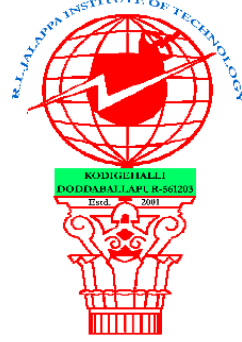


# LIBRARY POLICY



(Library Policy- 2023)

(Revised Version of Library Policy -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/011

Approved by Institute Council Meeting on 30/01/2023

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Recommendations of the Institution Council for the revision of approval Library Policy.

**History of changes in Library Policy**

<b>Sl. No.</b>	<b>Newly Added/Revised</b>	<b>Library Policy 2018</b>	<b>Library Policy 2023</b>
1	Weeding Policy	Not Available	Available
2	Library Internet / E-resources usage	Not Available	Available



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**Ref. No. RLJIT /NAAC/2022-23/Policies/011**

## **LIBRARY POLICY**

### **Policy statement**

RLJIT offers books, journals, e-resources, and other related services to students and faculty members to encourage lifelong learning for today's careers and future opportunities.

### **Scope of the policy**

The main objective of the Central Library is to support the students and staff members of the Institute in obtaining knowledge of professional courses as well as add on skills in the domain of research and innovation.

### **Objective of the policy**

- To provide necessary information about the Institute's Library facilities
- To make stakeholders aware of the Institute's Library Management System (ILMS)
- To assist the users in finding the right information at the right time

### **Policy Implementation**

The library committee is responsible for implementation and monitoring of the policy.

- The library is primarily intended for Students, Faculty, and Staff members of the institute.
- Membership Registration should be done to become a library member before using the library resources.
- Users should compulsorily carry their identity cards. For log-in/log-out using the QR code of the ID card, a system is kept at the entrance counter. Scanning of ID is a must for entry/exit.
- Each faculty member is entitled to borrow up to 4 books. The members can retain the books with them for one semester. The renewal due date for each book is the last

working day of the Odd / Even Semester. No due Certificate is must from library to collect your relieving

- The circulation section of the library shall be open 9:00 am-4:30 pm Monday-Saturday and the reference section shall be kept open 9.00am-7.00pm Monday-Saturday and will remain closed on Sunday,
- Books are issued to the students for 14 days only. On the last page, the slip is pasted and stamped, mentioning the due date and a nominal fine will be imposed on a daily basis from the due date till the book is returned to Library.
- SC/ST students can borrow 2 books from SC/ST Book Bank along with 3 general books
- It is instructed to take special care to maintain the College ID cum library borrower cards. Do not fold or alter entries made on the cards; members are responsible for the entire set of library borrower cards issued to them.
- If the borrowed books are lost, the concerned should pay the cost of the book/should submit a fresh copy of the same.
- Loss of College ID cum library borrower card should be reported to the Librarian in writing. They will be issued a new replacement card on applicable payment.
- Users have to deposit their bags at the Library property counter.
- Silence and discipline must be maintained in the Library.
- Readers should ensure that the cell phones are switched off or in silent mode at all times in the Library.
- Readers should not mark, write or tear pages in the documents. Readers shall be liable to pay any damages caused by them to the Library books and materials.
- No discussion is permitted inside the Library
- No personal belongings are allowed inside the Library.
- Personal and issued books should not be taken inside the Reference library.
- Spitting, smoking, napping, drinking tea/coffee and edibles, and any other means which may disturb other users are strictly prohibited inside the Library.
- Users are not allowed to change, alter or vary any of the computer settings or install the software in the systems of the Library.
- The books and other materials being taken out of the Library should be shown to the library staff at the entrance counter.
- The Library borrower cards are not transferable. The borrower is responsible for the books borrowed on their card.

- The Librarian may recall any book from any member at any time, and the member should return the same immediately.

## **Library Collection Development**

In addition to the textbooks and reference books the library procures other resource material, books pertaining to the competitive examinations to facilitate the students in gaining the knowledge to face the competitive world. For the access of scholarly content, the library also provides print journals, e-journals, and online e-resources to the students, staff members, and research scholars. The books will be procured based on the recommendation submitted by the respective departments.

## **Weeding Policy**

The Library Committee will assess and decide about the weeding out of outdated / unused books. Weeding of the books shall be approved by the Principal/Management of the Institution.

## **Library Internet/E-Resources usage**

The IP-based access to the Digital Library and E-Resources are subscribed through VTU-E Consortium, and the resources access can be availed using the <https://www.knimbus.com>.

They can be accessed anywhere, anytime, and on any device (only registered members can access them through Remote access using the URL mentioned above).

OR

Also they can be accessed in the college library/in their respective departments,

All the services are for educational purpose only and are not to be used for any commercial means.

**Policy Preparation and Verification Team**

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