

LIBRARY POLICY

1. PREAMBLE

The Library of Deepshikha College of Technical Education is committed to supporting teaching, learning, research, innovation, and extension activities by developing and maintaining a balanced, relevant, and up-to-date collection of print and electronic information resources. This policy establishes the procedures for the selection, acquisition, organization, maintenance, and weeding of library resources in accordance with the guidelines of the University of Rajasthan.

2. OBJECTIVES

- Support curriculum, teaching, and research.
- Develop balanced collections for all academic programmes.
- Meet statutory requirements of regulatory bodies.
- Ensure timely procurement of books, journals, and e-resources.
- Promote optimum utilization of library resources.
- Maintain transparency and accountability in collection development.

3. SCOPE

This policy applies to:

- Undergraduate Programmes
- Teacher Education Programmes
- Science Programmes
- Faculty

4. LIBRARY MEMBERSHIP

- Library membership forms are available in the library.
- Users must submit the filled-in form at the Library Circulation desk to obtain membership.
- Teaching and non-teaching staff must submit a copy of the appointment letter when opening a library account.

5. COLLECTION DEVELOPMENT

The library shall develop collections comprising:

- Text Books
- Reference Books
- Book Bank Collection
- Rare Books
- Competitive Examination Books
- National & International Journals
- Newspapers
- Magazines
- E-Books
- E-Journals


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- Online Databases

6. BOOK REQUISITION PROCEDURE

1. Every department shall submit book and journal requirements at least two months before the commencement of the session, inspection, or academic requirement.
2. Requirements shall be submitted only in the prescribed Library Requisition Form.
3. The requisition shall contain complete bibliographic details.
4. The proposal shall be recommended by the Head of the Department.
5. The proposal shall be approved by the Principal.
6. After administrative approval, the proposal shall be forwarded to the Chief Librarian for verification of availability, duplication, budget, and compliance.
7. Only approved proposals shall be processed for procurement.
8. Requests received after the prescribed timeline may be considered in the next purchase cycle.

7. SELECTION CRITERIA

Selection shall be based on:

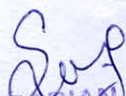
- Curriculum requirements
- Faculty recommendations
- Student demand
- Accreditation requirements
- Regulatory council norms
- Research needs
- Latest editions
- Reputation of author and publisher
- Reviews and professional recommendations

8. PROCUREMENT PROCESS

- Approval of competent authority.
- Invitation of quotations wherever applicable.
- Comparative statement.
- Purchase order.
- Receipt and physical verification.
- Accessioning.
- Classification.
- Cataloguing.
- Barcode generation.
- Data entry in Koha.
- Shelving and circulation.

9. HOURS OF OPERATION

- The library's hours of operation are determined based on the needs of the institution and may vary during holidays, breaks, and other periods.


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- Changes to library hours will be communicated to users through the library website, signage, and other communication channels.

10. CONDUCT & BEHAVIOUR

- Users are expected to conduct themselves in a respectful and considerate manner while using library facilities and resources.
- Loud talking, disruptive behavior, eating, drinking, and other activities that interfere with the quiet study environment are not permitted.
- Users are responsible for the proper care and handling of library materials, equipment, and facilities. Vandalism, theft, or misuse of library resources will not be tolerated.

11. GIFTS AND DONATIONS

Donated books may be accepted subject to relevance, physical condition, duplication, and academic usefulness. The library reserves the right to retain, transfer, or dispose of unsuitable donations.

12. WEEDING POLICY

Books may be withdrawn if:

- Irreparably damaged.
- Outdated and superseded.
- Duplicate copies no longer required.
- Lost after due verification.
- Obsolete due to curriculum revision.

The Library Committee shall approve all withdrawals.

13. FINES AND PENALTIES

- Borrowers are expected to return books by the due date, with an overdue charge of Rs. 1.00 per day per volume for late returns.
- Penalties will be imposed for lost, damaged, or defaced books, and defaulters may be suspended from library use.
- Loss Reporting and Book Requests:
- Loss of library books must be reported immediately, and borrowers are liable for replacement.
- Users may request unavailable books by submitting a list approved by the Head of the Department for purchase by the Library.

14. DIGITAL RESOURCES

The library shall provide access to:

- OPAC/Web OPAC
- GSDL
- NDLI
- DELNET


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15. RESPONSIBILITIES

Head of Department

- Identify academic requirements.
- Submit recommendations in time.

Library Committee

- Recommend procurement priorities.
- Review collection annually.

Chief Librarian

- Verify holdings.
- Process approved requisitions.
- Maintain library records.
- Ensure compliance with statutory norms.

16. GENERAL RULES

Do's:

- Be a registered Library User.
- Always carry your student ID/library card.
- Keep your valuables with you.
- Keep your cell phone in silent mode.
- Show your library card for entry or book borrowing.

Don'ts:

- Do not carry bags inside the Library.
- Do not disturb others with chatting or phone conversations.
- Do not bring food or drink to the Library.
- Do not ignore the fire alarm.
- Do not write upon, damage, or mark library property.

17. REVIEW OF POLICY

The policy shall be reviewed every five years or earlier if required due to changes in academic programmes or regulatory guidelines.

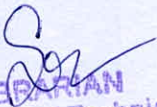
Suggested By:
Librarian



APPROVED BY:

Principal

Deepshikha College of Technical Education, Jaipur



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