Bharatiya Vidya Bhavan's
Srdar Patel College of Engineering
Andheri(W), Mumbai – 400 058.
Central Library

Library Manual

2021-22

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1.1 Introduction

Sardar Patel College of Engineering Central Library has always been striving hard to meet the expectations of its users. There has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource center so as to further improve its efficiency, utility and services.

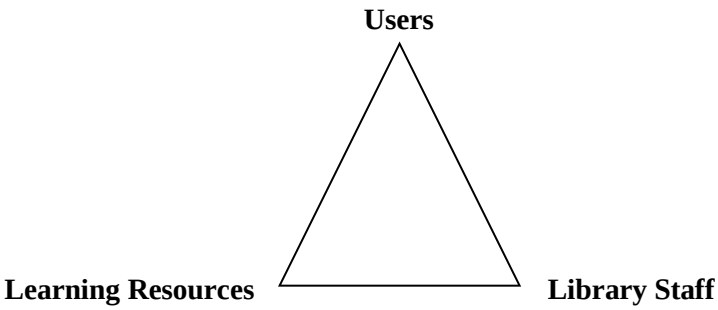
The manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, management of other academic support facilities.

Library Manual:

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. Lot of efforts go into the preparation of the manual. It goes through a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, a Library Manual goes through a validation process
before it is finally accepted as a policy document.

Role of Library:

Library plays a very critical role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, DR.S.R.Ranganathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.



Brief Introduction of SPCE Central Library:

The fully computerized Central Library of Sardar Patel College of Engineering is a treasure house of knowledge comprises ever growing collection of around 45,000 books and 3,500 bound volumes of journals both national and international subscribed by the college over the years. The library has good collection of CBT(Computer Based Tutorials) and video lectures from eminent personalities of various IIT's and these are made available to our users on Intranet through NPTEL Server (http://nptel.spce.ac.in) Library also has developed collection of ME-Dissertations, submitted by post graduate students of this Institution. The hard copies of these design oriented and case study thesis are kept for reference for the next generation and also available on intranet via libraries own digital repository dspace(http//dspace.spce.ac.in). All these valuable resources are well organized in the 6000 Sq. Ft. Area, where more than 150 users can sit at a time and they are monitored by CC TV Cameras.

Library provides computer center facilities to students for Internet, Photocopying, Scanning services, Reference service and Documentation service such as CAS and SDI service. Library al.so provides round the clock reading facility with wi – fi facility.

Journal Section of Central Library has subscription of 8 Foreign & 54 Indian Journals. Some important articles of these journals are indexed with the help of SLIM Software. To aid these print versions of journals, library also has subscribed following online journals and e-books

1	IEL (ASPP)
2	ASCE
3	ASME
4	Science Direct
5	Tata McGraw-Hill
6	Pearson
7	Pro-Quest
8	Springer
9	World E-Book Library
10	IET

To fulfill the ever growing information thirst of our students and staff, Central library has taken Institutional membership of following libraries/Institutions. Users can refer these libraries or borrow the books on Inter Library Loan basis.

i) IIT, Bombay
ii) INSDAG (Institution for Steel Development & Growth)
iii) E-Shodhsindhu
iv) National Digital Library
v) DELNET

Stock and services of the library are aimed to meet Under Graduate, Post Graduate & Research level study. Membership is open to all students and staff of SPCE on all working days from 8.30am to 8.30pm.

To provide latest facilities and environment to our users we have to cop up with insufficient budget, costs and exchange rates.

S. J. Sawant
Librarian
S. P. C. E.

1.2 SPCE Library at a Glance / Executive Summary

Area		
1	Total Area of Central Library	**557.00Sq.mt**
2	Total Seating Capacity at a time	**150**
3	Total Numbers of Computer Labs for Students with Internet Facility	**02**
4	Total Numbers of Computers in Lab for students	**100**
Library Collection		
1	TOTAL NUMBERS OF BOOKS	**45,998**
2	TITLES(PRINT)	**14,435**
3	REFERENCE BOOKS(PRINT)	**848**
4	E-BOOKS	**11300 + (TMH,PEARSON,PROQUEST, Springer)**
5	BOOK BANK BOOKS	**10299**
6	BACK VOLUMES (PRINT JOURNALS)	**3,380**
7	TOTAL NUMBER OF CD/DVD'S	**117**
8	TOTAL NUMBER OF ME DISSERTATIONS	**477**
9	INDEXED ARTICLES(PRINT JOURNALS)	**3271**
10	SUBSCRIBED JOURNALS	**62**
	Indian	**54**
	Foreign	**8**
11	E-JOURNALS	**IEL,ASCE,ASME,SPRINGER, SCIENCE DIRECT**
12	DATABASES	**DELNET, E-SHODSINDHU**
Library Facility		
1	Working Hour	**8.30am to 8.30pm**
2	Reading Room Facility	**24/7**
3	Current Annual Budget	**Apprx. 3500000.00**
4	Library Networking	**Yes**
5	Internet Speed	**40mbps**
6	Reprographic Facility	**Yes**
7	Number of Multimedia	**65**
8	Bar Code facility	**Yes**
9	Library Management Software	**Yes (SLIM)**
10	Document Scanning Facility	**Yes**
11	Digital Library Facility	**Yes (DSPACE)**
12	Document Printing Facility	**Yes**
13	Library Book Standard Classification System	**Yes**
14	NPTEL Facility	**Yes**
15	Computerized Indexing with barcode tag	**Yes**

2.0 Library Staff

Sr. No.	Name of the Staff	Designation
1	**Mr. S. J. Sawant**	**Librarian**
2	**Mr. A. S. Shinde**	**Asst. Librarian**
3	**Mr. Mahesh Gound**	**Library Clerk**
4	**Mr. B. L. Solanki**	**Library Attendant**
5	**Mr. Yasin Kalekar**	**Hamal**

3. Library Committee (LC)

The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to aid in the establishment a bridge between the Library and the academic fraternity and the institute management. The Library Committee (LAC) is to be appointed by the Principal of the Institution.

Composition:

The suggested composition of this Committee is as follows:

- Chairperson: Head of Department will be the chairperson.
- Members: One faculty from each department and Asst. Librarian
- Secretary : Librarian Shall be the Secretary of LC.

Meeting Frequency:

The LC would meet at least once in every quarter to review the library affairs.

Tenure:

The committee shall be reconstituted once in a two years. Principal can recommend a replacement for a member who withdraws from the LC. No member shall serve the Committee for more than two consecutive terms. For the sake of continuation one third of members from previous committee need to continue.

Meeting Minutes:

Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

Terms of Reference for LC:

a) To provide general direction to the Library.
b) To review the functioning of the library with regards to its support to the academic programmes of the institute.
c) To advise the management on matters of policy relating to development of library.
d) To outline the library collection development policy as and when required, for its implementation.
e) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.

f) To suggest ways and means to generate revenue from library resources.
g) To formulate action plan for the development of library infrastructure, facilities, products and services.
h) Evaluate the suggestions made by the library users.
i) To formulate the policy for library use and procedure to be framed.
j) To assist library in providing need based information services.
k) To review the requirements of the new programmes being introduced and advise library about financial assistance.
l) Evaluating the books procurement school wise and allocation of budget accordingly.
m) Any other function as assigned by Principal.

Name of Library Committee Members

1.	Prof. Dr. R. S. Maurya	Chairman
2.	Shri. S. J. Sawant	Member Secretary
3.	Prof. Dr. Reshma Raskar	Member
4.	Prof. Haseen Shaikh	Member
5.	Shri. Divya T.	Member
6.	Prof. Vishal Dake	Member
7.	Shri. Anil Shinde	Member

4. Library Budget /Finances

Library budget means the financial allocation to procure documents and provide access to the information Resources. The present annual library budget of the library has the following components:

1. Library Fees from Student.
2. Revenue Generated by Library.
3. Development Fund.
4. Library fund

4.1 Library Income/Expenditure for the year 2021-22

Income (apprx)		Expenditure	
From UG Fees	2729700.00	Print Books	581720.00
From PG Fees	450000.00	Print Journals	137124.00
From Fine	75000.00	Salary to temporary staff	116078.00
		E-Journals	670359.00
		Furniture & other	574400.00
		Newspapers	15203.00
		Printing & Stationary	8313.00
		Institutional Membership	48970.00
Total	**Rs. 3254700**	**Total**	**Rs. 2152167.00**

SARDAR PATEL COLLEG OF ENGINEERING

Munshi Nagar, Andheri (W), Mumbai - 400 058.

S. P. C. E. Central Library

U. G. LIBRARY ESTIMATED INCOME FOR THE YEAR 2021-22

SR. NO.	PROPOSED INCOME FOR 2020-21	ACTUALS FOR THE YEAR 2020-21	ITEM OF RECEIPT	PROPOSED INCOME FOR 2021-22
1	2729700.00	2729700.00	UG fees (810 aappx students *3370)	2729700.00
2	1000.00	0.00	Other (Sell of Scrap & Old N.P.)	0.00
3	75000.00	4600.00	UG Fine	75000.00
4	**2805700.00**	**2734300.00**	**TOTAL**	**2804700.00**

UG LIBRARY ESTIMATED EXPENDITURE FOR THE YEAR 2021-22

SR. NO.	PROPOSED BUDGED FOR 2020-21	ACTUALS FOR THE YEAR 2020-21	ITEM OF EXPENDITURE	PROPOSED BUDGET FOR 2021-22
			UG Library	
1	450000.00	0.00	Books	250000.00
2	500000.00	41174.00	Subscription & Membership (3 month)	50000.00
3	685529.00	894572.00	Prepaid amount for subscription	1030000.00
4	15000.00	0.00	Newspaper & Periodicals	15000.00
5	60000.00	0.00	Training to Staff	60000.00
6	20000.00	15461.00	Printing & Stationary	50000.00
7	200000.00	200868.00	E-Books, print Books	300000.00
8	300000.00	764967.00	E-Journals/other e-resourses (antiplyagiarism,Rempote Access,Federated Search Engines etc)	900000.00
9	450000.00	0.00	Equipment/Furniture/Computer/	55000.00
10	19171.00	0.00	Over time remuneration	0.00
11	6000.00	0.00	Library Training	6000.00
12	50000.00	43365.00	Lib. Fine A/C	38700.00
13	50000.00	3000.00	Consumables / Stationary	50000.00
14	**2805700.00**	**1963407.00**	**TOTAL**	**2804700.00**

PG LIBRARY ESTIMATED INCOME FOR THE YEAR 2021-22

SR. NO.	PROPOSED INCOME FOR 2020-21	ACTUALS FOR THE YEAR 2020-21	ITEM OF RECEIPT	PROPOSED INCOME FOR 2021-22
1	450000.00	450000.00	M. Tech. Fees	450000.00
2	**450000.00**	**450000.00**	**TOTAL**	**450000.00**

PG LIBRARY ESTIMATED EXPENDITURE FOR THE YEAR 2021-22

SR. NO.	PROPOSED BUDGED FOR 2020-21	ACTUALS FOR THE YEAR 2020-21	ITEM OF EXPENDITURE	PROPOSED BUDGET FOR 2021-22
	250000.00	0.00	Books	150000.00
	25000.00	0.00	Subscription	10000.00
3	15000.00	0.00	Institutional Membership	0.00
	5000.00	0.00	Prepaid amount subscritopn	5000.00
	5000.00	0.00	Other Subscription	5000.00
5	150000.00	145261.00	M. Tech. Salary to temporary staff	275000.00
6	**450000.00**	**145261.00**	**TOTAL**	**445000.00**

5. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

5.1 Procurement of Books/Reports:

a) Faculty can recommend the books to be procured for their courses and research.
b) Students/Research Scholars can also recommend the books for procurement provided their Recommendation is endorsed by a faculty member.
c) All faculty indent will be routed through Head of Department for the approval of Principal for making financial arrangement.
d) The ordering can be done by print, online, e-mail, phone etc., depending upon the convenience of the library with standard terms and conditions.
e) Purchase Orders will be issued by the Librarian.

f) Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc.

5.12 Terms and conditions for Vendors

a) Supply of publications at current catalogue prices.
b) Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC).
c) 10 to 20% discount to be fixed for all.
d) Certificates on bills by Library (a) only latest editions have been supplied (b) prices have been correctly charged in accordance with the publisher's latest catalogue.
e) Unless otherwise mentioned on the books, all bills to carry the price proof(like photocopy of publishers catalogue, print out from publishers online catalogue, distributors invoice the vendor).
f) The Purchase Order issued will be valid for only 30 days unless otherwise mentioned.

5.13 Procurement Process

I. Initiation of Acquisition:

• Receiving Recommendations by requisition forms
• Find out the Exact details of the Title recommended.
• Duplicate Checking.
• Correspond with Suppliers/vendors for checking Availability Status.
• Put up for Approval(Heads of Department & Principal).
• Prepare and Issue Purchase Orders.

II. Accessioning

• Accessioning: Enter the details of the Invoice and Books in Accession Register.
• Assign Accession Numbers to Titles in Computer Purchase Bills.
• Enter in Library Management Software (SLIM).
• Pass entries in Bill Register and forward bills.
• Maintain Bill File.

III. Invoice Processing:

• Receive Books from Suppliers/Vendors.
• Crosschecking with Purchase Orders,
• Foreign Exchange Rate Verification as per Good Offices Committee Report rates,
• Price Proof Verification for Foreign Publications and for books on which price is not mentioned. (Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor).
• Prepare Book Received Report (BRR) on SLIM database.
• Prepare Purchase Bill (PB) on SLIM database.

IV. Classifying

• Classify Books/Thesis/Dissertations as per the Dewey decimal classification (DDC) Schedule
• Write the Class No and Collation on the back of Title page.

V. Cataloguing:

• Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards.
• Assigning Keywords
• Data validation: Regular editing of various access points in the database like Author, Title, and Class No, etc.
• Making Analytical Entries, wherever needed.

VI. Processing Books:

• Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
• Paste bar Codes on the the Title page and laminate it with Cello tape.
• Prepare Book cards.
• Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift

• These items to be treated like books for processing, etc.

5.2 Subscriptions of Journals:

5.21 Availability of funds

• Ensure that adequate recurring/annual funds are available for the Journals Subscription/renewals etc. as required.

5.22 Terms and conditions:

i. Supply of periodicals at current catalogue prices.
ii. Sign an Agreement with the vendors in case of Foreign Journals.
iii. Proof of GOC exchange rates having prices in foreign currencies as on the date/month of invoice for the remittance journal subscriptions.
iv. Wherever advance payment is required, the same may be made and a record thereof should be maintained.
v. Normally there is no discount on the journals.
vi. Certificates on bills: prices have been correctly charged in accordance with the publisher's latest catalogue.
vii. Library should not subscribe journals against 'personal subscriptions'. However, Journals received against institutional membership are acceptable.
viii. Journal subscription payments: The payment towards the journal Subscriptions could be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).
ix. Missing issues: Replace original missing issues or publishers certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque.
x. Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.
xi. Online access: Negotiate with the publishers/vendors and arrive atwin-win situation regarding electronic version of the print subscriptions and get access to such materials.
xii.Try to enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.
xiii. There are no standard/uniformly acceptable terms that are yet to be established in this area, as this is Almost virgin and challenging field. Hence go on with mutually benefiting terms and conditions while dealing with the vendors which can be revised time to time.
xiv. Consortium: Since the Institute has access to the 'INDESTGC Consortium' care should be taken to check for duplication before placing any order.
xv. Trial Access: Many a time's publishers propose for trial access to their respective journals collections Which can be made accessible through the Institute's IP numbers to supplement the existing journals? collection whenever possible.

5.24 Ordering journals:

i. Compile priority list with the approval of library advisory committee and the Director
ii. Adhere to the Terms and Conditions of the Library
iii. Budget estimate based on the costs, currency conversion
iv. Place orders from available options as indicated in terms and conditions
v. Payment against the original and proper invoice/bill/renewal notice etc.

5.25 Receipt of and access to the materials:

Check-in system:

i. Ensure that the items received are as per the order/ access is enabled to the desired resource
ii. Manual and computerized record of receipts of the journal issues
iii. Article/s entry into the (Article Indexing) in SLIM Software.
iv. Timely display of the Loose Issues of the periodicals on the respective display racks.
v. Linking to the online content wherever applicable
vi. Accessioning the virtual resources should not be done since they do not exist in physical form.
vii. Accompanying materials such as CDs/DVDs etc are being preserved in the Library.

5.26 Gratis and Exchange Periodicals:

i. The documents relevant to the scope of the Institute's study and research areas be added and accessioned in the collection
ii. Try to get the free/discounted subscription/s to the periodical/s wherever possible.
iii. Gratis may be accepted from the Institute's faculty, scholars,
iv. Avoid duplication unless essential
v. Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and article entry is advised to be done in
vi.the Library Database and the completed volumes will be bound and accessioned and archived.

5.3 Procurement of e-Resources

i. Large opportunities exist in this area for negotiation with the publishers/ resource providers and arrive at win-win situation. e-journals, e-books, databases, etc., are the resources available in electronic form and one can have virtual access to these.

ii. There exist many pricing models. The libraries can adopt the model depending on various factors. The libraries have to decide based on the estimated usage and cost to go for any of the access.
iii. Experiences indicate that the young generation of users is for the e-access and therefore there is a need to have a major shift of our print resources to e-resources. This would also resolve other management issues.
iv. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programs, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.
v. There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field.
vi. In case of termination of the agreement or on expiry of the agreement, the licensor shall provide the full-text of the e-journals entered into agreement and for the period of agreement on the prevalent state of art formats i.e. DVDs, CDs, etc., with the retrieval software.
vii.e-books are becoming a common reality. Like journals it is essential that the access to these resources be provided taking in to account current pricing models and trends in usage.

5.0 Circulation Desk: Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficient functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

a) Issue and returns of Learning Resources(Primarily Books).
b) Attending the Users' query for effective interpretation of library rules and regulations.
c) Registration of new Members and issue of barcode Generated ID Card for Users.
d) Inter Library Loan Service.
e) Operation of "Circulation Module" of Library Management Software SLIM ++. Maintenance and updatation of all data related to users at Circulation desk in SLIM ++ software.
f) Sending Reminders to overdue documents users.
g) Display of Books during Seminars/Workshops.
h) Maintenance of Compendiums.
i) Correspondence & No Due issuing.
j) Library Orientations/Information Literacy.
k) Assisting the users for accessing OPAC and Reference.
l) Assigning Library Staff duties for Saturdays/Sundays.

5.1 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper flowchart/sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

• Quickly glance the book for any damage.
• Enter details into Issue Database (using Barcode Scanner).
• Issue books using SLIM software.
• Print issue slip .
• Handover the books/Passbook to the user.

While receiving the books:

• Quickly glance the book for any damage.
• Check Due dates for necessary action.
• Cancel the entries from user Account in SLIM.
• Return books.
• Send them to Stack for Shelving.

6.2 Loan Criteria/Borrowing entitlements for faculty/Students/Admin

Clearly define the number of items that and user is eligible to borrow:

Sr.No.	Category of Users	No. of Books Issue	Issue Period(Days)
1.	Faculty	10	60
2.	Ad hoc Faculty /Visiting Faculty	02	30
3.	Administrative Staff	02	15
4.	Ph.D. Students	03	15
5.	M.E. Students	03	15
6.	U.G. Students	02	07
7.	Institutional Membership	05	30

6.3 Documents that Can and cannot be borrowed

Books that can be borrowed:

• Books from the Lending section be borrowed.
• CD ROMS, DVDs a can be borrowed for a period of one day.

Books that cannot be borrowed:

• Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
• Dissertations/Project Works submitted by SPCE Students are not issuable.

6.4 Renewals/Reservations and Over Due/Fines

• Books can be renewed for another same term if there is no demand on them. The renewal must be made on or before the due date
• There will be a overdue charge Re.5/- per day per book

6.5 Loss or Mutilation of documents by Students

• Library materials are to be handled with care.
• If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.
• If the book is out of print, then same book should be replace by Xerox copy with leather binding and golden embossing, if original copy is not available for Xerox then five times the cost of the book has to be paid to the library.
• If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced(it must be resolved within two months)

6.6 Theft/Misuse of Library resources:

• The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
• Each case will be examined to ascertain its genuineness and the matter will be reported to the LC/Principal for further action.

7. Collection Development

All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

7.1 Strength and weakness of the existing collection

SPCE Central library will have to develop its all-round collection of books required for the P.G. and U.G. It is been observed that relevant foreign publication books will cater latest and required knowledge to our students. An efforts should be done to add books, journals and e-Resources in the collection.

7.2 Shift towards e-resources

Because of the conveniences like multiple access and anywhere, anytime access, there is a considerable demand for online databases, ejournals and e-books. SPCE Library has e-access infrastructure like computer lab, 2mbps broadband internet, Wi-fi connectivity in the library area. We have tried to fulfill knowledge thirst of our students by subscribing following e-resources. By subscribing e-resources like Science Direct, Springer, J-Gate Databases, ASTM Digital Library, McGraw-Hill, Pearson, and Proquest e-books.

8. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area (Spread across two wings i.e. lending section and reference section for books/bound Volumes).
- Reserve Shelf Collection(consisting of books in high demand, Thesis/Dissertations,).
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc).
- News paper/Magazine Display Area.
- Journal Display Racks.

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day.
- Each unit of Stack is supervised by Library Attendant.
- Shelf Reading must be done continuously to look for misplaced books.
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved.
- The stacks should be properly labeled with subject guides and Class Number Guides.

9. Stock Verification and Procedure to Withdraw Books

9.1 Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity is fixed:

Size of the Library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LAC and the library staff will assist the verification team.

9.2 Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.

• Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The Director will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.
• A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
• If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
• Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the nonreceipts/damages be considered as loss for write-off.
• Librarian may write off the loss of books, volumes, etc. mentioned in the proceeding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations in the value of stores included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written off by the competent authority as specified in the Delegation of Financial Power Rules, 1978.* • There may be no objection to the Librarian disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.* (* Extract from Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984 and CAG's U G No. 1964- TA.II/21-83 dated 23.12.83)

9.3 Procedure for write-off

• List the documents not found during stock verification
• Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
• Prepare pre-final list of the documents not found and publicize
• Compile a final list of documents not found
• Compare with the list of earlier stock verification to identify common entries
• Compare losses with borrowing/ consulting / photocopying statistics
• Put up the list of common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
• Get approval from the Principal
• Issue OM
• Make necessary entries in the accession register, write-off register, assets register, etc
• Remove records from databases
• Close file.
• Improve the system with additional precautionary measures

9.4 Preventive measures:

Some preventive measures are listed below.
• Follow closed access to the rare books and specialized collections.
• The exit/entry to the library be monitored
• Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.

• Inadequate staff in the library is also one of the reasons for the losses.

10. User Services

10.1 Library Timings

Library and computer center is open from 8.30 in the morning till 8.30 in the evening for issue return of the books, reference service, and online access on Monday to Friday.

Library Timings are as follows;

Monday- Friday: 8.30 a.m. to 8.30 p.m.

10.2 Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Reference section. Users can also contact staff on duty for any assistance. Library also has access to online reference sources which may be accessed from the library as well as college website. SPCE library also has institutional membership of IIT, Mumbai library and INSDAG. (Institute of Steel Development And Growth).

10.3 Inter Library Loan

Library maintains an inter library loan arrangement with leading local libraries like IIT Mumbai, Mumbai University, etc. Apart from this library also has membership with INSDAG. Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

10.4 Information Literacy/Library Orientation

Library will conduct Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

11 ICT Services

11.1 Digital Library Services

A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases

Digital Library is an electronic library (colloquially referred to as a digital library) is a library in which collections are stored in electronic media formats (as opposed to print, microform, or other media) and accessible via computers. The electronic content may be stored locally, or accessed remotely via computer networks. An electronic library is a type of information retrieval system.

DSpace is an open source repository software package typically used for creating open access repositories for scholarly and/or published digital content. While DSpace shares some feature overlap with content management systems and document management systems, the DSpace repository software serves a specific need as a digital archives system, focused on the long-term storage, access and preservation of digital content.

Users of SPCE can access this facility via http://dspace.spce.ac.in and view as well can be download e-contains created by SPCE. Digital Library Provides

1) Digitisation of library materials including Rare and Out of Print books but in demand.
2) Digitisation of Thesis and Dissertations submitted to the institute.
3) Scanning and printing facility for the students.
4) Publication by Staff.
5) In house publication.

11.2 Cyber Library

The SPCE Library has set up Cyber Library with over 15 Pentium computers working in a networked environment through connectivity provided by Hathway and Siscon using 40 Mbps High Bandwidth Leased Line. The Online full text databases like, Springer, Science Direct, IEL, ASCE, ASME, J-Gate E-Journals and Pearson, McGraw-Hill, TMH, Proquest, ASTM E-books Link, In addition, facilities like Web Opac, NPTEL online lectures and digital library will also be accessible to the scholars.

Salient features of SPCE Cyber Library

- Cyber library in a networked environment with 15 computers using a dedicated 40 Mbps leased line
- Open Monday to Friday from 9.30 to 5.30pm
- Both reading and computing facilities
- Laser printing facility
- Access to full text online journals through and other library e-resources.
- IP based Web Cameras for surveillance to enhance security of the library resources.

Cyber Library-Acceptable Use and Code of Conduct:

1. Do Not Connect Your Mobile To Computers.
2. Do Not Install Any Software Without Prior Permission Of Librarian.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your Pen Drive, CDs OR DVDs Before Use.
7. Keep Your Mobile On Silent Mode.
8. Eatables are not allowed inside the Cyber Library.
9. Take Care Of Your Own Belongings.
10. Turn Off The Computer After Your Work Is Completed.
11. All Drives Will Be Formatted after Every 15 Days by IT team Without Any Intimation.
12. Library will not be Responsible For Any Data Loss
13. Kindly Co-operate With IT Team For Minimum Downtime Of The Computers.
14. Please Inform to Librarian in Case Of any Computers Problem.
15. Please Keep The Cyber Library Clean.
16. Keep Silence In Cyber Library.

11.3 NPTEL Online Lectures

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science.

These lectures have been purchased from NPTEL and made available by SPCE Central library through dedicated server and in-house user friendly interface. The access is available via link http://nptel.spce.ac.in

11.4 Web OPAC

An **online public access catalog** (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

SPCE Central Library is computerized with the help of Library Management software called SLIM. Library catalogue created by SLIM software is available at http://spcelibrary/w27.

Students can search the required books in the library as well as status of any library material

11.5 E-Resources

SPCE Library holds many e-resources like e-books, e-journals and other databases to support academic curricula of the users, the details are as follows:

11.51 E-Books

11.511 McGraw-Hill (General Engineering & Reference)

Access Engineering from McGraw-Hill is an innovative online reference and learning resource providing seamless access to the world's most trusted collection of critical, regularly updated engineering reference information. *AccessEngineering* also comprises dynamic online features, such as instructional videos, interactive tables and charts, as well as personalization tools allowing users to organize crucial project information as they work.

Whether a working engineer, a faculty member looking for a powerful teaching resource, or a student who needs to learn how to use the actual tools employed by professionals, *Access Engineering* is essential to getting the right results, fast.

Access Engineering gives you

- Renowned Engineering Handbooks.
- Powerful search tools.
- Global engineering news.
- Interactive tables and graphs.
- Interactive videos and student study guides.
- Time-saving curriculum guides.

Access : http://accessengineeringlibrary.com

11.512 Other E-Books Purchased on Perpetual basis are as detailed below:

Sr. No.	Name of the Product	Supplier	Type of Subscription	Subject Covered	Total Tiles	Amount
1	Proquest	International Book House	Perpetual	Structure(23), Mechanical(14)	37	413091.00
2	Pearson	Dorling Kindersley	Perpetual	Civil(61), Electrical & Electronics(105), Mechanical(46), Environment(7)	219	533477.15
3	TMH	TMH	Perpetual	Civil(17), Electrical & Electronics(79), Mechanical(50)	146	839949.00
4	Springer	Springer	Perpetual	Engineering	8000+	1812528.00
5	Elsevier	GIS	Perpetual	Civil, electrical, Mech	62	879691.00
6	IET	GIS	Perpetual	ElecCivil, Etrical Engineering	92	512946.00
7	GIST	GIST	Perpetual	Civil, Elect, Mech	66	200868.00
				Total	**8556+**	**5192550.15**

11.52 E-Journals

Library has following E- Journal Subscription

11.521 Science Direct (Elsevier)

Science Direct is a leading full-text scientific database offering journal articles and book chapters from more than 2,500 peer-reviewed journals and more than 11,000 books. There are currently more than 11 million articles/chapters, a content base that is growing at a rate of almost 0.5 million additions per year.

The platform offers sophisticated search and retrieval functionality that enables the user to maximize the effectiveness of their knowledge discovery process. New tools facilitate research work flow aids such as access to content at an early publication stage and efficient multiple document downloading of content that can be stored, printed and passed to colleagues.

SPCE Central Library has subscribed Engineering + Computer Science + Electrical + Electronics + Civil Engineering etc module of the Science Direct Database. You can access them by going to URL http://sciencedirect.com

11.522 *ASCE Civil Engineering*

ASCE's 33 peer-reviewed journals, highly cited and highly respected, are the medium through which civil engineers exchange technical and professional knowledge. Information published in the journals forms an archival record of the technical advances of today's civil engineering profession. The access is via http://ascelibrary.org/journals/

11.523 ASME Mechanical Engineering

The access for around 25 peer reviewed E-journals from American Society of Mechanical Engineering. Please visit http://asmedl.aip.org/

11.5246 IEL (IEEE/IET Electronic Library)

The IEEE/IET Electronic Library is brought to you via the IEEE *Xplore*® digital library. Featuring content from IEEE as well as the Institution of Engineering and Technology (IET), IEL contains almost one-third of the world's current literature in electrical engineering, communications, and computer science. Access is via http://ieeexplore.ieee.org

12 Physical Ambiences:

12.1 Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

12.2 Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

12.3 Floor Plan and Direction/Guideposts

Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

13. General Rules and Regulations:

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint. Only notebooks and the Library books to be returned will be allowed inside. Do **not to leave any valuables at the Property Counter.** Library is not responsible for any loss of personal belongings. All files, books and notebooks must be kept at Property Counter. **Library does not permit any exception in the observance of this rule**.

2. Identity Card is compulsory for getting access to the library.

3. Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them yourself. ***Please remember that a book misplaced is a book lost.***

4. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.

5. All the students/scholars are required to bring two copies of their recent photographs (Passport Size) along with the Fee Receipt while applying for Library membership.

6. All the students are advised to bring their own I-Card **Cards** while using the Library.

7. ***All the students who want to return the books issued on their names are advised to wait until the***

books are shown as cancelled against their names.

8. The "PASS OUT" slip should be handed over to the security guard at the checkpoint before taking out the issued book/s.
9. There will be a fine of Rs. 5.00 per day per book
10. Students are advised **not to issue Books to others on their names**.
11. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. If discussion is necessary, the common room should be utilized for the same.
12. All users are requested to keep their **mobiles switched off or in silent mode** in the Library.
13. Beverages and Eatables are not allowed inside the library.
14 No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
15. Library reserves the right to call back any issued book/item at any time.
16. All students are advised to come to the Library in decent dress as they are in the classrooms.
17. Demand and suggestion slips are available at the circulation desk for your use.

14. Library services

14.1 Digital Library

Digital Library is an electronic library (colloquially referred to as a digital library) is a library in which collections are stored in electronic media formats (as opposed to print, microform, or other media) and accessible via computers. The electronic content may be stored locally, or accessed remotely via computer networks. An electronic library is a type of information retrieval system.

DSpace is an open source repository software package typically used for creating open access repositories for scholarly and/or published digital content. While DSpace shares some feature overlap with content management systems and document management systems, the DSpace repository software serves a specific need as a digital archives system, focused on the long-term storage, access and preservation of digital content.

Users of SPCE can access this facility via http://dspace.spce.ac.in and view as well can be download e-contains created by SPCE.

14.2 Online NPTEL Lectures

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science.

These lectures have been purchased from NPTEL and made available by SPCE Central library through dedicated server and in-house user friendly interface. The access is available via link http://nptel.spce.ac.in.

14.3 Web OPAC

An **online public access catalog** (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

SPCE Central Library is computerized with the help of Library Management software called SLIM. Library catalogue created by SLIM software is available at http://spcelibrary/w27.

Students can search the required books in the library as well as status of any library material.

14.4 E- Journals

Library has subscription of following e-journals

Name of E- Resources	**Type of Resources**	**Website**
Science Direct	E-Journals	***http://sciencedirect.com***
ASCE JOURNALS (all titles)	E-Journals	***http://scitation.aip.org***
ASME JOURNALS(all titles)	E-Journals	***http://scitation.aip.org***
IET JOURNALS(all titles)	E-Journals	***http://digital-library.theiet.org/***

14.5 E-Books

Name of E- Resources	**Type of Resources**	**Website**
PEARSON	E-Books (Think Tank)	http://lib.myilibrary.com
PROQUEST	E-Books	http://site.ebrary.com/lib/spce/
SPRINGER	E-books	http://link.springer.com
ELSEVIER	E-books	https://www.sciencedirect.com
IET	E-books	http://digital-library.theiet.org

14.6 Special Collection for Students belonging to SC/ST and economically backward classes

SPCE library have collection of more than 8000 text books received from social welfare office for the sc/st and economically backward student. The set of text books are provided to such student for the period of one semester. Such students are expected to return the books to library after their semester examination.

14.7 Internet Service

Library has well equipped 20 computer lab with internet connation. Wi fi facility is available in the library premises. Users can avail password from librarian and use the wi fi facility for accessing internet and e-resources subscribed by SPCE library.

14.8 Article Indexing

Research articles published in print version subscribed by SPCE library are indexed through Library Management Software system and are preserved for future references. This database is available to our users through Web OPAC.

14.9 Institutional Membership

SPCE Library have Institutional tie up with the libraries like IIT, Mumbai and INSDAG. Our users can visit their library for any references.

14.10 Inter Library Loan

Any library material, not available in our Central library, can be made available to users through Inter Library loan.

14.11 Photo Copying and Printing Services

SPCE college have photo copy machine for students with nominal charges urgent print out can be avail from the printers available with the library staff

14.12 Resource Sharing

Due to increased in cost of learning resources SPCE library has maintain good relation with other libraries like SPIT, SPJAIN and Bhavan's college in the same campus. On the request the resources subscribed by these libraries can be accessed by our users.

14.13 Reference Service

SPCE Library is the primary academic information resource for the College. It promotes learning, supports teaching, and enhances scholarly, research and creative activities by building collections and providing expert services and innovative access to information.

Reference service at the Library is one of the most vital and visible expressions of the Library's purpose and mission and is key to the Library's service roles: to serve as a centre for information, formal education, research and independent learning. In addition, since more users are accessing the Library from home or office, which the Library has encouraged, it is imperative that reference services address this new trend. The Library's premises shall not be a boundary to its information services. By emphasizing real-time reference service, the library's goal is to offer service to information seekers *at the place where they are when they have a question.*

15.00 Library Collections

Print Books	45267
Titles (Print)	14331
Reference Books (Print)	0848
E-Books	11300+
Book Bank Books	10292
Back Volumes (Print Journals)	3937
Total Number of CD/DVD's	117
Total Number of ME Dissertations	477
Indexed Article (Print Journals)	3271
Subscribed Journals	
Indian	54
Foreign	08
E-Journals	IEL, ASCE, ASME, Science Direct

16.00 Investment during Last five Years

Year	Books		Journals	
	Print Book	E-Books	Print Version	E-Journals
2019-20	333481.00	0	2015905.00	1010686.00
2018-19	582020.00	0	137124.00	670359.00
2017-2018	464016.00	1392637.00	364107.00	686221.00
2016-2017	428652.00	0.00	301030.00	587597.00
2015-2016	380511.00	0.00	158927.00	612467.00

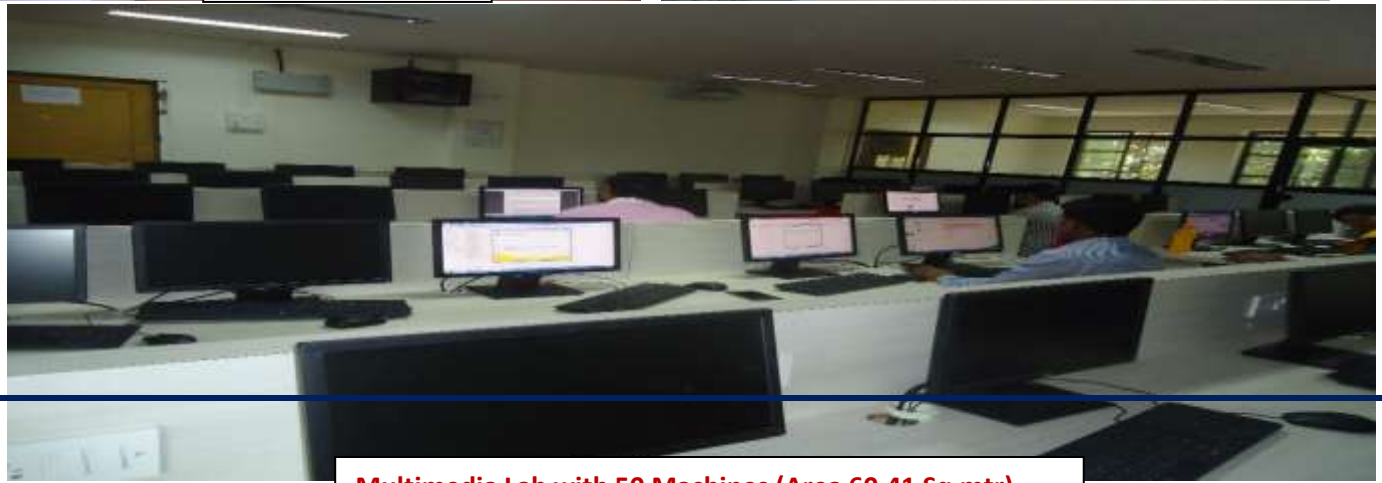
17.00 Web Addresses for E-Resources

Name of E- Resources	**Type of Resources**	**Website**
Science Direct	E-Journals	***http://sciencedirect.com***
SPRINGER	E-Books	***http//link.springer.com***
ASCE JOURNALS (all titles)	E-Journals	***http://scitation.aip.org***
ASME JOURNALS(all titles)	E-Journals	***http://scitation.aip.org***
IEL JOURNALS(all titles)	E-Journals	***http://ieeexplore.ieee.org***
PEARSON	E-Books (Think Tank)	http://lib.myilibrary.com
PROQUEST	E-Books	http://site.ebrary.com/lib/spce/

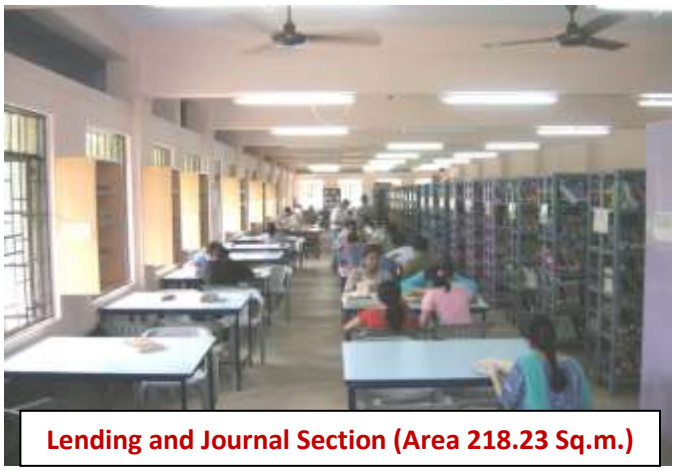
18.00 Library Photos

Circulation Counter

Reference Section



Multimedia Lab with 50 Machines (Area 60.41 Sq.mtr)



Lending and Journal Section (Area 218.23 Sq.m.)

Book Exhibition

24 / 7 Reading Facility in area comprising 45.91 Sq.mtr.)

Compactors covering total area 66 Sq.mtr.

19.00 List of Journals

National Journals	
1	Indian Journal of Technical Education
2	Indian Journal of Civil Engg. & Technological Res
3	Pump India
4	Indian Journal of Civil Engineering and Appln.
5	Cosmo: Electrical Tender News
6	Indian Journal of Civil Engg. Tech. Research
7	Indian Journal of Material in Civil Engineering
8	Indian Journal of Structural Design and Constrn
9	Power Electronics and Power System
10	Journal of Electrical Engineering
11	Journal of Mechanical Engineering
12	Journal of civil Engineering
13	Journal of Structural Engineering
14	Sadhana (Engineering Science)
15	Resonance (Journal of Science Engineering)
16	Current Science
17	Annals of Library Science
18	Civil Engineering and Construction Review
19	Electrical India
20	Electronics for You
21	Indian Geotechnical Journal
22	International Journal of Chemistry
23	International Journal of Environmental Science
24	NICMAR Journal of Construction Management
25	Indian Concrete Journal
26	Himalayan Geology
27	Construction World
28	Eco Construction India
29	Science Reporter
30	Journal of Power System Engineering
31	Indian Roads Congress Journal
32	Industrial Safety Chronicles
33	Indian Journal of Advances in Power Electronics
34	Indian Journal of Power & River valley Dev.
35	Indian Water Review
36	Journal of Indian Water works Association
37	Journal of CPRI (Central Power Research Inst.)
38	Water and Energy International
39	Traffic Infratech
40	Infrastructure Today
41	Equipment India
42	T3 India
43	Journal of Construction Engg. & Technology
44	Journal of Hydropower and Civil Engineering
45	Journal of Mechanics and Thermodynamics
46	Journal of Mechanical Structure
47	Journal of Material Science
48	Journal of Fluid Mechanics and Engineering
49	Journal of Applied Chemistry
50	Journal of Applied Maths in Sc, & Technology
51	Journal of Applied Physics
52	Journal of Dynamics of Fluid
53	Power sector and electrical tender news
54	Journal of Engineering education transformation

International Journals	
1	Gear Technology
2	Sound and Vibration Magazine
3	ASCE : Civil Engineering Magazine
4	Journal of Institute of Engineers: Series
5	Journal of Institute of Engineers: Series B
6	Journal of Institute of Engineers: Series C
7	Machine Design
8	Hydraulics and Pneumatics

Magazines

1	Competition Affairs
2	Foreign Affairs
3	The Economist
4	चाणक्य मंडळ परिवार
5	Civil Services Times
6	Pratiyogita Darpan
7	Yojana

E- Journals

Sr. No.	Publisher	No. of Titles
1	ASCE	25
2	ASME	28
3	IEL (ASPP)	165
4	Science Direct	275

Other database E-Resources

1	J-Gate
2	DELNET

E-Books

Sr. No.	Publisher	No. of Titles
1	Springer	9000+
2	Pearson	219
3	TMH	146
4	Proquest	37
5	IET	92
6	Elsevier	62

Institutional Membership

1	IIT-Mumbai Central Library
2	INSDAG
3	E-Shodhsindhu (INDEST)
4	National Digital Library
5	DELNET

20.00 List of Library Work

Sr. No.	Name of the Staff	Nature of the Work	
1	Librarian	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20 21. 22.	Budgeting Planning New Services for the Library Framing Rules for the Library Book Selection and acquisition Classification of Books Review of Catalogue Entries of new books Maintenance of library Software Arrangement of Library Committee meeting drafting minutes etc. Correspondence with suppliers, publishers, institutions Maintaining discipline in library Overall library administration Periodical stock taking Maintaining library database backup Maintaining Dspace (Institutional Repository) Preparation of various reports to be submitted to auditors, UGC, AICTE Preparation of Library Manual and Library Calendar Library orientation Training to library staff Subscription of journals, periodicals and their renewals Sending reminders to staff and student Reference service Purchasing and maintaining e-books
2	Asst. Librarian	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15	Data entry of new books General supervision of routing library work Maintaining journal section Maintaining library users database Supervision of stock verification Reference service Maintenance of loose issues and sending reminders to suppliers Maintaining back issues Assignment of coding to library users Any other work assigned by librarian time to time To by new books from suppliers entering in databases To help students to find books and project reports Helping to search back volumes and loose issues to students Accepting requisition form from students and teachers Giving no dues clearance to students and staff
3	Lib. Clerk	1. 2.	Issue and return of books to students and staff Book processing

		3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18.	Cataloguing, data entry Enrollment of new students in computer database Renewal of library membership Printing of spine and book barcode labels Preparing books and journal list for binding Guide students regarding books availability Reminders to students for overdue books Assisting librarian in acquisition work Typing and other official work Reference service Issue to no dues to student and staff Collecting thesis and maintaining its record Maintaining question papers Arrangement of thesis and books on shelf Maintaining library database backup Any other work assigned by librarian time to time
4	Lib. Attendant	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17.	Keep watch on students at the entrance while leaving library Maintaining cleanliness in library Physically checking new library books and stamping Label pasting (spine and barcode) Shorting of daily returned books rack wise and shelving them Shelving of books in reading room and lending section Arranging miss helved book everyday Changing of due date slip filled by stamp Repairing of damaged books Safeguard property counter in the library Shelving of periodicals and journals Keeping records of students using internet lab Filing of question papers and helping students to get required paper Issue return of books Arrangement of thesis Summer cleaning Any other work assigned by librarian time to time

21.00 Library Calendar for the Year 2021-22

Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering
Andheri (West). Mumbai-58.
LIBRARY CALENDAR 2021-22

Semester	Week No.	NATURE OF WORK
VACATION PERIOD		
VACATION PERIOD	1	Review of issue and return books to staff
	2/3	Stock Verification
	4	Stock Verification
	5	Stock Verification
	6	Arrange Reference Books on compactors
Odd Semester		
First Half (Odd Semester Begins in July)	1	Preparation of Enrolment Card of F. year B. Tech and M. Tech stud.
	2	Social Welfare Book Bank Application forms distribution
	3	Preperation of Stock Verification Reoprt
	4	IIT Library Institutional Membership Renewal
	5	Library Committee Meeting
	6	Distribution of Social Welfare Book Bank Books
	7	Renewal of Second year to fourth year B. Tech. & M.Tech students Membership
	8	Library Committee Meeting
	9	Library Orientation
	10	Scanning of Even Semister Question Papers
	11	Alloting Barcode & Stickin of I Card of the Student
	12	Creating Secon to fourth year B. Tech Students Database in System
	13	Reminiders for missing issues of journals
	14/15	Prepeartion of Expenditure Statement till date and tally with account
	16	Renewal of Institutional Membership
	17	Distribution of Requisition forms to Subject Teachers for recommentations of Books
	18/19	Creating FE & ME students Database in the System
	20	Library Committee Meeting
	21	Scanning of Question Papers of Odd Semester
	22/23	Renewal of Journals
	24	Reminder letters to users for returning of over due books
	25/26	Sending Reminders to teaching and non- teaching for returning books
Even Semester		
Second	27	Library Orientation

Half (Even Semester) Begins in January	**28**	**Renewal of E-Journals**
	29	**Library Committee Meeting**
	30	**Rearrangement of Lending Section Books**
	31	**Rearrangement of Journals Back Volumes**
	32	**Book Exhibition**
	33	**Prepeation of budget for the year 2018-19**
	34	**AMC of SLIM Software**
	35	**Reminder letters to Publishers for Missing Issues**
	36	**Renewal of Journals**
	37	**Distribution of requisition forms to Subject Teachers for recomm. of books**
	38	**Scanning of Question Papers of Odd Semester**
	39	**Library Committee Meeting**
	40	**Sending bills of books purchased during book exhibition to account section for clearance**
	41	**Reminder letters to Publishers for Missing Issues**
	42	**Reminder letters to Publishers for Missing Issues**
	43	**Sumbmission of Expenditure Statement to Account**
	44	**Library Committee Meeting**
	45	**Beginning of Library Stock Verification**
	46	**Reminder letters to Publishers for Missing Issues**
	47	**Question Papers Scanning of Odd Semester**
	48	**Preparation of List of Books for Weeding out**
	49	**Reminder letters to student for returning of over due books**
	50	**Preparation of List of Books and Journals for Binding**
	51/52	**Sending Reminders to teaching and non- teaching for returning books**

22.00 Requisition forms used in the Library

Bharatiya Vidya Bhavan's

Sardar Patel College of Engineering

Central Library

Wi- Fi User agreement

Date:_____

1.	Name of the students/Staff	:	
2.	Address	:	
3.	Mobile No.	:	
4.	E-Mail address	:	
5.	Branch / Department	:	
6.	Year	:	
7.	ID Number	:	
8.	Name of Device	:	
9.	Mac Address	:	
10.	Purpose of Wi –Fi use : _____ _____ _____		

By choosing to use this wireless service, I hereby agree to abide by the Internet and Computer Use Policies which prohibit abusive or illegal activity while using the Library's Internet Service.

_____

Students Signature

Permission Issued By : _____ Signature :

अमृतं तु विद्या

Phone : 91-22-2623 2192
91-22-2628 9777
Fax : 91-22-2623 7819

Grams : ESPINGCOL
MUMBAI - 400 058.
E-mail : principal@spce.ac.in
Web : www.spce.ac.in

BHARATIYA VIDYA BHAVAN'S

Sardar Patel College of Engineering

MUNSHI NAGAR, ANDHERI (WEST), MUMBAI - 400 058.

(AIDED WING)

CENTRAL LIBRARY

Requisition form for the Purchase of Books

Department : Civil/Electrical/Mechanical/Structural Date:_____

Author	Title & Publisher of Recommended Book	Cost of Unit	No. of Copies Required	Total Cost in Rs.	Recommended for	
					Class & No. of Students	Text/ Ref.

Name & Signature of the Staff Member : _____

Remarks of the LIBRARIAN:

Recommended Supplier	Head of Budget	Mode of Order	Signature of Librarian
		Telephonic/e-mail/P.O.	

Remarks & Signature of H.O. D.

Sanction from the PRINCIPAL

GOLDEN JUBILEE YEAR
(2012)
अमृतं तु विद्या
Bharatiya Vidya

Phone : 91-22-2623 2192
91-22-2628 9777
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Bhavan's
Sardar Patel College of Engineering

Grams : ESPINGCOL
MUMBAI - 400 058.
E-mail : principal@spce.ac.in
Web : www.spce.ac.in

MUNSHI NAGAR, ANDHERI (WEST), MUMBAI - 400 058.

Date:

To,
The Librarian,
Central Library,
Indian Institute of Technology, Bombay,
Powai,
Mumbai – 400 076.

Sub.: ***Educational Institute Membership No. 08EMP31***

Respected Sir,

Please allow following students to use library as per rules.

1) _____

2) _____

3) _____

4) _____

5) _____

अमृतं तु विद्या

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Date_____

MEMBERSHIP FORM: Faculty/Adhoc Faculty/Visiting Faculty

I, the undersigned would like to apply for Library Membership as **Faculty/Adhoc Faculty/Visiting Faculty.** I hereby undertake the responsibility to abide by rulesof the library. In case of late return/loss or damage of any library resources borrowed by me, I am willing to pay the required amount.

Name in full Mr/Miss/Mrs :_____

Specialization Subject :_____

Permanent Address: _____

_____

Present Address :_____

_____

Telephone No.(R), Mobile :_____

E-mail ID :_____

Date:_____ Signature:_____

I recommend that Mr./Miss/Mrs.: _____

may be given library Membership for the year_____

Head of the Department