# RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE

## LIBRARY PROCEDURES

## VERSION 1.0

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## Prepared By

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# Policy on Library for RISE Krishna Sai Gandhi Group of Institutions

## 1. Introduction:

The Library serves as a foundational resource for RISE Krishna Sai Gandhi Group of Institutions, providing academic materials, research resources, and collaborative spaces to support and enhance learning, teaching, and research activities.

## 2. Purpose:

To establish a structured and efficient library system that meets the educational and research needs of the engineering students, faculty, and staff.

## 3. Access and Membership:

3.1. All registered students, faculty, and staff of the college are automatically entitled to library membership.

3.2. External researchers may apply for temporary membership upon approval from the library committee.

## 4. Resources:

4.1. The library will house textbooks, reference books, journals, e-resources, research papers, magazines, and other relevant publications.

4.2. Subscription to online databases and e-journals specific to engineering disciplines will be maintained.

4.3. Faculty can suggest new materials for acquisition to stay updated with the latest research and technologies.

## 5. Borrowing Policy:

5.1. Students can borrow up to 4 books at a time for a period of 2 weeks. Faculty and staff can borrow up to 8 books for a month.

5.2. Reference books, journals, and special collections are for in-library use only.

5.3. Late returns will attract a fine, determined by the library committee.

6. Digital Access:

    6.1. E-resources can be accessed within the campus network.

    6.2. Remote access for faculty and postgraduate students can be provided upon request.

7. Library Behavior:

    7.1. Silence must be maintained in the library premises.

    7.2. Food, drinks, and smoking are strictly prohibited.

    7.3. Group discussions should be carried out in designated zones or discussion rooms.

8. Technology and Infrastructure:

    8.1. Computers with internet connectivity will be provided for academic research and accessing e-resources.

    8.2. Printing and photocopying services are available at nominal charges.

    8.3. Regular checks and updates of infrastructure will be carried out to ensure a conducive environment for learning.

9. Training and Workshops:

    9.1. The library will periodically organize training sessions on database usage, e-resource access, and citation management.

    9.2. Feedback from students and faculty will be sought to introduce new training modules.

10. Reprography and Copyright Policy:

    10.1. Users must adhere to copyright laws when photocopying or reproducing materials.

    10.2. Reproduction of entire books or journal issues is prohibited. Only select portions, within the copyright limits, can be reproduced.

11. Hours of Operation:

    The library will be open from 8:00 AM to 8:00 PM on weekdays and 9:00 AM to 5:00 PM on Saturdays. Holiday hours will be announced in advance.

12. Feedback and Improvement:

Feedback boxes will be placed at the library entrance, and an online feedback system will be established to gather suggestions for improvement.

13. Miscellaneous:

13.1. Personal belongings should be left in the designated area outside the library.

13.2. Loss or damage of books must be reported immediately. Users will be liable to replace or pay for the damaged resources.

14. Review and Amendments:

This policy will be reviewed as and when required by the library committee, and amendments will be made based on changing needs and feedback.