

Library Policy



Lakireddy Bali Reddy College of
Engineering (Autonomous)
Mylavaram – 521230

1. PREAMBLE:

The Library is the knowledge hub of an institution, supporting teaching, learning, research, and innovation. This policy is framed in line with guidelines of the University Grants Commission and best practices recommended for higher education institutions. The Lakireddy Bali Reddy College of Engineering's Central Library is dedicated to supporting the academic community. Furthermore, it functions as a comprehensive Learning Resource Centre, offering a supportive environment and a wide range of materials to facilitate learning.

2. OBJECTIVES:

- To support academic and research excellence
- To provide access to quality learning resources (print & digital)
- To promote information literacy and lifelong learning
- To ensure efficient and user-friendly library services

3. SCOPE:

This policy applies to:

- Students (UG/PG/Research)
- Faculty members
- Administrative staff
- External users (if permitted)

4. LIBRARY RESOURCES:

• Print Resources

- ✓ Textbooks
- ✓ Reference books
- ✓ Journals, magazines, newspapers

• Digital Resources

- ✓ E-books
- ✓ E-journals
- ✓ Databases (e.g., INFLIBNET Centre, National Digital Library of India)
- ✓ Institutional repository

5. MEMBERSHIP & ACCESS:

- All students and staff are automatic members
- Library ID / Institutional ID is mandatory
- Access to digital resources via campus network / remote login

CIRCULATION POLICY

Category	No. of Books	Loan Period
UG Students	4	14 days
PG Students	6	14 days
Book Bank	6	180 days
Faculty	4	180 days
Non-Teaching staff	6	180 days

- Renewal allowed (if no reservation)
- Reference books: Not for issue

6. DIGITAL LIBRARY SERVICES

- Online Public Access Catalogue (OPAC)
- Remote access to e-resources
- Plagiarism checking support
- Institutional repository for publications

7. COLLECTION DEVELOPMENT POLICY

- Based on curriculum, research needs, and user demand
- Recommendations from faculty and departments
- Regular updating and weeding of outdated materials

8. LIBRARY AUTOMATION

- Fully automated using Library Management Software
- Barcode/RFID-enabled transactions
- Digital cataloguing and tracking

9. USER RESPONSIBILITIES

- Maintain silence and discipline
- Handle books carefully
- Return books on time
- Follow copyright and fair-use practices

10. FINE & PENALTY

- **Late return:** ₹1-₹5 per day
- **Lost book:** Replace or pay cost + penalty
- **Damage:** Pay repair/replacement cost

11. WORKING HOURS

Monday to Saturday:	8.00 am to 8.00 pm
Second Saturday:	9.00 am to 5.00 pm
Sunday:	9.00 am to 1.00 pm
Vacation:	9.00 am to 5.00 pm

12. SPECIAL SERVICES

- Book bank facility for economically weaker students
- Reprography/printing services
- Reference and research assistance
- Orientation programs for new users

13. LIBRARY ADVISORY COMMITTEE

- Principal – Chairperson
- Librarian – Convener
- Faculty representatives
- Student representative

14. Record Maintenance

- Accession register
- Issue/return records
- Digital usage statistics
- E-resource access logs

15. REVIEW & IMPROVEMENT

- Annual audit of library resources
- User feedback analysis
- Continuous improvement through IQAC

The Institute shall continuously review and update the approved policy and is committed to its implementation.

Policy History:

Version	Approved by	Implementation and Monitoring by
V2.0 (Revised)	20 th Meeting of GB held on 31-01-2026	Librarian
V1.0 (Original)	9 th meeting of GB held on 24-11-2018	