



## Library POLICY

A library policy for Jaya engineering college typically covers several key areas, aiming to ensure the effective management of resources, services, and the promotion of academic success for students and faculty.

### Jaya Engineering College Library Policy

#### 1. Introduction

The library is a crucial part of the academic infrastructure, providing resources, services, and support to the college's students, faculty, and staff. The library's primary aim is to support teaching, research, and learning activities by offering access to books, journals, e-resources, and other relevant materials.

#### 2. Library Objectives

- To provide access to a diverse range of resources, including textbooks, reference materials, journals, and digital content.
- To support the academic needs of students and faculty by ensuring relevant materials are available and accessible.
- To offer a conducive environment for studying, research, and group discussions.

#### 3. Membership

- **Eligibility:** All students, faculty, and staff of the engineering college are eligible to become members of the library.
- **Registration:** Members must complete a registration form to gain library access. Valid college ID is required for registration.
- **Library Card:** Each member will be issued a library card, which must be presented for borrowing or accessing library services.

#### 4. Library Resources

- **Books:** Textbooks, reference books, and other subject-related materials are available for loan.
- **Journals and Magazines:** Engineering-related journals, magazines, and periodicals, both print and digital, are available in the library for reference.
- **E-Resources:** Access to digital resources such as e-books, e-journals, research papers, and databases is provided through institutional subscriptions.

- **Online Public Access Catalog (OPAC):** The library's OPAC will be accessible for searching and locating books, journals, and other materials within the library.

## 5. Borrowing Guidelines

- **Loan Period:** Books may be borrowed for a period of 14-30 days, depending on the type of book and user category (students, faculty, staff).
- **Book Renewal:** Books may be renewed twice, provided there are no reservations on the book.
- **Book Limits:** Students can borrow up to 5 books, while faculty and staff may borrow up to 10 books.
- **Overdue Books:** Late return of books will incur fines. Fines will be calculated on a daily basis (Rs 5 per day per book).

## 6. Library Timings

- **Working Hours:** The library will be open during regular college hours (8:00 AM to 5:30 PM, Monday to Saturday). The library will be closed on holidays or as per college academic calendars.

## 7. Library Services

- **Reference Services:** The library staff will assist in locating resources and offering guidance on using library facilities.
- **Inter-library Loan:** The library will collaborate with other institutions for inter-library loan services to access materials not available in the collection.
- **Online Services:** Students and faculty can access e-resources and databases remotely through the library's website with login credentials.
- **Study Rooms:** The library will offer quiet study spaces and group study rooms that can be reserved by students for academic discussions or projects.

## 8. Rules and Regulations

- **Behavior:** All users should maintain discipline and silence in the library. Eating, drinking, and loud talking are prohibited.
- **Personal Belongings:** Large bags, backpacks, and electronic devices must be kept at designated areas outside the main library space.
- **Damage to Books:** Borrowers are responsible for the books they borrow. Any damage to books or materials must be reported. A replacement fee will be levied for lost or damaged items.
- **Use of Computers and Internet:** Computers with internet access are available for academic purposes only. Users are not allowed to use them for personal browsing or non-academic purposes.

## 9. Library Fees and Fines

- **Membership Fee:** free
- **Late Fees:** Late return of borrowed materials will result in fines, which will vary depending on the book type and overdue duration.

- **Lost/Damaged Materials:** If a book is lost or severely damaged, the borrower is responsible for replacing the book or paying its replacement cost.

#### **10. Special Collections and Services**

- **Project Reports/Theses:** The library will maintain a collection of previous years' project reports, theses, and dissertations submitted by students and faculty.
- **Research Support:** Special sessions or workshops may be held to assist students and faculty in conducting research, using databases, and accessing digital resources.
- **Access for Differently-abled Students:** The library will offer services for differently-abled students, such as special seating arrangements, audio books, and dedicated help.

#### **11. Library Evaluation**

- The library's resources and services will be periodically evaluated through user feedback and surveys to assess satisfaction and improve offerings.

#### **12. Conclusion**

The library is a resource that supports the academic mission of Jaya Engineering College. Users are encouraged to fully utilize its resources, abide by the policies, and contribute to maintaining a positive academic environment.