



YASHODA COLLEGE OF ARCHITECTURE

Library and Maintenance Policy



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Introduction

At the Architecture Library, a wide variety of reading materials is available, including books, bound volumes of periodicals, dissertations, and non-print media like CDs, e-Books, and e-Journals, .i.e. a total of 3343 reading materials are available, We subscribed to Plagiarism Software also Book Scanner is housed at the Architecture Library,

The library is fully computerized and offers all readers' access to the Online Public Access Catalogue (OPAC). The library observes complete open access for all users. Architecture Library has an excellent digital library section with access to e-resources.

The institute has AutoLib library management software which is advanced integrated Library automation management software, designed and developed by a team of Library & Information Science specialists, database designers, software developers and network specialists. AutoLib software is fully integrated, versatile, user-friendly, cost-effective and multi-user Library automation software. It is WEB enabled for Intranet and Internet environments, incorporating latest IT/WEB tools and techniques and adheres to many international standards.

The software offers variety of services with the following features:

Easy to use /data entry made simple, Handles lakhs of records more efficiently, Customizable data entry screen, Multimedia interface, Simple and fast counter transactions, Book ordering and serial control made simple, Sorting/printing large number of reports/ statistics in any desired order and export into different file formats (Excel/Word/ASCII), Global update of field values, due date, GUI interface/ Client/server architecture, Supports TCP/IP protocol for networking Powerful search (Boolean Query Builder) facility, SDI,CAS and online diary facilities WEB interface to search various databases, Allows networking of libraries for sharing resources and exchange of data, Cataloguing as per international standards, Display/printing of records in AACR/MARC/CCF/Dublin Core formats/standards, Export and import of data as per ISO 2709 Tracking users movement in the library, Interface to barcode scanners/printers/data capturing unit/smart card/bio-metrics, Online stock verification support, Auto due reminder to users mailbox/E-mail, Transaction alerts through SMS.



Role Of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

Vision

- To promote the use of resources to help the users for achieve their educational and professional goals.
- To maintain healthy environment for the students to study.

Mission

- The mission of the Library is to provide comprehensive access to the resources and innovative services to support teaching, learning and research activities of the college and thereby to cater diverse information needs of user community of this college. The library strives to develop balanced collection of information resources, irrespective of forms and to adopt technologies to provide better information services.



Objectives

- To build collection complementary for competitive exams to provide competitive edge to students
- To provide innovative services to the users.
- To provide better and timely access to the resources available in the library.
- To provide more and more access to the e-resources through Internet.
- To participate in resource sharing (Library Consortium) programme to enrich collection of the library
- To make available reading material and other resources as per requirements of teaching faculty.

Purpose of policy

This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation. optimal functioning of these facilities depends on the collective effort of students, faculty, and staff to maintain order, cleanliness, and respect for resources.

Scope of the collection

The Library collection holds resources designed to support the learning, teaching and Research needs of the college. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)



Library Collection Development policy

- The library buys books and other learning materials which are related to syllabus. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

Library usage Policy

*** Rules and Regulation :**

- Get library account number/borrow card on your first day in college from librarian.
- Student should enter their names in the entry register.
- Student can issue 3 library books on library account for a week
- Renewal of the books will depend on availability and requirement of the same by others
- Loss of I-Card/borrow cards should be reported to the librarian immediately.
- Issue of duplicate I-card/borrow cards will be made against due charges. Students can avail the facility of reference books/journals periodicals within the library premises only against I-Card only against I-Card.
- The fine of Rs. 2/ day will be charged on late return of books issued on library account/borrow cards Writing or scribbling on or tearing of pages of library books, newspapers, journals, periodicals etc is prohibited & will be liable for strict action.



- Students should produce their identity cards as & when demanded by the library staff.
- Use of mobile phone is strictly prohibited inside the library.
- Difficulties if any should be discussed with the librarian.
- Students should enter their names in the entry register.
- I-Card/borrower's card is not transferable.
- Complete silence should be maintained, Group discussions, lectures are not allowed in the library.
- On the last day of each semester don't forget to return all.

***Reading Hall :**

- Keep Silence in the reading hall.
- Eatables are not allowed inside Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Strict action will be taken for any misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.

***Digital Library :**

- Internet / Digital facility is for all students.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.



- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.

Library Services and Activities

*** The Library access time : is from 9.15 a.m. to 05.15 p.m.**

***Library Internet / E-Journals and E-book Service :**

The library provides e-resources NDLI, Delnet and Other databases are made available through IP Based to users.

***Open Access :**

It provides open access to all library users. They can browse, read the any references in the reference section. It helps users to make full use of the resources available in the library.

***Library OPAC :**

The resources of the library have been computerized with integrated. Computers are installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc.

***Library Reading Room :**

Library is having a precious reading room and a capacity to accommodate 16 students at a time in reading room



***Scanner / Reprography Facility :**

This is another area where the photo copying service is provided to student and staff members to facilitate the prompt information and service.

***News Paper article Clippings :**

Articles on education appeared in the various news paper are cut and field in the file called “News paper clippings file” to facilitate the current situations on the field of education.

***Email Service :**

On demand soft copy of Syllabus, Question Papers, College Magazine, etc. provided to the students & faculty members by using email on internet.

***Book Scanner :**

Book Scanner services provide to the users.

***Plagiarism Checker Software :**

Library provide Plagiarism Checker Software to users.

***Books Exhibitions :**

We arrange book exhibitions and book fairs.

***Book Lending Service :**

This service is offered to all library users. The resources borrowed from the library shall be returned on or before the due date during library working hours. Its terms and conditions are mentioned in Library Rules and Regulations.

***Barcode Technology :**

All books are bar coded.