

**VIDYAVARDHINI'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
K.T. MARG, VASAI ROAD (WEST) 401202.**

CENTRAL LIBRARY





Dr. S. R. Ranganathan - (1892-1972)

Dr. S. R. Ranganathan's Five Laws of Library Science

1	Books for use.
2	Every Book its reader.
3	Every reader his/her book.
4	Save the time of the reader.
5	Library is growing organisation

ABOUT CENTRAL LIBRARY

The college central library was established in 1994, simultaneously with the inception of the college. The total collection of library books is 31700(with 11250 titles) in a span of 24 years. 56 national and international journals/magazines are currently available in the library. Half-a-dozen daily newspapers are on display stands. New arrival of books and magazines/journals are immediately displayed on the display racks. The library has 14 computer terminals. The library collection of CD's is more than 950.

The college management has generously expended 95 lakhs so far on library books and journals. The department of social welfare of Government of Maharashtra has sanctioned to students belonging to SC/ ST/ NT category a grant of Rs. 78000 for the year 2003 and a grant of Rs. 152000 for the year 2004. These grants have been gratefully utilized for 1117 books for the total benefits of about 500 students intended.

Almost all the Inspection Committees and other college staff on their visits to the library have complimented our college on the excellent collection of rare and many books. The collection books on mathematics of Dover Publications have always asked for very special reference. I am proud to state that ours is one of the best libraries among the engineering colleges of University of Mumbai.

College has purchased Pearson E-Library Package to access Central Library faculty to students and staff members. These book can be access remotely.

DIGITAL LIBRARY

The Central Library has started a separate Digital Library section for students and staff members. College has purchases a package of E-Books of PEARSON INDIA EDUACTION PVT LTD, by spending more than Rs. 3 lakhs, to avail this facility to students and staff. In this package user can access e-books. Institute is member of DELNET Library Network. All the students and staff have access to this facility in the Digital Library section. Through this facility members can access 900 library networks and in and India and 6 other countries having access of 50 thousand records of E- books, Journals, Articles, Union catalogue and other documents.

The library facilities are availed daily on an average by 15 staff members and 110 students. Almost 250 books are lent daily. The students are allowed to borrow at most 2 books at a time for a week. The Central library maintains separate registers for accession, reference, loan, visitors, and movement. Central Library timings are 9.00 am to 8.00 pm during exam period, normally it closes at 5.30 pm.

FACULTY INFORMATION:

Sr. No	Name of the Staff Member	Designation
1	Mr. Dinesh M. Jadhav	Librarian
2	Mr. Mohan Misal	Asst. Librarian
3	Mrs. Uma Pasalkar	Sr. Clerk
4	Mr. Salim Khan	Peon
5	Mr. JitendraMhatre	Peon

LIBRARY DETAILS :

Sr. No	Details	Facility	QTY
1.	Person India Education Pvt. Ltd.	E-Books	61
2.	DELNET -Developing Library Network	For IIL Inter Library loan And other E resources.	
3.	Indian Journals	Printed	50
4.	Popular Magazines	Printed	07
5.	News Papers	Marathi, Hindi, English	7
6	e-Journals	Journals	2
7.	Computers	Digital Library	10
8.	Computer of staff access	Central Library	5
9	Digital Library	e-Books, e-journals, DELNET, online Books.	
10	Internet Facility	32 mbps	14 computers dedicated
11	Multimedia Systems		10
12	Library Management Software	e-Granthalaya3 Developed by NIC New Delhi. WEB OPAC, OPAC, Multi Users,	
13	CD,s	Along with books	950
14	Library Books		32500
15	Photo Copies Facility		Yes
16	References Services	University Syllabus, Question papers sets all the Branches, Old syllabus also preserved.	Since 1994 preserved
17	Printing facility		3 Printer
18	Scanner	HP	1
19	Web OPAC	Web link : http://Lib-001/eg3opac/default.aspx	

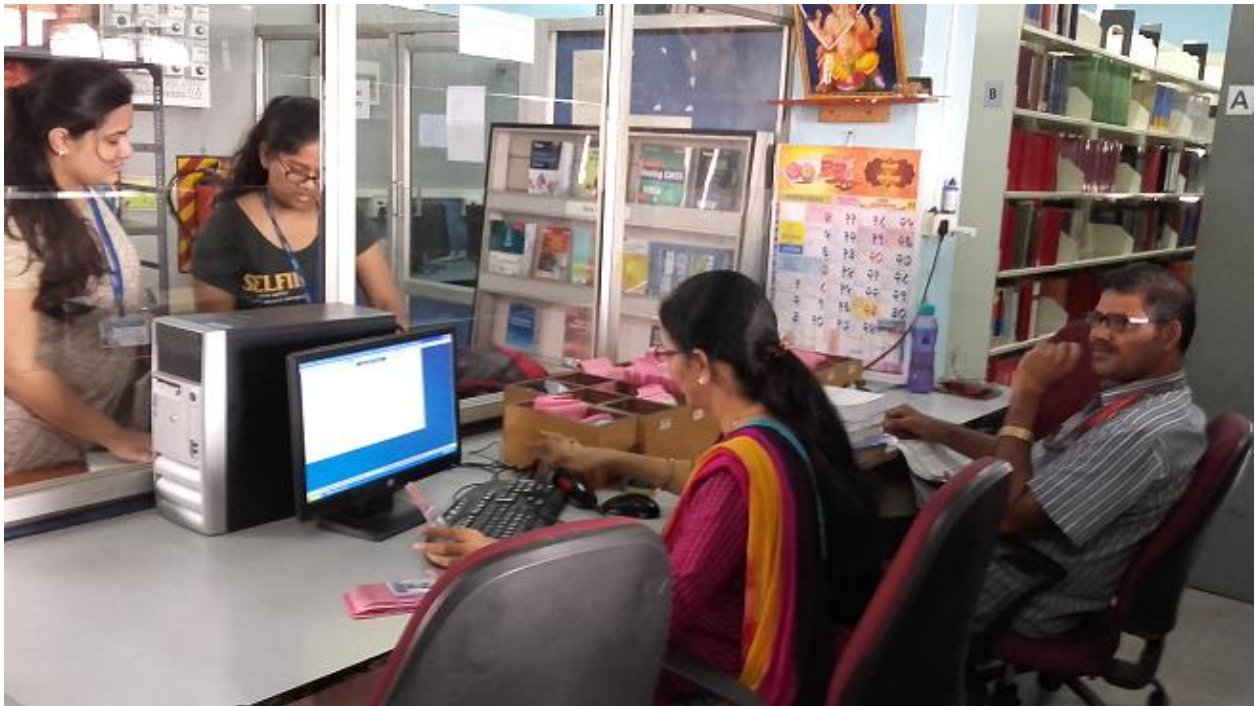
LIBRARY TIMINGS :

Counter and Reading Room Timings	Monday to Friday	9 am to 5.30 pm
	Closed on Saturday and Sunday and University declared holidays	

BOOK RACKS :



HOME LENDING COUNTER :



READING ROOM





BOOK RACKS

REFERENE SECTION:



REFERENCE SECTION:



CENTRAL LIBRARY RULES FOR STAFF MEMBERS:

1.	All the staff members are requested to maintain silence in the library.
2	All the teaching and non teaching staff members are allowed to borrow library books, periodicals, magazines, news papers, question papers, syllabus, and CD.
3.	Reference book will be issued for use in the library only.
4	Any defects or missing pages in books or journals should be brought to the notice of the Librarian; otherwise the concerned staff member will be responsible for it either repair or replacement.
5	Any books lost will have to be replaced by the staff member before the end of the semester or else he / she will have to pay double the cost of the lost books. Lost book unavailable in the market will be penalized double the cost.
6	Entry should be made in the library visitors register every time while visiting the library.

Central Library rules for the students:

1.	The students should maintain silence in the reading room. Mobiles and their mini stereo systems should be switched off.
2.	All students can borrow library books, periodicals, magazines, newspapers, question papers, syllabus, project report and CD's.
3.	Books will be issued to students on a weekly basis on any working day.
4.	Reference books will be issued for a day for library reading on a reading room ticket only.
5.	Books should be returned on or before the due dates mentioned on the due date slip, failing which students will be fined as follows: i. for 1-7 days Rs.2 per day. ii. for above 7 days onwards Rs. 10 per day and will be penalized iii : not returning the book for 1 to 14 days he /she will not be issued the book for the next one month; iv :not returning the book for more than 14 days he/she will not be issued the book for the semester.
6.	Library books should be handled with care.
7.	Any defect or missing pages in a book should be brought to the notice of the Librarian; otherwise students will be responsible for it for either repair or Replacement.
8.	Books lost will have to be replaced by students in 8 days or he/ she will have to pay double the cost of the lost books.

CENTRAL LIBRARY BOOKS COLLECTIONS:

Since College establish very first year hardly 1310 books in the Central Library. Now collection is reached up to 31700. In span of 28 Years. This Collection includes Text book, handbook, Data Books, Dictionaries, Year Books, Books for competitive examination .

OTHER FACILITIES:

- **Online Public Access Catalogue (OPAC)**

All the collection of the Central Library is duly entered in the library software. All the data can be search with the help of OPAC web link : Web link :<http://Lib-001/eg3opac/default.aspx> all the users of the central library can search the library data by subject wise, title wise, Author wise and title wise. For this purpose 10 computers are allotted.

- **Home Landing Services**

This is common future of every library. One separate counter is allotted for books issue & return purpose which is open for 9.a.m. to 5.30p.m. with one separate computer for maintaining its database records on e-granthalaya software.

- **References Services:**

Reference books are issued to students and faculty members for overnight reference and return. Selected costly reference books recommended by the expert faculty members are being procured and available in the reference section.

- **Book Bank Scheme :**

Book Bank scheme (Department of Grant Received from Social Welfare) is available for SC/ST students. We are giving set of subject books, between two students sharing basis, recommended books by university of Mumbai. This facility is available for students of all the branches.

- **E-book Facility :**

College has purchases the e-Library from Pearson Education. Students and faculty members can access the facility from their home or mobile phone .Related link has been send to their registered email address.

- **DELNET : Developing Library Networks.**

Institute is member of DELNET Library Network. All the students and staff members can access this facility at the institute campus through college gateway IP address. Through this facility college can be access 900 Libraries Network in the India and 6 other countries having access about fifty lakhs records of the books, journals, Articles, and other documents.

DELNET Databases		
SR. No	Databases	Records
1.	Union Catalogue of books	2,66,61,564
2.	Union list of current periodicals	37,847
3.	Union catalogue of Periodicals	20,235
4.	Databases of Periodicals Articles	9,84,809
5.	CD ROM databases	61,750
6.	Union list of Video Recording	6,000
7.	Union list of Sound Recording	1,025
8.	Database of Theses and Dissertations	1,025
9	Union list of News papers	70
10	Data base of E-books	1613

WORK PROCEDURE:

1. **Library books** :According to the rules of AICTE, Books are required to purchases 50 titles and 250 volumes for each department. College purchases on an average 1450 volumes every year. At present Central library has collection of 31500 books including book bank. Library has developed a books recommendation form. All books are purchases after sanction of HOD, Librarian, Library_in_charge and the Principal.
2. **Books Classification Method** : Books are classify by DDC Dewey Decimal Classification Method.

3. **National Journals :** According to AICTE Rules College has to be purchases 6 journals per branch. library has subscribe 58 journals, among all some of magazines are popular and some of them are useful to the competitive exam purpose.
4. All the library book are well arranged on the seventeen add on racks and five cupboards. 4 display racks for new arrivals and current magazines and journals.
5. Web OPAC facility is available for students and faculty members to search books. <http://Lib-001/eg3.opac/default.expx>.
6. Books trolley has been purchased to carrying and replacing books.
7. We have also got DELNET –Developing Library Network membership From April 2018- knowledge flows through DELNET, access it **DELNETDatabases** Union catalogue of books, Union list of Current Periodicals, Union Catalogue of Periodicals, Articles database, Union list of CD-Roms, Database of these and dissertations, Union List of Video Recordings, DELNET-E-Journals, E-Journals and E-Books, Cambridge Dictionary online, Medline and other databases of NLM, Networked digital library of theses and dissertation. **DELNET Services –(IIL/DDS)** Document Delivery Services, Inter Library Loan (Books) etc.
8. The 8 CCTV cameras have been installed in main areas of library. Therefore, the library can be inspected and the books and other materials are less likely to be stolen. 24X7 Library and whole campus is under CCTV camera surveillance.
9. The reprography machine is attached with college.
10. The Library's Reference section has been fully open for student and faculty members and Home Lending section has been operated with the help of Library staff for whole day.
11. Separate reading room for students and faculty members.
12. **Notice board and Display:** It has been regular practice to display book jackets and update notice board. New arrival of books and magazine are kept in display racks.

13. Library committee: For taking important decision of the library committee has been formed by the Principal. One Senior faculty member of each department is appointed in library advisory committee. They give their valuable advice for smooth functioning of library services.

14. ACTIVE CENTRAL LIBRARY COMMITTEE :

Post	Name	Designation
Chairman	Mr. Vishal Pande	A. P. Instrumentation
Member	Mr. Shahista Khan	A. P. Electronics and Telecommunication
Member	Mr. Lohar Sanjay	A. P. Mechanical Engineering
Member	Mr. GulbhilePradeep	A. P. Humanities
Member	Mrs. AnaghaPatil	A. P. Information Technology

15. Reference Sections: Handbooks, Dictionaries, Encyclopedia, data books, standards, costly book, Single copy of each Title are kept in the reference section. Student and faculty members can access the reference section for their curriculum activity.

16. IIL (Inter Library Loan Service): DELNET- Developing Library Network

17. User Orientation and awareness: User orientation programs are conducted at the time of every academic year for the first year students and directly admitted students in second year.

18 .Lost and found Cases :

- a. If book/ journal is damaged or lost, the borrower will have to replace the book with a new copy OR pay the amount as per the current price of the book.
- b. In both the cases over-due charges if any, has to be paid.
- c. If the membership card is lost, the Librarian should be informed immediately. In genuine cases a duplicate set may be issued after an application to the Principal and payment of Rs.50/- per card.

Enumerate on the support provided by the library staff to the students and faculty members of the college.

- The library staff always supports students and teacher of the college for proper functioning of the library.
 - Library staff issue books, Journals, new arrival to the students and teacher.
 - Library staff displays the important notification for the students and faculty members on library notice board.
 - Library staff assists to reprography to the students and staff.
 - Special digital Library with assisting staff is provided to faculty and students. For eg. DELNET, Pearson E-books.
 - To allot Book Bank books to each semester and each branch every time.
 - Suggestion box is kept in the library for taking helpful suggestion and complaints from students and staff. Suggestions are consider necessary action and library committee takes necessary action.
 - **Lost and found Cases :**
- d. If book/ journal is damaged or lost, the borrower will have to replace the book with a new copy OR pay the amount as per the current price of the book.
 - e. In both the cases over-due charges if any, has to be paid.
 - f. If the membership card is lost, the Librarian should be informed immediately. In genuine cases a duplicate set may be issued after an application to the Principal and payment of Rs.50/- per card.

DIGITAL LIBRARY:

