://unesdoc.unesco.org/library
60	<p>Patents Related E-Books</p>	http://www.pat2pdf.org/ https://patents.com/ https://www.bartleby.com/
61		https://freecomputerbooks.com/
62		https://www.freetechbooks.com/
63		http://www.freebooks4doctors.com/
64		http://darwin-online.org.uk/contents.html

65	 <p>THE INDIAN PHARMACEUTICAL ASSOCIATION (IPA) ...CRUSADE FOR THE PROFESSION</p>	https://ipapharma.org/Regulations.aspx
66		https://www.bartleby.com/
67		http://shakespeare.mit.edu/
68		https://directory.doabooks.org/
69		https://archive.org/
70	 <p>American Libraries</p>	https://archive.org/details/americana
71	 <p>Community Texts <i>Internet Archive</i></p>	https://archive.org/details/opensource










72		https://books.google.co.in/
73		https://www.southasiaarchive.com/unauthenticated
74	<p>Digital South Asia Library</p> 	<p>https://www.sciencedirect.com/browse/journals-and-books</p> <p>https://www.sciencedirect.com/browse/journals-and-books</p>
75	 <p>UC Press E-Books Collection, 1982-2004 formerly eScholarship Editions</p>	https://publishing.cdlib.org/ucpressebooks
76	 <p>FreeBooks4Doctors! Promoting free access to medical books</p>	http://www.freebooks4doctors.com/
77	<p>Forgotten Books</p> 	https://www.forgottenbooks.com/en
78	 <p>Canadian Libraries <i>Internet Archive Canada</i></p>	https://archive.org/details/s/toronto
79	 <p>RARE BOOK ROOM</p>	http://www.rarebookroom.org/








80		https://www.emeraldgrouppublishing.com/
81		https://in.sagepub.com/en-in/sas/home
82		https://www.panopto.com/
83		https://link.springer.com/
84		https://www.expresslibrary.mheducation.com/
85	 Taylor & Francis Group an informa business	https://www.taylorfrancis.com/books
86	Wiley Online Library	https://onlinelibrary.wiley.com/
87	 ACS Publications Most Trusted. Most Cited. Most Read.	https://pubs.acs.org/
88	 Children's Library Internet Archive Books for children from around the world.	https://archive.org/details/iacl
89	 United Nations University Press	https://archive.unu.edu/unupress/fulltext.html
90	HEC - National Digital Library (DL)	http://www.digitallibrary.edu.pk/

		http://www.digitallibrary.edu.pk/OAEBooks.html
91	 Open Textbook Library	https://open.umn.edu/opentextbooks/
92	Karnataka Digital Public Library	https://www.karnatakadigitalpubliclibrary.org/login
93	PDF DRIVE	https://www.pdfdrive.com/
94	 <p>AMERICAN MATHEMATICAL SOCIETY MATHSCINET MATHEMATICAL REVIEWS</p>	https://mathscinet.ams.org/mathscinet/
95	 <p><i>OpenSourceShakespeare</i> AN EXPERIMENT IN LITERARY TECHNOLOGY</p>	https://www.opensourceshakespeare.org/
96	Publishing Journals, books and databases Analytical Abstracts	https://pubs.rsc.org/lus/analytical-abstracts
97	 <p>Shodh ganga a reservoir of Indian theses</p>	https://shodhganga.inflibnet.ac.in/
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99	 <p>Government of Karnataka Gazetteer Department</p>	http://gazetteer.kar.nic.in/
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10	 <p>FOLDOC Free On-Line Dictionary Of Computing</p>	http://foldoc.org/
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02		https://scholar.google.com/
03		https://www.doaj.org/
04		https://epgp.inflibnet.ac.in/
05		https://indianjournals.com/
06		https://www.currentscience.ac.in/
07		https://www.jstor.org/
08		https://link.springer.com/
09		https://www.annualreviews.org/

10	 ERIC Institute of Education Sciences	https://eric.ed.gov/
11	 ELSEVIER	https://www.elsevier.com/open-access/open-access-journals
12	 Academia.edu <small>share research</small>	https://www.academia.edu/
13	OAJSE: Open Access Journals Search Engine	http://www.oajse.com/
14	 scienceOPEN.com research+publishing network	https://www.scienceopen.com/
15	 J-Gate	https://jgateplus.com/home/
16	 Pub Med.gov	https://pubmed.ncbi.nlm.nih.gov/
17	SSRN	https://papers.ssrn.com/sol3/DisplayAbstractSearch.cfm
18	RePEc	http://repec.org/
19	 Taylor & Francis Online	https://www.tandfonline.com/
20	LIBRARY LIBRARY OF CONGRESS	https://www.loc.gov/search/



- Every member must scan the ID card/sign the register available at the entrance
- Members must show their Library Card on entering the Library, while borrowing books and journals and at any time if asked to do so by the Library staff.
- Briefcases, bags, umbrellas, Tiffin boxes and other personal belongings are not allowed and must be deposited at the entrance.
- Strict silence, decorum and discipline must be maintained in the library
- No loud discussion permitted inside the library
- Use of mobile phone and audio instrument are strictly prohibited
- Readers should not mark, underline, write on, tear pages from or damage the library documents.
- Chewing pan and spitting, smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
- Librarian may recall any book from any member at any time and the member shall, return the same immediately
- The library card is not transferable the borrower is responsible for the books borrowed on his/her card
- Students can borrow two books and four for faculty members
- No refreshment allowed
- Members are free to browse through the books. Books taken out of the shelves must be put on a table. Replacing the books on shelves is not encouraged as it may be misplaced.
- Newspapers and magazines must be read only in the library on specific tables/stands and should not be taken to any other reading area.
- At the time of stock verification the members are requested to return/renew all the library materials borrowed by them.
- Anyone who violates the rules and regulations of the library would be liable to lose the privileges of library membership.
- The librarian, with the approval of the library advisory committee, reserves the right to add, delete. Alter or modify any of the above rules when required.



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- Librarian may recall any book from any member at any time and the member shall, return the same immediately
- The library card is not transferable the borrower is responsible for the books borrowed on his/her card
- Students can borrow two books and four for faculty members
- No refreshment allowed
- Members are free to browse through the books. Books taken out of the shelves must be put on a table. Replacing the books on shelves is not encouraged as it may be misplaced.
- Newspapers and magazines must be read only in the library on specific tables/stands and should not be taken to any other reading area.
- At the time of stock verification the members are requested to return/renew all the library materials borrowed by them.
- Anyone who violates the rules and regulations of the library would be liable to lose the privileges of library membership.
- The librarian, with the approval of the library advisory committee, reserves the right to add, delete. Alter or modify any of the above rules when required.

Working hours of library

Monday to Friday : 09.00am to 05.30pm

Saturday : 09.00am to 01.30pm

During examination: 9.00am to 6.00pm (except govt. Holidays)

Sunday (if demand created) 10:00am to 1:30pm

Circulation system

- Books will be issued on presentation of the library card.
- Users are instructed to check the books while borrowing otherwise borrowers are responsible for any type of damage or mutilation noticed at the time of return.

Duration of books

- 7 days for students
- 15 days for teaching and non teaching Faculty members

Care of library books

- Users are requested to handle the library books, journals and magazines very carefully.
- Marking with pencil or pen, writing is highlighting, tearing the pages or mutilating strictly observed.

Books' overdue charges

- In the last page due date slip is pasted and stamped mentioning the due date
- **Rs. 1/- rupee fine will be charged** per day per book from the due date till the book is returned to library.

Loss of books

If the book is lost, then the borrower shall replace the same book of the same edition or **pay quadruple of the cost** after getting permission from the librarian.

Library card validity

- Library borrower card is valid for the entire course and whole year for school students at the time of applying no due certificate the cards should be return to library.

Loss of library card

- Loss of library card should be reported immediately to the librarian in writing
- After checking the borrowing register and **a payment of Rs. 200/- per card for students**

Reference section

- This section has encyclopedias, dictionaries, text books, reference books, and newer edition etc. Which are only available for reference, user can make use of the resource.
- Reference books, magazines & journals will not be issued

Book section

- In this section books are arranged according *Dewey Decimal Classification (DDC)* system / Subject Wise.
- The classification number and subject name are mentioned on each rack
- If any problem in finding the books or any queries users can approach the library staff for help

Journal/magazine section

- In this section journals, magazines and newsletter are available and the latest issues and new arrivals are displayed on display racks
- Bound volume of periodicals/ journals/magazines are arranged year wise in racks
- This section is meant only for reference within the library.

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