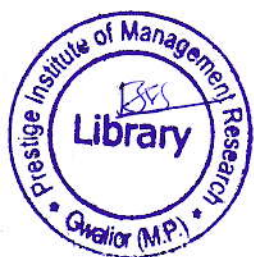


Library Policy

Revised on 19th Dec., 2022



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Faculty Incharge Library

Library Policy

The library's objective is to serve the informational and leisure reading needs of the entire community by offering the best possible user-oriented public library services that will effectively support our students' development through the utilization of a wide range of modern media and technology. At Prestige, education contributes to the self-development of individual by bridging the knowledge gap between the person and recorded information. The library supports and encourages all forms of learning - by maintaining a sufficient collection of books and other reading materials and making them accessible to all.

Accessibility to students

Library has open access system for everyone. Every member must sign the gate register and enter in library for use of reading materials. Library members can also select books for issue for a limited period, specified for each category of members. The books are issued from the library issue counter.

Procedure and Policy

Library Hours: Working hours of library is 09.00 A.M. to 06.00 P.M. on all Working days.

Library Committee: The library has an Advisory Committee called the library up-gradation committee constituting of faculty, staff members of library and students to ensure the availability of all resources required for quality research and learning. The basic objective of the Library Committee is formation of library polices for the smooth functioning of the library keeping in mind the interest of all the students, faculty and staff of the Institute.

Library Committee has taken many initiatives for the betterment of the Institute's library:

- The library staff keeps the faculty and the students updated regarding its latest acquisitions.
- Library is opened even during holidays for the preparation of club activities/ events and examination.
- The new titles are displayed on the display boards of the library.
- Old question papers of final exams in all the subjects are made available to the students.
- Copies of syllabi prescribed by the university, for all the subject of all the programs are also available to students for ready reference.
- Special help is rendered to students preparing for competitions.
- Institute library procures latest edition of books; and have facilities such as laser printer; subscription to e-resources; photocopy facility to faculty, staff and students.



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- The CCTV camera and other infrastructure like display racks; different sections for reference and issue have been created to facilitate students.
- The Institute library has a research and reference section, an e-library to access e-data sources, e-books, and a wide range of CD's on various management and IT topics.
- The library subscribes to print and e-format of National and International journals and magazines. Library has a daily updated notice board where in the entire library resources are notified.
- The E-learning library of the Institute has subscribed for six **e-resources & Database: EBSCOHOST and Delnet, All India Reporter (AIR), Manupatra, N-List (INFLIBNET), Centre for Monitoring Indian Economy PVT.LTD (CMIE)** Students can access these resources either on the computer systems made available in the library or in the computer labs of the Institute.

Process used for Purchasing of reading materials: The Faculty and Staff members can recommend reading material including books by filling up the recommendation form and submitting it to librarian. The librarian consolidates the recommendations & prepares consolidated demand for purchasing reading materials. The consolidated demand is forwarded to the Director along with the number of copies of the book/reading material already held in the library.

The books and other reading material are ordered from approved book sellers after being approved by the Director.

Technical process of Library books: All books are classified by D.D.C.20th Ed. with barcode.

Library automation: Library automation has been done through **Acc Soft 2.0** Software developed by Emperor Solutions.

Library Membership

For faculty/Staff: Membership of the Institute library is free of cost for the faculty and staff members of the institute. A new faculty/ staff Member can obtain membership form from the library issue counter and submit the same after filling in the required information duly signed by the Director.

For students: New students can obtain membership by Showing the fee receipt at library issue counter and receive 05 reader's tickets free of cost. The students need to fill up the desired details in the reader's tickets and paste self-attested photo on each reader's ticket and submit them for librarian signature. The signed tickets can be collected back from the issue counter.

Instructions for up keep of Reader's ticket



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Faculty Incharge Librarian

Do not fold this ticket.

Keep these tickets safe and in good condition. In case the ticket is lost, Rs. 50/- per ticket will be charged.

The Borrower is responsible for the return of books issued against these tickets within fifteen days of date of issue in good condition.

These tickets are issued to the student for self-use and are **NOT TRANSFERABLE**. The student holding these tickets are responsible for any books issued on his/her tickets.

Borrowing Facilities for faculty/Staff:

All the faculty members/Non-teaching members/Class III & IV members can get books/Journals/ Magazines/ non-book materials (C.D.) issued at one time on their name as per the details given below. The duration for which they can hold these library items with them are also indicated below.

Member type	Books	Journals	Magazines	Non-book materials (C.D.)	Duration
Faculty (Regular)	20	01(Back Copy)	01(Back Copy)	5	one Semester
Faculty (Visiting)	03(Per sub.)	01(Back Copy)	01(Back Copy)	01 (Per Sub)	one Semester
Staff Members	5	---	01(Back Copy)	1	15 Days
Class III Employee	5	---	01(Back Copy)	1	15 Days
Class IV Employee	3	---	01(Back Copy)	1	15 Days

Borrowing Facilities for students

Students can be issued with Maximum of 05 books at a time. Books are issued to the students for 15 days only. In case of non-return of the books within 15 days' time a fine of Rs.2/- per day will be charged for each book. Maximum fine for late return of a book is limited to the book cost. The fine collected through late return of books will be utilized for replacing missing books and for purchasing more text-books for issue.

The student members are not allowed to get more than one book of the same title and author issued at the same time.



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Members are requested to check the condition of the book before getting the book issued. Any damage found in the book at the time of taking out for reading or borrowing, should be brought to the notice of the staff on duty before getting the book issued.

In case of damage to the book or loss of a book the students shall have to replace the book of the same title and author with latest edition. In case the book is out of print or not available in market, the book be replaced with a book on the same subject recommended by the faculty teaching that subject with written permission obtained from the Director or pay the Current market price of the book.

In case of essential requirement of a book the librarian may ask any student to return the book issued to him/ her at any time.

Reference Books will not to be issued to the students; these books are to be used in the reference section of the library. Reference Books are issued to only faculty members for a maximum period of 30 days.

Students can obtain no dues from the library after depositing 05 Reader's tickets issued to them. If a reader's ticket is lost, written application duly approved by the Director, along with a fine of Rs. 50/- per reader's ticket needs to be submitted in the library.

Rule for Writing Off the lost Books: As per rules of the society, up to five books per 1000 books in circulation lost during one calendar year may be written off with the permission of the head of the Institution.

Conduct in library:

Silence shall be strictly observed in the library

Spitting and smoking are strictly prohibited.

Students can renew 05 reader's ticket for next semester through librarian.

Students can carry only one register in reference section.

Personal books/ issued books are not allowed in the reference section.



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