



# St Peter's Engineering College

(An ISO Certified Institution) (Sponsored by Shantha Educational Society)

(Approved by AICTE, New Delhi, Affiliated to JNTUH)

Accredited by NAAC with 'A' grade



## *Library Manual*



2019

IEEE Xplore®  
DIGITAL LIBRARY

DELNET

J-Gate  
Largest E-Journal Gateway

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## 1.1 Introduction

St Peter's Engineering College 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 centre so as to further improve its efficiency, utility and services.

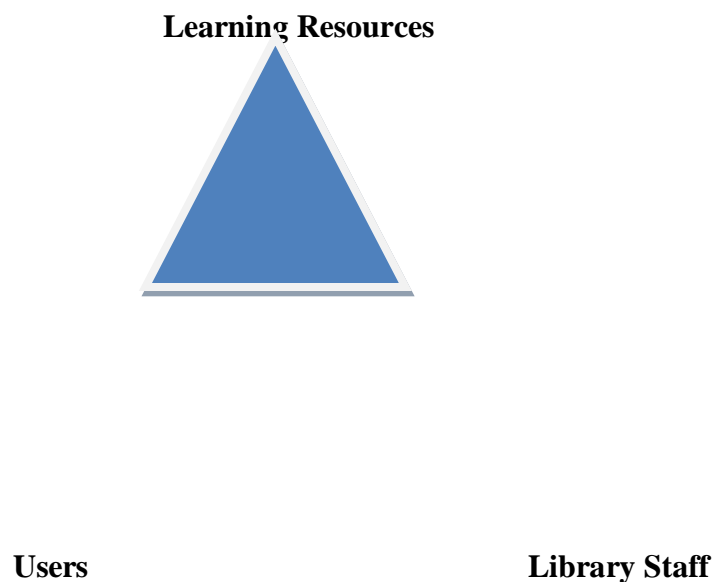
The manual touches upon all important functional modules of the library and how the activities of the library like collection development, provision of information services, management of other academic support facilities.

### 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 good vital 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 SPEC Central Library:

The fully computerized Central Library of St Peters Engineering College is a treasure house of knowledge comprises ever growing collection of around 51,791 books and 5268 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://192.168.99.2/LocalGuru/> )

Valuable resources are well organized in the 795 Sq. Mts. 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. Journal Section of Central Library has subscription of 24 Foreign & 102 Indian Journals and 9 Magazines. To aid these print versions of journals, library also has subscribed following online journals and e-books

1	IEEE
2	J-GATE
3	DELNET

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

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 SPEC on all working days from 8.00am to 8.00pm.

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

**Mr.P.Anand Kumar**

**Librarian&HOD**

**SPEC.**

**Mr.B.MallikarjunaRao**

**Sr.Librarian**

**SPEC.**

## 1.2 SPEC Library at a Glance / Executive Summary

<b>Area</b>		
1	Total Area of Central Library	<b>795 Sq.mt</b>
2	Total Seating Capacity at a time	<b>150</b>
3	Total Numbers of Computer Labs for Students with Internet Facility	<b>01</b>
4	Total Numbers of Computers in Lab for students	<b>30</b>
<b>Library Collection</b>		
1	TOTAL NUMBERS OF BOOKS	<b>51791</b>
2	TITLES(PRINT)	<b>5268</b>
3	REFERENCE BOOKS(PRINT)	<b>5268</b>
4	E-BOOKS	<b>1750</b>
5	BOOK BANK BOOKS(SC)	<b>1150</b>
6	BACK VOLUMES (PRINT JOURNALS)	<b>354</b>
7	TOTAL NUMBER OF CD/DVD'S	<b>2812</b>
8	TOTAL NUMBER OF PROJECT REPORTS	<b>599</b>
10	SUBSCRIBED: /Magazines	<b>9</b>
	Indian JOURNALS	<b>102</b>
	Foreign JOURNALS	<b>24</b>
11	E-JOURNALS	<b>IEEE, J-GATE</b>
12	DATABASES	<b>DELNET</b>
<b>Library Facility</b>		
1	Working Hour	<b>8.00am to 8.00pm</b>
2	Current Annual Budget	<b>Apprx. 25,560,500.00</b>
4	Internet Speed	<b>10mbps</b>
5	Reprographic Facility	<b>Yes</b>
6	Number of Multimedia	<b>15</b>
7	Bar Code facility	<b>Yes</b>
8	Library Management Software	<b>Yes (NGL)</b>
9	Document Scanning Facility	<b>Yes</b>
10	Digital Library Facility	<b>Yes</b>
11	Document Printing Facility	<b>Yes</b>
12	Library Book Standard Classification System	<b>Yes(DDC)</b>
13	NPTEL Facility	<b>Yes</b>
14	Barcode tag	<b>Yes</b>

## 2.0 Library Staff

Sr. No.	Name of the Staff	Designation
1	Mr. P.Anand Kumar	Librarian &HEAD
2	Mr. B.Mallikarjuna Rao	Librarian
3	Mr. S. Satyanarayana	Asst.Librarian
4	Mrs. M.Therasamma	Book bearer
5	Mrs. S.Krishanaveni	Library attendant

## 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:

Coordinator-1

Librarians-2

Member Each Dept.-6

Student Members for each Dept: 10

### 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:

- To provide general direction to the Library.
- To review the functioning of the library with regards to its support to the academic programmes of
  - To advise the management on matters of policy relating to development of library.
  - To outline the library collection development policy as and when required, for its implementation.
  - 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.
  - To suggest ways and means to generate revenue from library resources.
  - To formulate action plan for the development of library infrastructure, facilities, products and services.
  - Evaluate the suggestions made by the library users.
  - To formulate the policy for library use and procedure to be framed.
  - To assist library in providing need based information services.
  - To review the requirements of the new programme's being introduced and advise library about financial assistance.
  - Evaluating the books procurement school wise and allocation of budget accordingly.
- Any other function as assigned by Principal.

### Name of Library Committee Members for the Year 2017-18 to 2018-19

S.No	Name of the staff/Student	Designation	Department	Position Held
1.	Mr. NagendraAkula	Assoc. Professor	MECH	Coordinator
2.	Mr. P. Anand Kumar	Librarian	Library	Member
3.	Mr. B. Mallikarjun Rao	Librarian	Library	Member
4.	Mrs. M. Jyothirmai	Asst. Professor	ECE	Member
5.	Mr.M. Krishna	Asst. Professor	EEE	Member
6.	Mr. Sridher	Asst. Professor	S&H	Member
7.	Mrs.K.Chandana	Asst. Professor	CIVIL	Member
8.	Mrs. D. Sravani	Asst. Professor	MECH	Member
9.	Ms. Soundarya	Asst. Professor	CSE	Member
10.	Muneer Khan	Student	CIVIL	Member
11.	CH.Anuradha	Student	CIVIL	Member
12.	Yashwanth	Student	CSE	Member
13.	P.Mahesh	Student	CSE	Member
14.	Krishna Sai	Student	MECH	Member
15.	G.Sai Teja	Student	MECH	Member
16.	A.Geeta	Student	ECE	Member
17.	S.Anath Sai Srinivas	Student	ECE	Member

18.	A. Shiva Sai	Student	EEE	Member
19.	M.Chandrakanth	Student	EEE	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. Revenue Generated by Library.
2. Development Fund.

#### **4.1 Library Income/Expenditure for the year 2018-19**

<b>Income</b>		<b>Expenditure (AY)</b>	
From college Grants(from fees)	<b>2467059.00</b>	Books	664890.00
From Fine	89441.00	Journals & other Subscription	276549.00
		E-journals	596031.00
		DELNET Membership	13570.00
		Newspapers	8275.00
		NGL AMC	12390.00
		Bar code Printer, lables 2 scanners	34090.00
<b>Total</b>	<b>Rs. 2556500.00</b>	<b>Total</b>	<b>Rs.1605795.00</b>



St Peter's Engineering College

CENTRAL LIBRARY

**Library ESTIMATED BUDGET FOR THE YEAR 2018-19**

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Estimated Amount</b>
1	Subscription (E-Journals)	830000.00
3	Books	1200000.00
4	Instructional Membership	13500.00
5	Subscription (Print Journals.)	250000.00
6	Binding(Books, Journals) Approximate	30000.00
7	E-Books	101000.00
8	Maintenance (Computer, Printer etc.)	14000.00
9	Newspaper	8000.00
10	Equipments/Furniture (Computer lab and machines)	100000.00
12	Miscellaneous	10000.00
	<b>Total</b>	<b>2556500.00</b>

**A) Approximate amount to be received from Fees** 2467059.00

**B) Approximate amount to be received from Fine** 89441.00

**C) Total approximate amount available for the year 2018-19 (A+B)** 2556500.00

**Total Estimated income for the year 2018-19 is Rs.** 2556500.00

**Total Estimated Budget for the year 2018-19 is Rs.** 2556500.00

\*Provision made as per students demand for extending library timings

## **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 indents 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 26% 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 (NGL).
- 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).
- Enter all the received books details in to NGL.

## **.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 Title page and laminate it with Cello tape.
- Prepare Bar codes.
- 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:**

### **5.2.1 Availability of funds**

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

### **5.2.2 Terms and conditions:**

- Supply of periodicals at current catalogue prices.
- Sign an Agreement with the vendors in case of Foreign Journals.
- Proof of GOC exchange rates having prices in foreign currencies as on the date/month of invoice for the remittance journal subscriptions.
- Wherever advance payment is required, the same may be made and a record thereof should be maintained.
- Normally there is no discount on the journals.
- Certificates on bills: prices have been correctly charged in accordance with the publisher's latest catalogue.
- Library should not subscribe journals against „personal subscriptions“.
- However, Journals received against institutional membership are acceptable.
- 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).
- 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.
- Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.
- Online access: Negotiate with the publishers/vendors and arrive at win-win situation regarding electronic version of the print subscriptions and get access to such materials.
- 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.

- 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.
- 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:**

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

#### **5.25 Receipt of and access to the materials:**

##### **Check-in system:**

- Ensure that the items received are as per the order/ access is enabled to the desired resource
- Manual and computerized record of receipts of the journal issues
- Timely display of the Loose Issues of the periodicals on the respective display racks.
- Linking to the online content wherever applicable
- Accessioning the virtual resources should not be done since they do not exist in physical form.
- Accompanying materials such as CDs/DVDs etc are being preserved in the Library.

#### **5.26 Gratis and Exchange Periodicals:**

- The documents relevant to the scope of the Institute's study and research areas be added and accessioned in the collection
- Try to get the free/discounted subscription/s to the periodical/s wherever possible.
- Gratis may be accepted from the Institute's faculty, scholars,
- Avoid duplication unless essential
- Journals under „Exchange and Free Subscription“ can be treated as regular subscriptions and article entry is advised to be done in

#### **5.3 Procurement of e-Resources**

- 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.
- 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.
- 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.
- 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.
- There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field.
- 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.
- 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.

### **6.0 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:

- Issue and returns of Learning Resources (Primarily Books).
- Attending the User's query for effective interpretation of library rules and regulations.
- Registration of new Members. and issue of barcode Generated library Card for Users.
- Operation of "Circulation Module" of Library Management Software NGL  
Maintenance and updatation of all data related to users at Circulation desk in NGL software.
- Display of Books during Seminars/Workshops.
- Correspondence & No Due issuing.
- Library Orientations/Information Literacy.
- Assisting the users for accessing OPAC and Reference.
- Assigning Library Staff duties for beyond the college hours.

## 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 NGL software.
- Handover the books 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 NGL.
- 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	180
2.	Administrative Staff	04	90
3.	M.Tech. Students	04	180
4.	U.G. Students	04	180
5.	Diploma	04	180

## 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 SPEC 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.1/- 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 fail replaced book, collect book cost+100/- as a penalty.

### **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**

SPEC 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 accesses and anywhere, anytime access, there is a considerable demand for online databases, e-journals and e-books. SPEC Library has e-access infrastructure like computer lab, 10mbps 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 IEEE, DELNET, IESTC, WORLD E BOOK LIBRARY.

## 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 non receipts/damages be considered as loss for write-off.
- Librarian may write off the loss of books, volumes, etc. mentioned in the preceding 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
- 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 8.00 in the morning till 8.00 in the evening for issue return of the books, reference service, and online access.

**Library Timings are as follows;**

8.00 a.m. to 8.00 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. SPEC library also has institutional membership of IEEE.DELNET AND J-GATE.



### 10.3 Inter Library Loan

Library maintains an inter library loan arrangement with leading through DELNET. 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

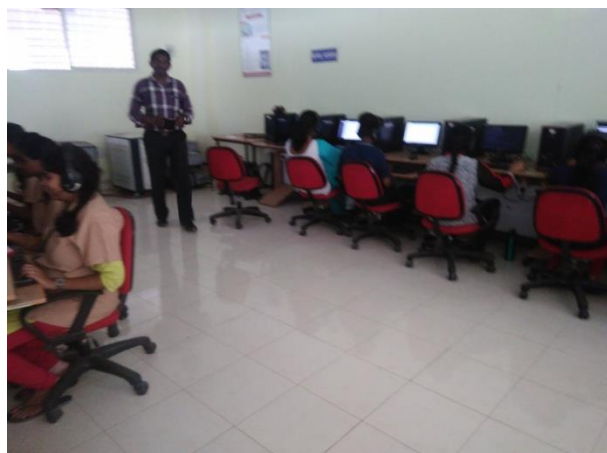
A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases

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.

Users of SPEC can access this facility via <http://www.stpetershyd.com/category.php?mnlInks=8&catid=18> and view as well can be download e-contains created by SPEC. Digital Library Provides

- 1) Scanning and printing facility for the students.
- 2) Publication by Staff.
- 3) In house publication.

## 11.2 Cyber Library



The SPEC Library has set up Cyber Library with over 30 Pentium computers working in a networked environment through connectivity provided by BSNL using 10 Mbps High Bandwidth Leased Line. The Online full text databases like IEEE, DELNET, AND J-GATE. E-books Link, In addition, facilities like OPAC, NPTEL online lectures and digital library will also be accessible to the scholars.

### Salient features of SPEC Cyber Library

- Cyber library in a networked environment with 30 computers using a dedicated 10 Mbps leased line
- Both reading and computing facilities
- Laser printing facility
- Access to full text online journals through and National Digital 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 SPEC Central library through dedicated server and in-house user friendly interface. The access is available via links

NPTEL: e-Learning

[URL:http://www.nptel.iitm.ac.in](http://www.nptel.iitm.ac.in)

College [URL : 192.168.99.2/LocalGuru](http://192.168.99.2/LocalGuru)

## 11.4 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.

SPEC Central Library is computerized with the help of Library Management software called NGL.

Library catalogue created by NGL software is available at

<URL:192.168.66.114:8080/newgenlibctxt/>

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

## 11.5 E-Resources

SPEC 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

**1750 E Books Are Available As pdf format at The Central Library**



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

## 11.52 E-Journals

Library has following E- Journal Subscription

### 11.52.1 IEEE

The IEEE 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://www.ieeexplore.com>

### 11.522 J-GATE –E-JOURNALS(2005)

<https://igateplus.com/home/>

## 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 "DUE DATE slip should be shown to the security guard at the checkpoint before taking out the issued book/s.
9. There will be a fine of Rs. 1.00 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.

### 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 SPEC Central library through dedicated server and in-house user friendly interface. The access is available via link NPTEL: e-Learning -<http://www.nptel.iitm.ac.in> College [192.168.99.2/LocalGuru](http://192.168.99.2/LocalGuru)

### 14.3 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.

SPEC Central Library is computerized with the help of Library Management software called NGL. Library catalogue created by NGL software is available at [URL:192.168.66.114:8080/newgenlibtxt/](http://192.168.66.114:8080/newgenlibtxt/)

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

The IEEE 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://www.ieeexplore.com>

## **14.6 Special Collection for Students belonging to SC/ST and economically**

SPEC library have collection of more than 603 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 15 computer lab with internet connection. 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 SPEC library.

### **14.9 Institutional Membership**

SPEC Library have Institutional tie up with the libraries like NPTEL, DELNET. 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**

SPEC 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 SPEC library has maintain good relation with other libraries. On the request the resources subscribed by these libraries can be accessed by our users.

### **14.13 Reference Service**

SPEC 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	51791
Titles (Print)	5268
Reference Books (Print)	5268
E-Books	1750
Book Bank Books	1150
Back Volumes (Print Journals)	1038
Total Number of CD/DVD"s	2812
Total Number of PROJECTS/ Dissertations	599
Subscribed Journals	
Indian	102
Foreign	24
Magazines	09
E-Journals	IEEE. J-GATE, DELNET

### 16.00 Investment during Last five Years

Year	Books		Journals	
	Print Book	E-Books	Print Version	E-Journals
2019-2020	222968.00	0	-	-
2018-2019	664889.00	0	276549.00	609601.00
2017-2018	833680.00	0	228564.00	834286.00
2016-2017	1153800.00	0	1650870.00	696447.00
2015-2016	943230.00	0	527375.00	66500.00
2014-2015	834916.00	0	263144.00	64000.00
2013-2014	1064533.00	0	180575.00	116500.00

## E-Resources - Access Details

(Within the campus through INTRANET)

Name of the resource	Access Details
<p>1. IEEE (179-e-Journals)</p> 	<p><a href="https://ieeexplore.ieee.org/Xplore/home.jsp">https://ieeexplore.ieee.org/Xplore/home.jsp</a></p>
<p>2. DELNET</p> 	<p>URL: <a href="http://www.delnet.nic.in">//www.delnet.nic.in</a>            IP.Address: <a href="http://164.100.247.30/">http://164.100.247.30/</a></p>
<p>3. VIDEO CONTENT NPTEL: e-Learning</p>	<p>URL: <a href="http://www.nptel.iitm.ac.in">http://www.nptel.iitm.ac.in</a>            College URL : 192.168.99.2/LocalGuru</p>
<p>4. J-GATE (2005 Journals )</p> 	<p><a href="https://jgateplus.com/home/">https://jgateplus.com/home/</a></p>
<p>5. Library OPAC(Online Public access catalogue our college),Search Books: <b>AUTHOR ,TITLE ,SUBJECT.</b></p> 	<p><a href="http://192.168.66.114:8080/newgenlibtxt/">URL:192.168.66.114:8080/newgenlibtxt/</a></p>

**18.00 Library Photos**





## 20.00 List of Library Work

Sr. No.	Name of the Staff	Nature of the Work	
1	Librarian	<ol style="list-style-type: none"> <li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li><li>13.</li><li>14.</li> </ol>	<p>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            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</p>
2	Asst. Librarian	<ol style="list-style-type: none"> <li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li><li>13.</li><li>14.</li><li>15.</li> </ol>	<p>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</p>
		1.	Issue and return of books to students and staff



3	<b>Lib. Clerk</b>	2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18.	Book processing  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	<b>Lib. Attendant</b>	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

Semester	Week No.	NATURE OF WORK
Odd Semester		
	1	Preparation of Enrolment Card of First year B. Tech and M. Tech students
	2	Social Welfare Book Bank Application forms distribution
	3	Renewal of Journals
	4	Library Committee Meeting
	5	Distribution of Social Welfare Book Bank Books
	6	Renewal of Second year to fourth year B. Tech. & M.Tech students Membership
	7	
First Half (Odd Semester) Begins in	8	Renewal of Journals
	9	Library Orientation
	10	Scanning of Even Semester Question Papers
	11	Alloting Barcode & Sticking of I Card of the Student
	12	Creating Second to fourth year B. Tech Students Database in System
	13	Reminders for missing issues of journals
	14	Renewal of Institutional Membership
	15	Distribution of Requisition forms to Subject Teachers for recommendations of Books
	16	Library Committee Meeting
	17	Renewal of Journals
	18	Sending Reminders to teaching and non- teaching for returning books
Even Semester		
Half (Even Semester) Begins in	19	Library Committee Meeting
	20	Rearrangement of Lending Section Books
	21	Rearrangement of Journals Back Volumes
	22	AMC of NGL Software
	23	Book Exhibition
	24	Reminder letters to Publishers for Missing Issues
	25	Distribution of requisition forms to Subject Teachers for recommendations of books
	26	Scanning of Question Papers of Odd Semester

27	Library Committee Meeting
28	Sending bills of books purchased during book exhibition to account section for clearance
29	Submission of Expenditure Statement to Account
30	Preparation of List of Books for Weeding out
31	Preparation of List of Books and Journals for Binding
32	Sending Reminders to teaching and non- teaching for returning books

## 22.00 Requisition forms used in the Library



# St. PETER'S ENGINEERING COLLEGE

(Sponsored by Shantha Educational Society)  
(Approved by AICTE, New Delhi, Affiliated to JNTUH)  
(An ISO Certified Institution)



### Application Form For Library Membership

To,  
The Librarian,  
SPEC

Sir,

**Sub: SPEC – Student Library Membership – Regarding.**



I would request you to kindly enroll me as member of the Library. I will abide by the “Rules & Regulations” of the Library and I will be responsible for the books issued in my account.

#### Students Particulars:

1. Name (Block Letters) : \_\_\_\_\_ Reg.no: \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Branch(M.Tech/B.Tech/Diploma) : \_\_\_\_\_
4. Dept(CSE/ECE/EEE/MECH/CIVIL): \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
6. Phone / Mobile no. : 1. \_\_\_\_\_ 2. \_\_\_\_\_
7. Email ID : \_\_\_\_\_
8. Library Fee Particulars: Fee Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

#### Rules & Regulations:

1. All the Students should enter their details in login Register before entering Library.
2. Silence must be observed at all times in the Library
3. Cleanliness should be maintained in & around the Library / Information Centre.
4. Avoid Making Pen/Pencil marks, underlining, scribbling and tearing of pages in the books/Journals. If any such things are noticed at the time of returning the books, borrower will be held responsible.
5. The borrower shall have to pay each overdue book and the lost/damaged materials borrowed from the Library.
6. Use of Mobile Phones is Strictly Prohibited in Library.
7. I agree to take care of borrowed reading materials and return them by the due date and recall date.
8. Personal belonging/books are not permitted inside Library.
9. Consult the Librarian on duty of any other Information, Suggestions and Issues

Yours Faithfully,

LIBRARIAN

Student of the Signature





# St. PETER'S ENGINEERING COLLEGE

(Sponsored by Shantha Educational Society)  
(Approved by AICTE, New Delhi, Affiliated to JNTUH)  
(An ISO Certified Institution)



## Application Form for Library Faculty Membership

To,  
The Librarian,  
SPEC



Dear Sir,

I would request you to kindly enroll me as Faculty member of the Library. I will abide by the "Rules & Regulations" of the Library and I will be responsible for the books issued my account.

1. Name (Block Letters) : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Address : \_\_\_\_\_  
\_\_\_\_\_
5. Contact No : \_\_\_\_\_
6. Email ID : \_\_\_\_\_

### Rules & Regulations:

1. Avoid Making Pencil/Pen marks, underlining, scribbling and tearing of pages in the books/Journals. If any such things are noticed at the time of returning the books, borrower will be held responsible.
2. I also agree to pay the charges for the lost or damaged materials borrowed from the Library.
3. Use of Mobile Phones is Strictly Prohibited in Library.
4. I agree to take care of borrowed reading materials and return them by the due date and recall date.
5. Personal belonging/books are not permitted in Library.

**Date:**

**Signature of the Faculty**

**Signature of the HOD**

**LIBRARIAN**

**PRINCIPAL**



# LIBRARY BOOK INDENT FORM



**St. PETER'S ENGINEERING COLLEGE**  
 (An ISO Certified Institution) (sponsored by Shantha Educational society)  
 (Approved by AICTE, New Delhi, Affiliated to JNTUH)  
**Accredited by NAAC with 'A' grade**



### ACADEMIC BOOKS STATEMENT (BOOKS INDENT FORM)

Department: ----- Year/Semester: -----

S.No	T/R	Name of the Title	Author	Publisher	Required copies	Available copies	Indented copies	Remarks	
Prepared Committee member/HOD		Verified Stock : Librarian/Date:			Reviewed: Committee Coordinator/Recommended		Principal/Date:		

## REQUISITION FORM



### ST.PETER'S ENGINEERING COLLEGE LIBRARY & INFORMATION CENTRE REQUISITION FORM

Date:

Name of the Student:

University Roll No.:

Branch:

Year:

Section:

Your requirements if any:

Sl. No.	Title	Author	Publisher

---

Comments and Signature of the Library Committee Member / HOD

# *Thank You !*







