



A Library is a Temple of Learning, without  
which no educational system is perfect



**NARAYANA**  
**ENGINEERING COLLEGE :: NELLORE**

(An ISO 9001:2008 Certified Institution, Approved by AICTE New Delhi & Permanently Affiliated to JNTUA, Ananthapuram)



**LIBRARY MANUAL**

[www.necn.ac.in](http://www.necn.ac.in)

# **Library Management: A Manual**

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Professor In-Charge

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Central Library

**NARAYANA ENGINEERING COLLEGE: NELLORE**

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Central Library

Narayana Engineering College:: NELLORE

## Abbreviations

AACRII	Anglo- American Cataloguing Rules, Second Edition
ACM	Association for Computing Machinery
AICTE	All India Council for Technical Education
ASCE	American National Standards Institution
ASCE	American Society for Civil Engineers
ASME	American Society for Mechanical Engineers
ASTM	American Society for Testing and Materials
BB	Book Bank Collection
BSB	Book Supply Bureau
B.Tech	Bachelor of Technology
CAS	Current Awareness Service
CD/DVD	Compact Disk/Digital Versatile Disk- Read Only Memory
CMIE	Centre for Monitoring Indian Economy Pvt. Ltd.
EBSCO	Elton Bryson Stephen Company
GIST	Global Information Systems Technology
HOD	Head of the Department
ID	Identification
IEEE	Institute of Electrical and Electronic Engineers
IHS	Information Handling Service
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
ILL	Inter Library Loan
ISO	International Organization for Standardization
IR	Institutional Repository
JET	J-Gate Engineering and Technology
LMS	Library Management System
JSMS	J-Gate Social and Management Sciences
LAC	Library Advisory Committee
LCSH	Library of Congress Subject Headings
MHRD	Ministry of Human Resource Development
MIT	Massachusetts Institute of Technology
M.Tech	Master of Technology
MS	Manuscripts Collection, Microsoft
NAAC	National Assessment and Accreditation Council
NIC	National Informatics Centre
NPTEL	National Programme on Technology Enhanced Learning
OCW	Online Course Ware
OPAC	Online Public Access Catalogue
PAN	Permanent Account Number
PDF	Portable Document Format
PG	Post Graduate
PIS	Patent Information System
R	Reference Collection
R&D	Research and Development
SDI	Selective Dissemination of Information
S&T	Science and Technology
TB	Text Book Collection
UDC	Universal Decimal Classification
UG	under Graduate
UGC	University Grants Commission

# Contents

<b>1. INTRODUCTION</b>	<b>1</b>
1.1 NECN Library	1
1.2 Terminology	2
1.3 Library Advisory Committee	2
1.4 Best Practices	2
1.5 Library Rules	2
<b>2. LIBRARY BUDGET</b>	<b>6</b>
2.1 Budget Forecasting	6
<b>3. ACQUISITIONS</b>	<b>7</b>
3.1 Introduction	7
3.2 Modes of Book Selection	7
3.3 Purchase of Books and Non-Book Materials	7
3.4 University Question Papers and Project	11
<b>4. TECHNICAL PROCESSING</b>	<b>12</b>
4.1 Classification	12
4.2 Cataloguing	12
<b>5. PERIODICAL PUBLICATIONS</b>	<b>13</b>
5.1 Introduction	13
5.2 Purchase of Periodicals	13
5.3 Periodicals Procurement through Membership	14
<b>6. LIBRARY SERVICES</b>	<b>15</b>
6.1 Introduction	15
6.2 Circulation Service	15
6.3 Inter Library Loan Service	18
6.4 Reference Service	18
6.5 Photocopying/Printing Service	19
6.6 Web OPAC Service	19
6.7 Digital Library and Online Search Service	19
6.8 NPTEL E-Learning Service	20
6.9 Multimedia Resource Service	21
6.10 Current Awareness Service	21
6.11 Standards/Patents Information Service	21
6.12 User Education Programs	21
6.13 Feedback from Users	21
<b>7. MAINTENANCE OF DOCUMENTS</b>	<b>22</b>
7.1 Introduction	22

7.2 Shelving and Shelf Rectification	22
7.3 Stock Verification	22
7.4 Binding of Back Volumes and Documents	23
7.5 Weeding Out of Obsolete Documents	23
<b>8. LIBRARY STATISTICS</b>	<b>25</b>
8.1 Types of Statistics	25
8.2 Procedure for Library Usage Analysis	25
<b>9. LIBRARY AUDIT</b>	<b>27</b>
9.1 Audit Systems	27
9.2 Auditable Documents in Library	27
<b>APPENDIX:FORMATS</b>	<b>28</b>

# **1. INTRODUCTION**

## **1.1 NECN LIBRARY**

Centrally air conditioned library and information centre housed in B-Block first floor with carpet area of about 700 Sqm, i.e 8416 Sft and a seating capacity of 250 It has 36420 books with 7742 titles and also subscribes 72 National print journals and project Reports of our Students are available.

Library activities have been computerized using in-built online software and using Barcode system for the Circulation of books

To meet ever growing necessity of the latest resources in engineering, digital library was established with 40 systems. It consists of NPTEL Two 6 TB Hard Discs & SONET CD's.

NPTEL lectures, DELNET, N-LIST, National Digital Library (NDL) and online journals (IEEE, DELNET, J-GATE and Taylor and Francis access).

To know the information regarding new arrivals, user's status and material details search systems are provided using OPAC.

The students who are participating in the seminars, and discuss about their project works, separate discussion rooms were designed.

To watch live technical channels like SWYAM PRABHA DTH EDUCATIONAL CHANNELS, and NPTEL VIDEO LECTURES having AUDIO VISUAL THEATRE (AV THEATRE) with Jumbo screen projector with 60 seating capacity.

## **1.2 TERMINOLOGY**

### **1.2.1 Library**

A Library is a place of systematically organized documents in which reading materials like books, periodicals, magazines, newspapers, databases, audio and visual materials in print and electronic formats.

### **1.2.2 Users**

Library users can be grouped into a number of categories:

- (a) ***Library Members:*** These are persons entitled to borrow library documents for use outside the library premises. In an academic library like NECN Library, users include all the students, faculty, research scholars and staff.
- (b) ***Casual Members:*** Persons entitled to use library documents with in the library premises only.
- (c) ***Temporary Members:*** Persons entitled to utilize library facilities only on special permission granted by the Head of the College for a short period are referred to as *Temporary Members*.

### **1.2.3 Documents**

Library documents encompass all types of printed, electronic, optical, e-books, open access publications, magazines, periodicals, e-journals, reports, newspapers, newsletters, databases, etc.

### **1.2.4 Librarian**

A professionally qualified officer appointed by the Head of the College to look after the management of the library and is referred to as Head of the Department (HOD).

### **1.2.5 Open Access System**

The NECN library follows open access system with the following characteristics:

- (a) Documents are shelved in open racks free from doors and locks.
- (b) Users are admitted into the stack area without any restrictions.
- (c) Users are provided freedom for browsing or accessing documents in any part of the library including Digital Library, and
- (d) Users are provided liberty to chose and pick any document for study or get it issued from the Circulation Counter for study at their convenience.

### **1.3 LIBRARY ADVISORY COMMITTEE**

The Head of the College appoints a Library Advisory Committee (LAC) consisting of a Chairman, and representatives from all Schools, Colleges and Departments of the College as members. In addition to these, student representatives are also included in the LAC. The Librarian is the user Secretary of the Advisory Committee. The LAC essentially advises and guides the College Library in its activities and services.

#### **1.3.1 Functions of LAC**

The main functions of the LAC are:

- (a) Laying down the general library policy and sound library rules,
- (b) Providing support to important decisions for improving the library services,
- (c) Laying down and reviewing the procedures for optimizing efficiency and usage of the library services and products,
- (d) Scrutinizing the demands for acquisition of documents and making necessary recommendations for approval for balanced growth of library collection,
- (e) Deciding upon the obsolete documents and other materials to be weeded out from the library,
- (f) Determining the infrastructure, equipment, furniture, space, environment and other facilities required for efficient running of the library, and
- (g) Dealing with any other matter concerning the library that may arise from time to time.

### **1.4 BEST PRACTICES**

The Central Library of NECN has implemented best practices in terms of using Standard Formats and Procedures for all library activities and follows Policies that are well publicized. These include

- (a) Computerization of library with standard digital software.
- (b) Inclusion of comprehensive information about the library, resources, facilities and services in the NECN website and prospectus.
- (c) Compiling student/teacher attendance statistics and displaying the same on the notice board.
- (d) Displaying newspaper clippings on the notice board periodically.
- (e) Display of career/employment information/services.
- (f) Internet facilities to different user groups.



- (g) Information literacy programs.
- (h) Suggestions register for timely response.
- (i) Displaying new arrivals and circulating a list of those to academic departments.
- (j) Conducting book exhibitions on different occasions.
- (k) Organizing book talks.
- (l) Organizing competitions annually.
- (m) Conducting user surveys periodically.
- (n) Instituting Annual Best User award for students.
- (o) Best Library staff award for every month/year.
- (p) Remote access service to the users.

## **1.5 LIBRARY RULES**

Library Rules are necessary for efficient working, provision of services, hassle-free access to library holdings and to inform dos and don'ts to the library users. These are explained to fresher's joining the College in the orientation programme and at the time he/she is enrolled as a user of the library.

### **1.5.1 Working Hours**

- (a) The library is kept open on all working days from **8:30AM to 7:00 PM**. On Sundays and holidays it will remain open during **9 AM to 3 PM**.
- (b) The counter transactions, *i.e.*, *issue* and return of documents, shall be between 10:40 AM to 6:30 PM on week days and 9 AM to 3 PM on Sundays and holidays.

### **1.5.2 Library Membership**

The membership of the Central Library is open to all the students, faculty and staff of NECN College.

### **1.5.3 General Library Rules and Regulations**

- 1. Faculty members, non teaching staff, and students of NECN are allowed using the library. Members should always carry their ID cards while using the library.
- 2. All users must follow the dress code of the NECN and should observe strict silence inside the library.
- 3. Engaging in conversation/discussion/group study inside the reading halls is strictly prohibited. Discussion is permitted only in the designated Discussion Rooms.
- 4. Users are responsible for books issued against their membership. If the issued document is found mutilated or seriously damaged on return, the users will be

held responsible for the damage and will have to replace the same or pay four times the present cost of the mutilated book.

5. Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing almost or seriously damaged book or other item in addition to paying fine.
6. All users leaving the library must show all books, folders, papers, etc. in their possession, whether these belong to the library or not, at the entrance of the library.
7. Books, journals, etc. taken from the shelves for reading should be left on the tables after use and 'not' to be replaced on the shelves.
8. Users should not write in, mark, fold, and damage, disfigure or make any markup on any document or furniture of the library.
9. Mobiles phones are to be switched off or to be kept on silent mode in the library reading halls; their use in library is strictly prohibited.
10. Chairs and tables and other library equipment, fittings and furniture should not be marked, defaced, or disarranged.
11. Users are not allowed to bring personal belongings like bags, brief cases, handbags, umbrellas, aprons, personal books or other receptacles inside the library. They are to be kept at the Property Counter only.
12. The library cannot be held responsible for their loss of personal belongings like watches, pens, pen drives, wallets, cell phones.
13. Copy right Law should be strictly observed by all library users when making copies of library materials.
14. Users should not carry books from one floor to another. They should leave the books on the reading table after use.
15. Users must return the document(s) in their possession to the library, when called for by the library for stock verification.
16. Users violating the rules of the library shall be liable to forfeit the privileges of the library, its services and their membership is liable for termination.

## **2. LIBRARY BUDGET**

### **2.1 BUDGET FORECASTING**

The Librarian considers the following factors while drafting the budget requirements of the library for the ensuing year:

- (a) Type of services being provided by the library and new services, if any, to be started in the ensuing year,
- (b) Increase in the memberships of the library,
- (c) New projects under taken by Faculty or completion of ongoing projects,
- (d) Addition of new courses in other subject fields
- (e) Increase in the intake of students,
- (f) Increase in the cost of library documents,
- (g) Inflation and change in foreign currency exchange rates,
- (h) Addition/deletion of titles in the current subscription list of periodical publications,
- (i) New databases to be subscribed,
- (j) Requirements for binding of worn/torn books and back volumes ,and
- (k) Enhancement of infrastructure in terms of equipment, if any, to be procured for the library including PCs, printers, photo copiers, etc.

The Librarian also works out the amount to be spent on various types of documents, i.e., books, online and print periodicals, newspapers, magazines, etc. The budget estimate, calculate dissent to the Competent Authority for approval. The approved budget is spent as per the planned requirements.

### **3. ACQUISITIONS**

#### **3.1 INTRODUCTION**

Acquisition Section procures library documents-books and non-book material to build the collection or add stock to the library. Acquisition functions include selection of documents as well as suppliers, verification, placing purchase orders, receiving, accessioning, and providing information to indenters regarding status of ordered documents, and processing bills for payment.

The Librarian takes into consideration the AICTE Norms, relevancy of the titles, books already available on the same subject and funds available. General interest and reference needs of the users are also taken into consideration by the Librarian.

#### **3.2 MODES OF BOOK SELECTION**

There are two modes of selecting books. In the first mode the Faculty members know about the books from such sources as journal articles, brochures sent to them by publishers, and the Web. They send their requisitions to the library in prescribed requisition forms and the library decides the suppliers who are best suited to supply the books. In the second process, suppliers show copies of their books to the Faculty members and the faculty members recommend some of these books for procurement by the library.

#### **3.3 PURCHASE OF BOOKS AND NON BOOK MATERIALS**

The details of the materials required are forwarded to the Librarian by respective departments two months before the beginning of the semester through the Requisition Form for Books and Non-book Materials. The most suitable titles or required books, e-books, CD/DVD-ROMs, audio and video cassettes, if any, to meet the current needs may be identified from the following sources:

- a) Catalogues from various publishers & books sellers
- b) Advertisements in various magazines
- c) The syllabi from the university
- d) Websites of publishers and booksellers
- e) Book exhibitions

In addition to this, the requirements are also received through form from departments and faculty as and when need arises.

To avoid duplication, each title is thoroughly checked from the library catalogue (OPAC), list of ordered books, the list of books recently received and the books under technical processing.

The Librarian consolidates the requirements received from various departments and submits the consolidated statement to the approval by Competent Authority as per NECN.

### **3.3.1 Placing Purchase Orders**

Librarian maintains a list of approved book suppliers as per approved by the Manager, Purchase. Selection of suppliers is made on the basis of suppliers' past services provided to the library, distributorship of publishers, infrastructure available with them, and discount offered. Based on specific problems in the supply, decision to remove them from the list is taken as approved by Principal, Purchase. New suppliers are considered based on their contacts and performance in first supply due to non-availability of specific books from the existing suppliers or their contacts and better discount pattern.

After getting the approval from the Competent Authority, the order will be released from the office of the Manager, Purchase. Orders placed indicate the details of material required along with terms and conditions applicable.

Two categories of suppliers, approved and registered, supply books to the NECN Library. Approved suppliers are those who have obtained approval from NECN Authority and registered suppliers are those who participate in the Technology Book Fairs. The same procedure is followed for placing purchasing orders for books requisitioned by Faculty and books selected from Technology Book Fairs.

### **3.3.2 Terms and Conditions for Supplying Books**

- (a) **Acknowledgement and Acceptance of the Order:** The supplier should acknowledge the receipt of the order by returning the signed duplicate copy within 15days of the date of the purchase order and confirm whether he is willing to accept the order.
- (b) The supplier should deliver latest editions of 'new books' only and not' used and/or second hand books'.
- (c) **Delivery Period:** Books covered by this purchase order must be supplied on or before the date of delivery period. The delivery period from the date of the purchase order is one month for Indian publications; for foreign publications, it is two months from the date of the purchase order.
- (d) In case some of the books cannot be supplied within the delivery period, extension of delivery date must be obtained from Librarian in writing. The delivery date may be extended by the Librarian at his/her discretion if the supplier requests for an extension before the order expiry date, citing valid reasons.
- (e) The purchase order is deemed to be cancelled if the delivery is not made within

one month after the expiry of the stipulated delivery date, and also if the supplied books are not conforming to specifications or not in good condition and are not replaced within one month's time.

- (f) **Consignee and Mode of Dispatch:** The books should be consigned to the Librarian, Narayana Engineering College, Muthukur Road, NELLORE, through Speed Post, Courier, Registered Post, Registered Parcel or in person. Delivery by train is not accepted.
- (g) The supplier should quote the Purchase Order number and date in the bill/invoice.
- (h) Proof in support of the prices charged, i.e., a photo copy of publisher's invoice/catalogue should be attached along with the bills.
- (i) Conversion rates of foreign currencies will be charged as per bank rates, as announced on RBI website, prevailing on the date of the bill. A certificate should be enclosed with the bills to this effect.
- (j) Bills are to be addressed to the Librarian, Narayana Engineering College, Muthukur Road, Nellore, AP-524004
- (k) For any dispute/arbitration, the legal jurisdiction will be that of the judicial courts at Nellore, AP only.
- (l) The supplier should have Permanent Account Number (PAN) the proof of which will be furnished to library or a copy of Income Tax receipt for the preceding year.

### **3.3.3 Checking Physical Layout of Books and Price Proofs**

Before taking the books on charge, physical and general makeup is checked and also whether the font and type size used in the printing is clear and legible, the quality of paper and binding is good, whether it is furnished with index, maps, compact discs, etc. Defects and damages are also checked so that these could be returned to the suppliers.

The books are supplied along with pre-receipted bills in quadruplicate and price proof. The bills are checked with supply order to ascertain the ordered books are only delivered. Book supplier has also to certify on the bills that the prices charged are correct and supplied books are the latest copies and not remaindered titles.

The price proofs are to be verified by the Librarian with the help of one of the following sources:

- (a) Publisher's latest catalogue,
- (b) Publisher's invoice(in original) to the dealer,
- (c) Book jackets,
- (d) Price given on the verso of the title page, or

- (e) Any other documentary proof that the price charged by the supplier is incorrect.

### **3.3.4 Accessioning of Documents**

The details of books received as per the purchase order are entered in Library Books Stock Register. The details of accepted non-book items are entered Non Book Materials Stock Register.

Every document added to the library collection will have a unique serial number called Accession Number. All the bibliographic details of purchased documents like accession number, author, title, sub-title, edition, volume number and part number (for multi-volume documents); name of the publisher, place and year of publication; pagination, call number, bill/invoice number, price in foreign and Indian currency et care all recorded in the Library Books Stock Register. A unique barcode is generated for each book

Using in-house software and pasted on its spine. A Book Card is prepared and a Due Date Slip is pasted.

After entering the details of documents in the Stock Register, library ownership stamp is affixed on the verso of the title page. Accession number is to be assigned on the title page, secret pages of the book, and also against each title of the book in the bill/invoice.

### **3.3.5 Reference Books**

Books falling under the following criteria are brought under Reference:

- a) Any book costing more than Rs.2000/-
- b) Books that are rarely available
- c) Prescribed text books (if there is only one copy)
- d) Encyclopedias, Dictionaries, Hand books and Manuals

The above categorized books are marked with “Reference Only” seal in the title page and stacked separately in the Reference Section.

### **3.3.6 Bill Processing**

The supplier should submit the bill in triplicate mentioning the Order no. and date. The bill should accompany the relevant challan induplicate along with the supporting documents of copy of the original import invoices or current publishers' catalogue or publisher's price list. A certificate should also be attached by the supplier to the effect that the prices quoted are correct.

If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition Section will process the bills

and forward the same within seven days to the Accounts Section for payment.

After accessioning the documents are sent to Technical Processing Section for classification, cataloguing and entering bibliographic details into the LMS system.

### **3.4 University Question Papers and Project Reports**

The University examination question papers of previous years are collected and listed branch-wise, year-wise and semester-wise recorded and kept in file. These are maintained in the Library for reference.

The Library receives Project Reports from the B.Tech, M.Tech, MBA and MCA students. These are maintained in the Library for reference.



## **4. TECHNICAL PROCESSING**

Technical Processing i.e., Classification and Cataloguing makes a bridge between Acquisition of documents and their Circulation. It also plays a vital role in the functioning of library services smoothly and effectively.

### **4.1 CLASSIFICATION**

Classification is a process for assigning a Call Number to a document, which fixes its position in the rack among the titles on the same subject. Call Number consists of three parts, Class Number, Book number and Collection Number. The Class Number denotes the subject of the document (main subject is a document deals with more subjects). The Book Number usually contains three alphabets such as first three letters of first author (or title when there is no author) or initials of author. There are many variations. The NECN Central Library, a unique method is used. Two initials of author (in rendered form) and the first letter of the title are used to synthesize the book number. The Collection Number is used for special collections like Book Bank, Manuscripts, Reference, Textbook Collection, etc. In the NECN Central Library, the twenty-two edition (Ed.22) of the Dewey decimal classification is being used for classification of books.

After the document is received from the Acquisition Section, the classifier should check from the OPAC if the title is newly added or already available in the library. In case the document is an additional copy or a new edition of an existing document, the call number of the available document should be given to the new document. Otherwise, a new call number has to be constructed and assigned to the document.

Classification helps the users in finding a document whose call number is known and to find out all documents on a given subject together. Another important purpose is that the document gets a unique place on the shelf (rack) facilitating easy location and retrieval.

### **4.2 CATALOGUING**

The library Online Public Access Catalogue is updated in the LMS system. The newly added books are sent to New Arrivals display racks. Information regarding new arrivals is displayed in the Library Notice Board. Users are informed by phone or email about the availability of the documents suggested by them. The information about newly added documents is displayed on the library portal and the same is forwarded to the Heads of Departments. The new books are displayed in the new arrival rack at least for a period of one week after which these are sent to the Circulation Counter for issue to the users.

## 5. PERIODICAL PUBLICATIONS

### 5.1 INTRODUCTION

Scientific periodicals or journals are serials publications that are published by professional societies, institutions and commercial publishers. These publish nascent primary researches results and are very important for teaching as well as R&D work. Periodicals publishing information relevant to the subject fields and research projects undertaken by the college are subscribed to the library. Apart from print journals, e-journals containing full-text research articles, abstracting and indexing databases and magazines are also subscribed by the library.

### 5.2 PURCHASE OF PERIODICALS

The process of periodical acquisition begins with the arrival of our quest for procurement from a Department. Also whenever a new Department or subject is added to the existing, a necessity will arise to subscribe to the primary research periodicals for that subject field or Department. Further, AICTE/UGC norms are to be fulfilled by all universities and academic institutions. In addition to this, the requirements are also received from individual departments and faculty as and when need arises.

#### 5.2.1 Subscription/Renewal Mode

There are different routes for subscription or renewal of periodicals. These include local suppliers/subscription agents, direct from publishers, exchange with institution's publications, and through membership.

The most common modes of subscription or renewal are ordering through local suppliers/subscription agents or ordering direct from publishers.

#### 5.2.2 Placing Purchase Orders

After receiving requests from various departments, a **Consolidated List for Purchase of Print Periodicals and E-Resources** is prepared by the Librarian. This list will be put up through Principal approval by Competent Authority. The Librarian forwards the details of approved periodicals to the Accounts Department for preparing DDs and releasing subscription/renewal orders.

#### 5.2.3 Terms/Conditions for Supply of Periodical Publications

Following points are to be taken into consideration for supply of periodicals for the library:

- (a) The subscription agent should charge publishers' current subscription rates and postage (for print) as indicated in the publishers' catalogues.
- (b) The conversion rates charged in invoice for advance payment by the agent shall

be valid for a period of 60days.

- (c) The library will pay full amount of subscription in Indian currency at the rate of conversion fixed by the RBI prevailing on the date of invoicing. Any subsequent change in the rate of subscription/postage/conversion shall be claimed by the agent by raising a supplementary invoice.

#### **5.2.4 Registration of Periodicals**

The details of approved titles subscribed/renewed are entered into the **Periodicals Entry Register**. The individual issues of each periodical received in the Library are entered in the Periodical Entry Register. The stamp of the name of the library is affixed on the covers and inside of all issues and the date of receipt is recorded. Periodically, a reminder for missing or non-received issues is sent to each supplier.

#### **5.2.5 Replacement/Refund of Missing Issues**

Although most periodical publishers/suppliers are prompt in mailing the issues, sometimes due to various reasons like loss in transit, late publication, supplier's oversight, some issues are not received in the library. The supplier is requested for replacement of the issues. In case missing issues cannot be replaced, the supplier should ask the publishers to extend the subscription period proportionately. Alternatively, the supplier has to refund the proportionate cost of the missing issues so that there is no monetary loss to the College. The details of refund cheque/credit note should be recorded in the **Periodicals Entry Register**

### **5.3 Periodicals Procurement through Membership**

A number of professional associations, institutions and organizations are involved in R&D and publishing, books, reports, journals, etc. Some of such professional bodies are ACM, AIP, ASM, ASME, ASTM, IEEE, IOP, etc. These offer membership to libraries or their parent institutions. They charge an annual membership fee and supply their newsletters, periodicals, reports, conference proceedings, books, etc either free of cost or at concessional rates. Libraries can save a substantial amount by becoming institutional members of these bodies. These agencies also allow participation in their seminars, symposia, conferences, etc at reduced participation rates, generally around 25% lower than the ordinary rates. Libraries, sometimes, face problems in acquiring publications originating from these bodies. Therefore, their publications can be obtained through membership.

Publications received through membership should also be accessioned in the **Periodicals Entry Register**. A reference should be made in there marks column for the payment of membership fee.

## **6. LIBRARY SERVICES**

### **6.1 INTRODUCTION**

Libraries hold vast information resources. Libraries regularly bring out services to inform the users of latest developments and availability of newly acquired documents for use. These services assist the users in pursuit of and access to required information and keeping them informed of latest developments in their subject fields.

The Central Library of NECN provides value added services including

- a. Circulation Service
- b. Inter Library Loan Service
- c. Reference Service
- d. Photocopying and Printing Service
- e. Web OPAC Service
- f. Digital Library/Online Searching Service
- g. Institutional Repository
- h. NPTEL E-Learning Service
- i. Multimedia Resource Service
- j. Current Awareness Service
- k. Standards/Patents Information Service
- l. User Education Programme

### **6.2 CIRCULATION SERVICE**

The image of library depends upon the functions of Circulation Section because a majority of the users in academic libraries interact with the staff of this Circulation Section. For library transactions (i.e., for issue and return of documents), the Central Library Counter is open between 10:40 AM and 6:00 PM on all working days and 10:40 AM and 3:00PM on Sundays and holidays.

#### **6.2.1 Loan Privileges**

Any of the students and faculty with a valid Identity (ID) Card of NECN is entitled to borrow, renew, reserve and return the library documents on or before the due date. The library issues documents—books, back volumes, CDs/DVDs and audiocassettes to borrowers for a definite period as under:

<b>Borrowers Type</b>		<b>No. of Books</b>	<b>Loan Period</b>	<b>Overdue Charges</b>
Faculty Members		4	One Semester	Not Applicable
Non Teaching Staff		2	One Semester	Not Applicable
Toppers		3	One Semester	Rs.1/-Per day
Advanced Learners		2	One Semester	Rs.1/-Per day
PG Students		3	14Days	Rs.1/-Per day
UG Students		3	14Days	Rs.2/-Per day
Non Book Materials	Faculty	2	2Days	Not Applicable
	Students	2	2Days	Rs.1/-Per day

#### 6.2.2 Issue of Documents

Books, back volumes, CDs/DVDs and audio cassettes are issued to students, and faculty against a valid ID Card of NECN. The due date seal is stamped on the Due Date Slip. If the student or faculty requests for issue of reference books, they will be issued only for overnight reading and the details of book issued are recorded in the **Temporary Issue Register for Overnight Reading**

#### 6.2.3 Return of Documents

The library documents returned on or before the due date are acknowledged through LMS system by barcode scanning. If the documents are not returned or renewed on or before the due date, an overdue charge/fine of Rs1/-per each day is charged from the defaulting user and fine receipts are filling in the **Due Date File**. The collected fine amount is remitted at the NECN Office, on the next day; the receipt received from the Office is filed.

Whenever any specific demand for a particular book arises, the book holder (student/faculty) is advised to return the books before the due date.

#### 6.2.4 Renewal of Documents

Normally renewal is done for a book for another period if there is no demand from other students/faculty.

### **6.2.5 No Due Certificate**

All Schools, Colleges, and Departments of the NECN will ensure that a No Dues/No Demand Certificate is obtained from the Library by students, and faculty working under them on their completion of studies, resignation or superannuation.

### **6.2.6 Loss of Documents**

Occasionally a borrower loses a document or damages it. If the document is damaged, the action depends upon the extent of damage; if it is a minor damage, it can be repaired locally. If the document is lost or seriously damaged, the users must:

- (a) Replace the latest library edition of the lost document or
- (b) If document is out of print, pay two times the latest known price of the document.
- (c) In case of loss of any issue of a periodical, it has to be replaced or cost of the entire volume must be paid.
- (d) In case of loss of a single part of a multi-volume publication, the volume has to be replaced or cost of the entire set will be recovered from the borrower.
- (e) The library will suspend all its services to the defaulters till the recovery is made and the recovery note duly certified is received in the Library.

After the document is replaced by the borrower, the new copy must be accessioned and the same Accession Number and Call Number should be assigned.

### **6.2.7 Rules and Regulations of Circulation**

- (a) Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- (b) Books are normally issued for a fortnight except reference books which are issued to users for overnight only.
- (c) Text books which have single copies shall not be issued.
- (d) Students can reserve the books at the Circulation Counter in case the particular book has already been issued.
- (e) Reference books, theses, project reports and periodicals/bound journals are to be consulted within the Library premises only.
- (f) Dissertations/Theses cannot be photocopied.

- (g) Library can recall any issued book even before the due date.
- (h) No Sub lending of books is permitted

**Shelving:** The returned documents are sorted out and shelved as per the call number of the documents.

### **6.3 INTER LIBRARY LOAN SERVICE**

It is impossible and not feasible for a library to acquire all documents demanded by the users. It will be imprudent to spend budget on buying an odd request for a document from an on core subject field. In such cases the library should depend on their sources of other libraries. The stray demands of users can be fulfilled to some extent by entering into Interlibrary Loan (ILL) agreement with nearby libraries. It is always beneficial to share resources with other libraries by mutual agreement as per the **Inter Library Loan Agreement Form**.

In an ILL transaction a library requests another library for issue of a document or a copy of the document held by it. If both the libraries are mutually willing to share their resources, the request is met by dispatching the document need by their questing library. The period of loan as well as the types of documents that can be lent will be decided by the lending library. The borrowing library should acknowledge the receipt of document on ILL and is responsible for its safe custody, issue as per the time given by the lending library and returning the document through registered or speed post. Inter-library loan document should be returned promptly and an acknowledgement be obtained from the lending library to complete the cycle of ILL. The safety of borrowed document is the responsibility of the borrowing library from the time of its receipt at the borrowing library until it is received back by the lending library.

The Central Library of NECN has necessary collection to meet the demands of its users. However, if the document demanded by any user is not available in the library, it will be obtained on ILL basis from other libraries. Such document(s) will be issued to the user for a maximum period of seven (7) days only (or less if stipulated by the ending library) and the user must return the documents on or before the due date. Otherwise the fine as charged by the lending library will have to be paid by the borrower. Once the document is returned, it will be sent back to the lending library.

### **6.4 REFERENCE SERVICE**

Optimum utilization of print and digital resources of the library, through meaning full interaction with the users, is an important feature of the reference service. The Central Library provides information and referral services to the library users. It covers familiarizing new users with the library stack area, reference and digital resources available in the library and their access information.

## **6.5 PHOTO COPYING/PRINTING SERVICE**

The Central Library of NECN extends printing service and photocopying of few pages of books, journal articles and previous year University question papers and assignments at a nominal charge. The details of copies taken are recorded in the **Photo copier Register** along with charges collected. The collected amount is periodically remitted to the NECN Office; and the receipts are filed.

## **6.6 WEB OPAC SERVICE**

The Central Library holds nearly **35780** books; 78 print journals, **11178** e-journals, 567 back volumes, CD/DVD-ROMs, two 6TB Hard disc NPTEL Video Lectures, **317** SONET CD's and 3111 project reports. The full bibliographic data of the holdings is entered in the LMS system and the OPAC database is updated. The OPAC of Library resources is constantly updated and is made available on the University Intranet/Internet as Web OPAC for searching. Users can search OPAC from any computer terminal in the Campus-wide network. Also many terminals are provided in the Central Library which can be used for searching the OPAC. The digital documents can be downloaded from the servers while users can find the location of print documents for accessing them.

## **6.7 DIGITAL LIBRARY AND ONLINE SEARCH SERVICE**

The Central Library holds about **3 million** World e-books; nearly **32,000** e-journals. The Digital Library facility offers Federated searching of all digital resources held by the library, for accessing, browsing and downloading needed information. Further the users can search the vast information resources available on Internet and World Wide Web such as open access journals, open archives, institutional repositories, and soon. For this purpose 40 terminals are available for users.

### **6.7.1 Institutional Repository**

Research publications are the result of intense R&D efforts made by their searcher who strives hard to add new knowledge to the existing world knowledge. This is done by way of research or review papers, project reports, conference papers, chapters to books, etc. All academic and research institutions publisher search. This is intellectual capitalist to be archived and preserved. One way of doing it is creating Institutional Repository (IR) of the



Institution. The IR covers publications by the Faculty, in the form of published research papers, book chapters, conference papers, project reports, etc.

These publications should be collected, scanned or digitized and hosted in the IR on the institution's website. The knowledge capital thus archived in the IR will create knowledge base for the institution, have greater visibility to scientific community at large on a global scale, get downloaded by more researchers and so receive larger number of citations than printed articles, and would attract the attention of Project Funding Agencies. Faculty as well as students will get motivated to contribute more to the institutional knowledge base. The articles and contributions of the IR should be hyper linked to the web pages of the respective Departments of the Authors making their web pages full with R&D material.

## **6.8 NPTEL E-LEARNING SERVICE**

The National Programme on Technology Enhanced Learning (NPTEL), a joint initiative of seven Indian Institutes of Technology (IITs) and Indian Institute of Science (IISc), is a project funded by the Ministry of Human Resource Development (MHRD). It facilitates e-learning through online web and video courses in Engineering, Sciences, Technology, Management and Humanities. NPTEL provides learning materials in science, engineering and technology and strictly adheres to the syllabi of All India Council for Technical Education (AICTE). It has developed curriculum based video courses and web-based e-courses targeting students and faculty of institutions offering UG engineering programs.

The Central Library provides access to the video lectures of the NPTEL programme. Further, it also provides access to the Online Course Wares (OCWs) of 40 Universities and institutions including Harvard University, IISc and IITs, to Massachusetts Institute of Technology (MIT), to Yale, covering 37 subject fields ranging from accounting, chemistry, and physics to VLSI design to web designing. These are listed under two headings namely "University-wise" and "Subject-wise" to help users to choose an institution or a subject of interest.\

## **6.9 MULTIMEDIA RESOURCE SERVICE**

The Central Library holds CD/DVD-ROMs and a few multimedia resources. Users are provided access to these resources in a separate facility created for them.

## **6.10 CURRENT AWARENESS SERVICE**

Most of the Faculty usually have interest in a few subject fields and continue to work and do research in their own chosen fields of interest throughout their career. About a quarter of their professional man-hours are devoted to scientific writing of papers, attending conferences, delivering invited lectures, and attending technical meetings for exchanging and updating their expertise with peers.

The twenty-first century has witnessed explosive and exponential growth of digital information in the field of science and technology. It is impossible for any person to scan through literature in his/her area of research. The Librarian and Library Staff should help the Faculty and researchers through Current Awareness Service (CAS) on a regular basis.

## **6.11 USER EDUCATION PROGRAMMES**

Libraries spend a lot of budget in acquiring, processing, and making print and digital resources to its users. It is the primary responsibility of the Librarian to create awareness in the library users. In academic environment there is always change in the population of Students and Faculty due to starting of new courses, new batches of students and soon. So, it becomes imperative to initiate the new members joining the NECN fraternity to the library, its resources, facilities and services offered. This would not only create interest but also knowledge of the valuable information and knowledge repositories in the Institution.

Towards this, the Central Library always participates in User Education Programmes and fresher's initiation workshops. Further, when new users approach for membership to library, they are initiated to the policies, loan privileges, rules and regulations. These efforts resulted in increased foot fall in the library leading to enhanced usage of resources.

## **6.12 FEEDBACK FROM USERS**

Provision has been made for obtaining feedback from users about their satisfaction with library services. The feedbacks is taken in feedback forms and filled in **Feedback File**. Any of the library users can make suggestions for improvement of existing or starting new services, or problems faced in getting required information. The Librarian enters the action taken on issues raised by users in the **Corrective and Preventive Action Record**. Details of action taken are intimated to the concerned students/Faculty required. The Librarian reviews the Feedback Register every week and necessary corrective action is taken in consultation with higher authorities.

## **7. MAINTENANCE OF DOCUMENTS**

### **7.1 INTRODUCTION**

As documents required by users are purchased by spending library budget, it is important to keep each of them physically fit to be used by the library users. Proper care must be taken for keeping the library documents in good condition to prevent them from getting damaged. Maintenance of library documents comprises regular shelving, dusting and cleaning, shelf rectification and rearrangement, stock verification, binding of worn out and damaged documents, and weeding out obsolete and least or unused documents.

Generally in an academic library, textbook collection, book bank collection, and reference collections are arranged separately, with distinctive signage boards. Where possible, documents should be arranged to get natural light and also sunlight to keep out of the risk of pests like termites, silverfish, and cock roaches. Floor guides should be provided delineating different sections like reference room, periodicals room, circulation counter, discussion room, photocopying room, audio-visual room, etc.

### **7.2 SHELVING AND SHELF RECTIFICATION**

Academic libraries provide open access to their collections, where users have freedom to pick up required documents from shelves. In this process, some users misplace documents unintentionally; sometimes they misplace intentionally to prevent competitors having access to that document. The returned documents and documents left on tables after consultation by users should always be shelved regularly by library staff. A misplaced book is virtually lost. So, regular shelf rectification should be carried by the library staff to check the order of arrangement of documents in the shelves and restore all misplaced documents to assigned positions. Each staff member of the library should scan the shelves systematically and shift the misplaced or wrongly shelved documents to their proper locations. If any torn-off document is found, it should be sent for binding. Arrangement of all documents should be according to the call number with subject guides to save the time of the users as well as staff.

### **7.3 STOCK VERIFICATION**

Library is ever growing. It serves its users throughout the year. Therefore, it is necessary to take account of its holdings periodically. Library material entered in the Accession Registers and held on charge of the library on the date of verification is all physically checked. The basic objectives of stock verification are to:

- (a) Prepare the list of lost documents and take necessary steps to write off and prevent losses,

- (b) Trace out the misplaced documents and replace in their proper places,
- (c) Determine the physical conditions of the over used, worn/torn and damaged documents, and send them for repairing or binding.
- (d) Find out documents to be weeded out from the collection of the library.

### **7.3.1 Procedure of Stock Verification**

Stock verification of books, back volumes, journals, and CD/DVD-ROMs are done once in two years during summer vacation. The team nominated by the principal is entrusted the job of physical verification with the assistance of library staff. When there is any shortage of books, magazines and CD/DVD-ROMs, as per the stock registers, the value is assessed and the list for withdrawal of books from the stock will be submitted to the Registrar.

### **7.3.2 Action on Lost Documents**

Statistical records of consulted/issued documents have to be maintained by the library to justify the loss of documents reported in the stock verification and for the preparation of loss statement. The head of the college is empowered to write-off the documents.

## **7.4 BINDING OF BACK VOLUMES AND DOCUMENTS**

Once the supply is completed, back volumes of periodicals are taken for binding. The bound volumes are given accession numbers as in the case of books and entered in the **Back Volume Stock Register**.

The torn and slightly damaged documents, and those needed binding due to heavy usage (textbooks) found during stock verification are also to be bound through contract.

## **7.5 WEEDING OUT OF OBSOLETE DOCUMENTS**

Acquisition of new documents, a continuous process, necessitates additional shelf space for them. Storing all documents acquired by the library permanently is neither affordable nor essential. Moreover, many documents, especially in information and communication technology, electronics, computer science, etc the technology gets updated on a continuous basis. This makes weeding out of old and obsolete documents a regular affair. The reasons for weeding out include:

- (a) Availability of limited shelf and floor space in the library,
- (b) Heavy recurring expenditure on binding, dusting and cleaning, preservation and maintenance of documents as well as shelf and floors pace,
- (c) Obsolescence of literature due to continuous and rapid technological

developments in the fields of science and technology,

- (d) Accumulation of ephemeral literature like pamphlets, trade literature, annual reports, catalogues etc.,
- (e) Overshadowing of active documents on the shelves by old inactive documents with very limited use over a period of time by the users, and
- (f) Risk of the users consulting obsolete or out-of-date documents.

To minimize these problems and for maximizing the floors space use, some categories of documents should be periodically reviewed and weeded out from the library collections. These include old editions of directories, yearbooks, buyer's guides; trade literature and manufacturer's catalogues; newspapers, ephemeral journals, magazines, pamphlets, newsletters; project reports, progress reports and annual reports; old and obsolete editions books and monographs, old standards, documents available CD/DVD-ROM formats; corrupted audio/video cassettes, CDs, DVDs; and damaged and un repairable documents.

The list of obsolete documents suggested by the Stock Verification Board should be put up for consideration and recommendation by the LAC. After the recommendation of LAC, approval of Head of the College is obtained for weeding out the documents.

#### **7.6.1 Procedure for Weeding out**

- (a) Removal of documents to be weeded out from the shelves and arranging them in a separate room,
- (b) Assessing of current and archival value of documents by LAC or the Board of Officers constituted for the purpose,
- (c) Segregation of documents to be weeded out,
- (d) Preparation of a list of documents to be weeded out along with recommendations LAC or Board and sending to the Competent Authority/Head of the College for approval,
- (e) Stamping "WEEDED OUT DOCUMENT" on the title and secret page of weeded out documents, enter in the remarks column of Accession Register and OPAC, and
- (f) Disposal of the weeded out documents as per the College Policy.

## **8. LIBRARY STATISTICS**

### **8.1 TYPES OF STATISTICS**

Statistical data is presented in the form of tables, graphics or any other diagrams or charts. The main objective in presenting statistical data is to provide actual data in visually appealing and understandable figures.

At the beginning of a new calendar year or academic calendar, the Librarian should collect statistical information/data for the previous one year from various sections and divisions of the library. After analyzing the data, a comprehensive report can be prepared and presented to the Head of the College in a proper format, reflecting a clear picture of growth, utilization of resources by the users, and data pertaining to services.

### **8.2 PROCEDURE FOR LIBRARY USAGE ANALYSIS**

The statistical data collected should cover figures or information about total budget allocated and budget spent by the library; the number of new library members enrolled; number of library visitors per day and frequency of visits per hour; total issues and returns of documents per month with average values per day; documents borrowed from and lent out to other libraries on ILL; and services provided in terms of reference queries answered, photo copies supplied, articles downloaded, etc.

Further, where applicable, separate data on budget spent for the procurement of books and book-like documents, non-book material like CD/DVD-ROM databases and audio and video collection, periodicals, reports, theses, standards, binding charges and others.

Analysis of library usage statistics facilitates evaluating the library resources and services, improving library collections by purchasing books in popular subject fields, enhancing services, and meeting their search and pedagogical requirements. This is done by gathering feedback on the use of facilities and services.

The following charts are prepared to analyze the utility details of the Library based on the data in the library.

- (a) Number of visits to the Library by users on monthly basis
- (b) Number of books issued/returned/renewed per month
- (c) Utility of e-journals/e-resources by the users per month
- (d) Category-wise number of documents added to the library collection

### 8.2.1 Data Analysis

Following data are collected for analysis for the performance so as to initiate corrective and preventive action, if required, in consultation with the Principal, Library.

<b>Area</b>	<b>Technique</b>	<b>Responsibility</b>	<b>Frequency</b>
Number of books in Stock	Trend Chart	Librarian	Once in a year
Number of Print Periodicals and E-Journals under subscription	Trend Chart	Librarian	Once in a year
Number of issues to the students/faculty (Separate Chart)	Trend Chart	Librarian	Once in a month
Number of students/faculty visits during 8:30AM to 7:00PM	Trend Chart	Librarian	Once in a week

## **9. LIBRARY AUDIT**

### **9.1 AUDIT SYSTEM**

There are two types of auditing systems, pre-audit and post-audit.

In pre-audit system, no bill can be passed for payment unless it is first audited.

Before passing the bill, the Accounts Officer checks that:

- (a) Every item mentioned in the Bill/Invoice has been taken on charge,
- (b) Approval as well as sanction of the Competent Authority has been obtained,
- (c) The calculation of total amount mentioned in the bill is correct,
- (d) The bill has been debited to proper budget head,
- (e) Every document has been signed by the Authorized officer,
- (f) Prices charged by the supplier is as per the price proof, and
- (g) Item(s) supplied by the supplier is (are) as per supply order and within the period of supply as mentioned in it.

Once the bill is found in order and the Accounts Officer satisfies himself/herself, the bill is passed for payment.

### **9.2 AUDITABLE DOCUMENTS IN LIBRARY**

Librarian should declare, in writing, all auditable documents to Audit Officer (AO) and send a copy of the list of auditable documents to his office. The AO may also ask to produce declared documents before the audit team that visits the library for the periodic audit. Following documents are auditable documents in the library:

- (a) All Accession Registers-Books, Reports, Standards/Patents, Non-Book Material (CD/DVDs), Periodicals, Back Volumes-In which library documents are accessioned and taken on charge,
- (b) Bills/Invoices Files,
- (c) Permanent transfer vouchers,
- (d) Loss register,
- (e) Files of weeded-out/written off documents,
- (f) Subscription files of periodicals,
- (g) Files of stock verification and reconciliation,
- (h) Record of money received from fines charged, if any, received from users,



etc.,

- (i) Files pertaining to refund received from suppliers against missing issues/non-supplied periodicals,
- (j) Register maintained for photocopies provided to library users and non-library members, and

## **APPENDIX -1**

### **Formats Used in the Library Manual**

1. Requisition Form for Purchase of Books/Non-Book Materials
2. Consolidated List for Purchase of Books/Non Book Materials
3. Library Books Stock Register
4. Due Date Slip
5. File maintenance for University Examination Question Papers
6. Project Reports Stock Register
7. Periodical Entry Register
8. Temporary Issue Register for Overnight Reading
9. Inter Library Loan Agreement Form
10. Photocopy/Printing Requisition Form
11. Photocopier Register
12. Library Feedback Register
13. Corrective and Preventive Action Record
14. Back Volume Stock Register



**NARAYANA ENGINEERING COLLEGE**

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**CENTRAL LIBRARY**

**REQUISITION FORM FOR PURCHASE OF BOOKS/NON BOOK MATERIALS**

To  
The Librarian,  
Central Library,  
NECN.

Date:

Dear Sir,

The following books are recommended for purchase for our Central /Department Library.

<b>Sl.No.</b>	<b>Title of the Book / Non Book Materials</b>	<b>Author</b>	<b>Publisher</b>	<b>Edition</b>	<b>Text/Reference/Electives</b>	<b>No. of copies required</b>

Head of the Department



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## CENTRAL LIBRARY

### CONSOLIDATED LIST FOR PURCHASE OF BOOKS/NON BOOK MATERIALS

Date:

The following books/Non book materials are recommended for purchase for our Library.

S.No.	Title of Book/ Non Book Material	Author	Publisher	Reason for Purchase	Available Copies	Indent Copies	Cost of each copy	Discount	Amount

Librarian



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## CENTRAL LIBRARY

### LIBRARY BOOKS-ACCESSION REGESTER

Date	Acc. No	Call No.	Title of the Book	Author	Name of the Publisher	Place of Publication	Year	Volume	Edition	No.of Pages	Supplier	Invoice No	Discount	Price	No.of Books	Remarks



CENTRAL LIBRARY

[illegible]

32



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## CENTRAL LIBRARY

### DUE DATE SLIP

Call No:.....

Accn.No. :.....

**This book should be return on or before the DUE DATE marked below. If the Book is kept beyond that date, overdue charges will be levied as per the library Rules in force.**

Pass Book No	Date of Issue	Due Date	Date of Return



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## CENTRAL LIBRARY

### PERIODICAL ENTRY REGISTER

Faculty of:

Name of the Periodical:

Periodicity: National/International

Magazine /Journal

Address :

Phone No. : \_\_\_\_\_ Fax No.

E-mail : \_\_\_\_\_

Sl. No.	Vol.	No.	Date of Publication	Date of Receipt	Remarks

Asst.Librarian (Periodicals)

Librarian



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## CENTRAL LIBRARY

### TEMPORARY ISSUE REGISTER FOR OVER NIGHT READING

Date of Issue	Name of the Student/Staff	Roll/Sl. No.	Acc. No.	Title	Author	Signature of Student/Staff	Return Date	Library Staff Signature	Remarks





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**CENTRAL LIBRARY**

## **INTER LIBRARY LOAN AGREEMENT FORM**

(Reciprocal Borrowing Agreement)

To  
The Librarian

Date:

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Dear Librarian,

Greetings from NECN. We are interested in establishing a reciprocal borrowing agreement with your library for sharing library resources. If you are willing to participate in the programme, please indicate the type of documents, which can be lent by your library. We offer our library lending services free of charge and ensure that all the documents borrowed by US will be returned to your library before the due date. We shall also be responsible for any loss or damage of borrowed document occurring after it is received by us till it is returned by library and would replace the damaged document or deposit its cost. We shall follow the ILL procedure as adopted by your library.

Thanking you,

Sincerely yours,

Librarian

Seal



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**CENTRAL LIBRARY**

**PHOTOCOPYING/PRINTING REQUISITION FORM**

Name of the Staff/Dept:

Date:

Sl. No.	Particulars	No of Pages	No. of Copies	Total No of Copies

Signature of the Staff

Principal



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**CENTRAL LIBRARY**

**PHOTOCOPIER REGISTER**

Sl. No	Name of the Staff/Student	RollNo./ ID No.	Dept	Paper Size	No of Pages	Reading		Amount	Receipt No.	Lib Staff Signature	Remark
						From	To				

Library Assistant

Librarian



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## CENTRAL LIBRARY

### FEEDBACK REGISTER

Date.	Name of the Student/Staff	Roll/ID No./Designation	Details of Feedback	Sign. Of the Student/Staff	Action Taken	Feedback to the Concerned	Signature of the Library Staff



**CORRECTIVE AND PREVENTIVE ACTION RECORD – LIBRARY**

1. Academic Year and Semester: \_\_\_\_\_
2. Budget Allocated and Budget Utilized : \_\_\_\_\_
3. No. of books not available in the Library as per the current semester syllabus:  
\_\_\_\_\_
4. Disposal Action Taken :

Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Corrective/Preventive Actions Planned  
Target Date

Date: \_\_\_\_\_ Proposed: \_\_\_\_\_

Verification of Corrective and Preventive Actions Taken

Date: \_\_\_\_\_ Verified by: \_\_\_\_\_



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## CENTRAL LIBRARY

### BACK VOLUMES STOCK REGISTER

Date	Acc. No.	Title	Periodicity	Year	Volume	Period		No. of Issues	Publisher	Price		Remarks
						From	To			Rs.	P.	

