

Library Policy

of
Lakireddy Bali Reddy College of Engineering
(Autonomous)

Mylavaram – 521230



Library Policy Statement

At LBRCE, Library Policy aims to collect, organize and disseminate print and electronic information to the academic community of the Institution, enhance and support the research activity of the Institution and act as Learning Resource Centre.

Administration

- Chief Librarian shall manage the entire library system of the institute, assisted by Assistant librarians, and other staff.
- A Library Committee comprising departmental faculty and student coordinators shall be constituted to advise the librarian in all matters of the library.
- A library verification committee shall be constituted comprising senior faculty from various departments to conduct annual audit.
- The department libraries shall be managed by a Faculty in charge, supported by other staff and student coordinators.

I-Procurement of Books

- Procure learning resources, ensure systematic collection development by identifying, evaluating, selecting, processing, and making book, journals or online databases available to various users.
- Consider faculty recommendations in procurement of resources in library for their courses and research.
- Consider recommendation of students which is endorsed by faculty and Head of the Depts. for procurement of resources

II-Vendor Selection

- Appoint vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc.
- Review performance of vendors every three years based on the supplier performance.

III-Books/Journals Procurement Process Workflow

- A proper Books/Journals Procurement Process Workflow starting with requirement request from Department must be initiated
- The verification & approval shall be done by Librarian and Principal for final procurement.
- Physical Checking, Data Entry, Barcode Generation, Classification Process, payment

release done by Librarian

- Book and other resource availability shall be intimated to the Department

IV-Circulation

- Use OPAC for smooth functioning of the circulation section along with automated data entry using Library Management Software Maintenance.
- Provide students and faculty adequate borrowing of Textbooks, reference books, Books, CD ROMS, DVDs and audio video cassettes with faculty entitled to 10 resources per semester,
- Allow undergraduate students 4 books to borrow and Post Graduate students 6 books to borrow for a period of 14 days.
- Prohibit issuance of Journals, Bound volumes, Loose issues of journals and the latest issues of Magazines, Dissertations /Project Works for borrowing. Insist on their reference within library premises.

V-Other facilities

- Provide Central Library Provides Xerox /Print/Scan facility to the faculty & students free or at marginal rates.
- Provide eligible students belonging to SC/ST facility to borrow books and other resources under Integrated Book Bank Scheme.
- Maintain good collection of general reading books on personality development, literature, competitive examinations, general awareness to cater to the general reading purposes.
- Display faculty publications, forthcoming Conference details and other national and international events.
- Reward/incentivize frequent library users and present Best library user awards to students every year to promote good library usage levels among students.
- Carry out Physical verification of the library stocks is carried out by a team of faculty members to identify the losses, identify misplaced and or mutilated documents that need repair, or to weed out from the library collection.

The institute seeks to continuously review and improve the Library Policy as adopted above and will commit to its implementation.