

## **Bapatla Engineering College**

Date: 27-07-2018

### **Library Committee – Minutes of the meeting**

Meeting held on: 25-07-2018 from 2.30 PM to 4.30 PM  
Venue: Admin Building Conference Hall

#### **Agenda :-**

01. To discuss about Library policy and procedures.
02. To procure more number of books and journals (print & online)
03. Number of books to be issued to the students.
04. Time to renew the books.
05. Book reservation system.
06. Stock verification of the Library.
07. Books Issue timings.
08. Campus Book exhibitions for students.
09. Usage of e journals.
10. Any other matters related to Library development.

#### **Minutes of the Meeting :-**

01. The committee discussed about the Policy & Procedures of the College Library presented by the Librarian and approved the same for submission to College Academic Council.
02. It is recommended to procure 3 copies of each title (2 for main Library + 01 copy for dept. Library) from the list of books recommended by the faculty (Top 1 to 10 titles in each subject).  
The committee suggested to obtain the list of e books & their price list from Pearson Education, MGH and Springer publishers to recommend the required e books for the Library.
03. The committee proposed to increase the no. of books to be issued to students after the interaction of committee members with the students.
04. The committee suggested to continue the present renewal time for books i.e. one week.
05. The committee recommended to maintain a book reservation system in the Library to enable the students & staff to reserve for books which are in issue.

06. The committee discussed about Library stock verification and suggested to verify the costly books (costing more than Rs. 500/- per book) instead of verifying all 73,000 books in the Library to save man power and time.
07. The committee suggested to invite Book distributors / Book sellers to arrange Book Exhibition in the College Campus to enable the students to buy the required books.
08. The committee discussed about the usage of e journals (IEEE, ASCE, ASME & Science Direct) being subscribed by the College Library. The committee members have collected the URL details of the e journals from Librarian by email to bring awareness among the students of their depts.

Signatures of the Library Committee members who attended the meeting on 25-07-2018 from 2.30 PM to 4.30 PM

S No	Name of the staff member	Designation	Department	Signature
01	Dr. Ch. Lakshmi Srinivas	Professor	Mechanical Engg.	Ch. Lakshmi
02	Mrs. J. Venkata Lakshmi	Associate Professor	EIE	J. Venkata Lakshmi
03	Mr. S. Ganapathi Prasad	Asst. Professor	Civil Engg.	S. Ganapathi Prasad
04	Mr. P. Vasudeva Reddy	Asst. Professor	ECE	P. Vasudeva Reddy
05	Mrs. K. Kamala Devi	Asst. Professor	EEE	K. Kamala Devi
06	Mrs. Ch. Mangamma	Asst. Professor	CSE	Ch. Mangamma
07	Mr. M. Praveen Kumar	Asst. Professor	IT	M. Praveen Kumar
08	Mrs. N. Sudha Rani	Asst. Professor	Chemical Engg.	N. Sudha Rani
09	Mr. P. V. Koteswara Rao	Asst. Professor	MCA	P. V. Koteswara Rao
10	Dr. K. Prasada Rao	Asst. Professor	Chemistry	Dr. K. Prasada Rao
11	Mr. S. L. V. Mallikarjun	Asst. Professor	Physics	S. L. V. Mallikarjun
12	Mrs. M. Srujana	Asst. Professor	Maths	M. Srujana
13	Mrs. K. Venkata Lakshmi	Asst. Professor	English	K. Venkata Lakshmi
14	Mr. A. Rama Mohana Rao <b>Member Secretary</b>	Librarian	Library	A. Rama Mohana Rao

Encl: The Policy & Procedures of the College Library.

Copy to:

- 1) The Principal
- 2) The Academic Adviser
- 3) Individual members of the Library Committee
- 4) Librarian

**BAPATLA ENGINEERING COLLEGE: BAPATLA**  
**LIBRARY**

**Policy and Procedures of the College Library**

01. **Open Access System:-** Open access system is followed in the College Library where in the users are allowed to go directly to the racks and select the books of their choice for issue and reference.
02. **Property Counter:-** Before entering the Library the users should leave all their belongings (bags, printed books etc.) in the open racks near the entrance door of the Library. Only note books, calculators and white papers are allowed in to the Library.
03. **Body Check:-** To prevent any possible loss of Library material, all the students are bodily checked by security guards when they leave the Library.
04. **Library Timings:-** The Library functions from 7 AM to 7 PM on all working days.
05. **Issue Timings:-** 9 AM to 7 PM
06. **Computerized Circulation of Books:-**
  - a) **Borrower Tickets:-** 2 Tickets will be issued to each student admitted in the College after verifying the identity card to enable the student to borrow 2 books on 2 tickets. An additional ticket (3<sup>rd</sup> ticket) will be issued to all final year students to borrow 3<sup>rd</sup> book for their project work etc. M. Tech students are allowed to borrow 4 books per head. The tickets once issued are valid till the completion of the course of the student in the College. In case of staff 12 tickets will be issued to each staff member to borrow 10 books & 2 periodicals.
  - b) **Issue of Books:-** The borrowers (students & staff) may go directly to the racks and select the book (s) of his/her choice and submit the same in the issue counter along with the ID card and borrower ticket (s) (one ticket for one book). The counter staff verifies the ID card and takes out the book card from the book pocket of the book and enters the ticket number & due date on the back side of the book card and gets the signature of the borrower on it. Then he inserts the book card in the ticket given by the borrower and files the same in the tickets tray of the counter. He also enters the ticket no. & due date on the date slip of the book and gives the book to the borrower. Books are issued to the students for a period of one week and the same may be renewed for another week if there is no demand for the same book from other users. In case of staff books will be issued for a period of 15 days. Under no circumstances can a book be issued to a borrower on a ticket that does not belong to him/her. The users are completely responsible for the books borrowed upon their tickets. The users are advised not to borrow damaged books. Once the book is issued, the borrower is completely responsible for the damages or missing pages. Hence, the borrower has to thoroughly check the book before presenting it for issue. All the books issued are entered in the computer.
  - c) **Return of Books:-** The borrower may submit the book in the issue counter for return. The counter staff takes out the borrower ticket concerned from the tickets tray and inserts the book card in the book pocket of the book and returns the ticket to the borrower. All the books returned by the users will be entered in computer. If the book is returned late, the late return fine will be entered in the computer
  - d) **Fines for the late return of books:-** Fines will be Collected for the late return of books at Rs. 1.00 per day per book subject to a maximum of Rs. 180/- per book. All the late return fines will be collected by the concerned departments through bank account before issuing hall ticket to the student.

e) **Issue of Reference Text books:-** Students may borrow the reference text books half an hour before closing the Library and return the same by 7.30 AM in the next day. Overdue charges (Rs. 5 per day per book) will be collected for the late return of reference books.

f) **Loss of Tickets & Books:-** The borrower who lost his/her ticket should report the same in writing to the Librarian immediately. After due verification, a duplicate ticket will be issued on payment of Rs. 20/- per ticket in special fees account. If a book is lost, the borrower may purchase a new book of the same title and same author and replace the lost book. If the book is not available for purchase in the market, the borrower has to pay one and half times the cost of the book. Hence, the borrowers are advised to take utmost care of their tickets and books.

07. **Book Banks:-** 3 separate Book Banks (SC Book Bank , ST Book Bank & TEQIP Book Bank) are maintained in the Library for the benefit of the SC,ST&BC category students (Only scholarship Holders). 2 Book Bank tickets per head will be issued to BC students to borrow 2 books from the Book Banks.

I) **SC Book Bank:-** All SC category students (Scholarship holders) are eligible to borrow 12 text books from SC Book Bank for a period of one semester.

II) **ST Book Bank:-** All ST category students (Scholarship holders) are eligible to borrow 12 text books from ST Book Bank for a period of one semester.

III) **TEQIP Book Bank:-** All SC & ST category students (Scholarship holders) are also eligible to borrow books from TEQIP Book Bank. However, these books will be issued to them within their maximum limit of 12 books per head.

All the books borrowed from the Book Banks should be returned to the Library at the end of the semester immediately after the semester end examinations.

08. **No Dues Certificate:-** The student who completed the course of study in the College should get a no dues certificate from the Library by returning all the tickets & books borrowed from the College Library & Book Banks.

09. **Library Catalogue (OPAC) & Locating the Books in the Racks:-** A catalogue is the complete list of books available with the Library. The Library catalogue is computerized and the users may search for the required books in the OPAC by author, title/subject key word.

All the books in the Library are arranged as per the Dewey Decimal Classification. The call number (classification number) is affixed on the spine/cover page of each book and all the books in the Library are arranged as per the call number (ascending order). The call numbers are given against each title in the Library catalogue. For locating the required books in the racks, users may note the rack number & call no.(s) of the required books from the catalogue and locate those books in the racks by searching the call no. given on the book.

#### GIST OF CALL NOS & SUBJECTS

SUBJECT	CALL NOS	SUBJECT	CALL NOS
General Collection	000 to 399,800 to 999	Electrical Engg.	621 to 621.37
English	420 to 429	ECE&EIE	621.38to621.39, 629&681
Maths	510 to 519	Mechanical Engg.	621.4to621.9&669to679
Physics	530 to 539	Civil Engg.	526,550&624 to 628
Chemistry	540 to 549	Management	650 to 658
General Engg.	620 to 620.9	Chemical Engg.	660

10. **Digital Library:-** A digital Library with internet facility (free of cost) is maintained in the College Library for use by the students and staff. Online Journals / e journals (IEEE, ASME, ASCE & Science Direct) are available with the Digital Library. Our library is a member of DELNET, New Delhi and authorized to access DELNET Digital Library (e books & e journals) DELNET offers interlibrary loan facility for its member Libraries.

In addition to the above, NPTEL Video courses on Various Engineering & Core Science subjects developed by 7 IITs & IISc Bangalore are also accessible to the users in our Digital Library. Students are also allowed to copy these video courses from Digital Library.

More than 3,000 educational CDs (subject wise) are available with the Digital Library. Students may use or copy these CDs from Digital Library.

11. **Xerox facility:-** A Xerox machine is available with the college library. All the students are allowed to get Xerox copies in the library by submitting Xerox coupons. (One coupon of 50 paise per one Xerox copy) purchased from college office.

Signatures of the members of the Library committee:-

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02	Mrs. J. Venkata Lakshmi	Associate Professor	EIE	<i>J. Venkata Lakshmi</i>
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14	Mr. A. Rama Mohana Rao <b>Member Secretary</b>	Librarian	Library	<i>A. Rama Mohana Rao</i>

Copy to:

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- 2) The Academic Adviser
- 3) Individual members of the Library Committee
- 4) Librarian

*S. L. V. Mallikarjun*  
PRINCIPAL  
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