K. K. WAGH INSTITUE OF ENGINEERING EDUCATION AND RESEARCH, NASHIK

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Kusumagraj Central Library

Library Policy

1. Preamble

K. K. wagh Education Society is a leading educational trust in Nashik District. It was established in 1970 by the visionary leader late Padmashree Karmaveer Kakasaheb wagh. He realized the importance of education for upliftment of rural masses & started with a school in niphad Tahasil. The education society later on received a land of 23 acres from well-known philanthropist Late Ratansey Haridas Udeshi (Kakuseth) of Hansaraj Surji Charitable trust, Nashik. It was utilized by K. K. Wagh Education Society to establish an ideal technical campus known as 'Hirabai Haridas Vidyanagari'.

A small sapling planted by Karmaveer Kakasaheb Wagh has grown into full tree with 35 institute having over 21,000 students engaged in studies from K.G. to Ph. D. in various fields. There are over 1,900 dedicated employees following the Indian ethics & striving hard towards perfection & excellence.

2. Kusumagraj Central Library

Kusumagraj Central Library at the K. K. Wagh Institute of Engineering Education & Research Nashik is privileged to support the institute's march towards it vision "Empowering Thought Quality Technical Education ". It striver to connect outstanding faculty and brilliant engineering students to knowledge and state of the art of their disciplines and thereby strengthens the aspirations on expectation of the research and teaching work at K. K. Wagh Institute of Nashik Kusumagraj Central Library, one of the largest libraries in engineering and technology in Nashik is truly knowledge hub of K. K. Wagh educational society.

"Kusumagarj Central Library"named after Gyanpeeth award winner, famous poet Shri. V. V. Shirwadkar alis 'Kusumagraj'. The Institute has a rich collection of more than 90,000 Books costing over Rs. 3 Core. Library also subscribes to over 266 National & International technical journals/ magazines & e-journals Total area allotted for library is 1482.2 sq. m. E-library facility IEEE, ASME, ASCE, ASM, DELNET, NDL NPTEL and membership of IIT Library & SPP university library is also available.

3. Library Objectives:

1) To participate effectively in the college program as it strives to meet the reading and information needs to students, teachers.
2) Provide the students with services and reading material so as to enable them to use the library for referring to text books, reference books, Journals, on-line resources for independent study.

3) Provide services and reading material to the teaching faculty of the college so as to enable them to use the library for preparing lectures, continuing education and research.

4) Provide orientation, user education and reference service to the teachers and students in order to maximize the use of the library.

5) To support the extra-curricular activities conducted by the college.

4. Policies of Various Activities of Library

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.

4.1. Procurement of Books: Process and Approvals

1. Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member
2. Indent Approval: All faculty indents will be routed through library coordination committee for the approval of Principal.
3. Ordering: The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be Issued by the Principal often verification by purchase section.
4. Supplier Panel: Appoint of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. Vendors will be reviewed every five years based on the supplier performance.
5. Discount: While empanelling a supplier panel, Directorate Body will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next Five years.
6. Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.
7. Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional

TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities

8. Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed

   a. Price Proof: Accepted Price Proof are:(Signed & Stamped by supplier)

   b. Distributor's invoice to supplier,

   c. Print out from the publishers catalogue Photocopy from Publisher Catalogue

   d. For some Indian publications, price mentioned on the title

Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

4.2. Terms and conditions for Vendors

1. supplier has to Supply National & International Publications/books as per rate finalized during the meeting.
2. National & International Publications Books Price will be admissible as per the publishers authorized web portal or book catalogue.
3. Payment shall be released on receipt of atleast 80% books against the purchase order.
4. Exchange rate as per Good Office Committee (G.O.C.) rates is applicable. Rates prevailing on the date of billing shall be applicable.
5. Supplier should give feedback report in writing within 15 days from date of order in case of non-availability of books. Supplier should specify whether is not available or book is out of print.
6. Discount rates as per schedule.
7. Supplier should supply books of latest edition. Proof thereof to be produced.
8. Price proof should be given in case of foreign book, ordered from publisher abroad.
9. Billing shall be made department wise (e.g. Civil, computer, Mechanical…etc.).
10. Books Delivery at College site.
11. suppliers are advised to discuss with Librarian in case of books having price more than Rs. 5000/- (Rs. Five Thousand Only) before supply of such books. The supplies be made after written/mail confirmation from the Librarian.
12. Billing should be made separately for Imported (Foreign) books & Indian books.
13. Delivery challan shall be produced at the time of supplying books.

4.3. Book/Journals Procurement Process Work flow:

Books/ Journals Requirement from Department

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Verification & approval by Librarian

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Approval from Library Committee

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Approval from Prof. I/C. Library

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Approval from Purchase

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Approval by Principal

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Release of Purchase order

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Receipts & Verification

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Physical Checking, Data Entry, Barcode Generation, Classification process etc.

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Demand to release the payment

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Intimation to Department

3.4. Circulation Section:

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. Efficiently 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.
d) Maintenance of "Circulation Module" of Library Management Software Maintenance and updatation of all data related to library users
e) Sending Reminders to overdue documents users
f) Correspondence & No Due issuing
g) Library Orientations/Information and Digital Literacy
h) Assisting the users for accessing OPAC and Reference
i) Managing Counter Operations during Weekends/Holidays

3.5. Issue/Return procedure

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

3.5.1. While Issuing Book:

- Quickly glance the book for any damage
- Ensure that the User writes and signs on the Book card
- Enter details into Issue Database
- Handover the books to the user

3.5.2. While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in library Software
- Cancel the entry in Book Card
- Send them to Stack for Shelving
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3.6. Borrowing entitlements for faculty/Students/Admin

All the students, faculty members and staff of the institute are entitled for the membership of library. Kusumagraj central library also offers external membership for the industrial &

corporate members. Their entitlement, in terms of numbers of books they can barrow and the permissible loan period are given below:

Sr. No.	Description	No. of Books	Duration Period
1.	Head of Department	25 Books	One Semester
2.	Professor, Associate Professor &Equivalent Staff	15 Books	One Semester
3.	Assistant Professor	10 Books	One Semester
4.	Technical Staff	05 Books	One Semester
5.	Other Staff	02 Books	One Semester
6.	First Year Engineering (Student)	03 Books	Three Weeks
7.	Second Year Engineering (Student)	03 Books	Three Weeks
8.	Third Year Engineering (Student)	03 Books	Three Weeks
9.	Final Year Engineering (Student)	04 Books	Three Weeks
10.	P.G. Courses (Students)	05 Books	Three Weeks
11.	Ph.D. (Students)	10 Books	Four Weeks

3.7. Documents Issue Rules

3.7.1. Books that can be borrowed:

1. Books from the shelf
2. Reference Books can be borrowed only for two days with the permission of Librarian.
3. CD ROMS, DVDs and audio video cassettes can be borrowed for a period of one week

3.7.2. Documents that cannot be borrowed:

1. 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.
2. Dissertations/Project Works can only be read in library.

3.8. External Membership

3.8.1. Library Facility for external:

Membership Category	Eligibility	Annual Payment in Rs.	Security Deposit (Refundable)
External Membership	Individual/ Industries & Corporate Houses	500.00 Rs.	1,000.00 Rs.
Alumni Membership	KKWIEER Alumni	250.00 Rs.	1,000.00 Rs.

3.9. Library other facilities

3.9.1. Photocopying Services

The Central Library provides Xerox facility to the faculty & students of the Institute.

3.9.2. Audio-Visual Services

The Video viewing facility is available at ground floor section. The facility can be avail during working days.

3.9.3. Book-Bank Facilities for SC/ST Students

Selected books are made available for issue for period of one semester to the students belonging to SC/ST/OBC. Eligible students may apply for the books form the special collection as per the schedule announced by library.

3.9.4. Collection of general reading books

Central Library has good collection of general reading books on Marathi or English Languages.

3.9.5. News Items displays

Central Library also displays faculty publications; forth coming conference and other Indian & International events and list of articles of general interest on science & technology photocopy form the current issues of journals received

3.9.6. Advance learner

Library has issue extra books for advance learner of every branch students.

3.9.7. K-nimbus Facility

Library has provided federated searching tool to search articles in multiple databases for remote accessing our e-resources.

3.9.8. Institutional Repository

Library has software (D-space) for Institutional Repository. Library preserved his syllabus, papers, notice, thesis etc.

3.10. Stock Verification and Procedure to Write off Books

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon library collections.

The verification has to be carried out by a team of members appointed by K. K. Wagh Education Society and the library staff will assist the verification team.

3.11. Procedure for write-off

1. List the documents not found during stock verification
2. 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)
3. Prepare pre-final list of the documents not found and publicize
4. Compile a final list of documents not found
5. Compare with the list of earlier stock verification to identify common entries
6. Compare losses with borrowing/ consulting / photocopying statistics
7. Put up the list of common entries to the verification & Write-off Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
8. Obtain approval from the wedded out committee & Principal.
9. Obtain approval from the Director / Competent Authority
10. Make necessary entries in the accession register, write-off register
11. Remove records from databases
12. Close file.
13. Improve the system with additional precautionary measures

3.12. General Rules & Regulations

1. Students are instructed to behave politely and decently at the Library Counter.
2. Two copies of passport size photographs are necessary for obtaining Identity-card and Reader's ticket.
3. Every student has to submit Reader's ticket while borrowing a book.
4. Students are advised to check the books before leaving the counter.
5. Books should be handled with care.

6. If it is found that the student has tried to tear the pages of the book ,the student concerned will have to pay the cost of that book
7. UG students should return books within a Three week's time failing which a fine of Rs. 1/- (One) per day per book will be imposed.
8. Queue should be observed while collecting and depositing the books.
9. If Borrowers ticket is lost and if anybody else avails the facility, the responsibility of such books rests with the concerned student.
10. Lost or damaged ticket may be replaced, with the permission from the Principal on payment of Rs.50/-.
11. Library will remain closed on Sunday and Holidays.

3.12. User Services

Monday to Saturday: 7.30 a.m. to 9.30 p.m.

Sunday & Holidays: Remain close for the day

Sunday & Holidays: Open during exam period

Sr. No.	Class	Issue / Return Days
1.	First Year Engineering Students	Monday & Friday
2.	Second Year Engineering Students	Tuesday & Friday
3.	Third Year Engineering Students	Wednesday & Saturday
4.	Final Year Engineering Students	Thursday & Saturday
5.	M.B.A, M.C.A, & M.E. Students	Monday & Friday
6.	H.O.D., Professor, Associate Professor, Assistant Professor, Technical Assistant & Other Staff	All Institute Working Days
7.	External & Alumni Membership	All Institute Working Days

Principal
K.K.Wagh Institute of Engineering
Education & Research
Nashik-422 003

Librarian
K.K.Wagh Institute of Engineering
Education & Research
Nashik-422 003

(Dr. H. S. Bodke)
Librarian