Mahila Engineering College Ajmer

(An Autonomous Institute of Government of Rajasthan)
Nasirabad Road, Makhupura, Ajmer
Rajasthan PIN: 305002

www.gweca.ac.in

Recognized by AICTE, New Delhi
Affiliated to Bikaner Technical University, Bikaner
World Bank Grant TEQIP-II and TEQIP-III beneficiary
A leader in providing world class technical education to girl students

Learn > **Create** > **Inspire**

SWAMI VIVEKANAND CENTRAL LIBRARY

REAP College Code 052

Contact:

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S.V. CENTRAL LIBRARY MANUAL

B.TECH, M.TECH, MCA, PhD
(2020-21)

Prepared by:

Mrs. Suman Singh(Assistant Librarian)   Mr. Gaurav Bharadwaj(Coordinator)

Mr. Shashank Mehrish(Cata-Cum-Classifier)   Dr. F.B. Sharma(Member)

Mr. Arvind Jadam(Library Clerk)   Mrs. Taruna Khemwani(Member)

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Mr. Kundan Rathore(Member)

Mr. Yashvin Gupta(Member)

MAHILA ENGINEERING COLLEGE AJMER

Nasirabad Road, Makhupura, Ajmer (305002)

MAHILA ENGINEERING COLLEGE, AJMER

Vision of the Institute

To attain excellence in imparting Technical Education to females.

Mission of the Institute

[M1]: To impart technical knowledge and infuse a sense of enthusiasm among students to design, create and invent -who possess a knack to design create and develop products and services which will cater to the needs of future generations thereby leading to sustainable development.

[M2]: To promote women technocrats to make a meaningful contribution by creating a pool of talented human resource - who are capable enough to resolve the problems faced by the country using the knowledge imparted, talent inculcated and the research which we do.

[M3]: To prepare self-reliant females for the technological growth of the nation and society- to train and create technical manpower by laying strong theoretical foundation accompanied by a wide practical training which in turn will become a valuable resource for the society.

[M4]: To facilitate and provide state-of-the-art facilities to women technocrats and faculty- to create an environment where novel ideas blossom, research flourishes and becomes the knowledge house of tomorrow's leaders and innovators.

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1. Introduction

Swami Vivekananda Central Library has always been striving hard to meet the expectations of its users. There has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource centre so as to further improve its efficiency, utility and services.

The manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, management of other academic support facilities.

Library Manual:

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. Lot of efforts goes into the preparation of the manual. It goes through a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

Role of Library:

Library plays a very critical role in supporting the academic programs of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, DR.S.R.Ranganathan, Father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

Users

Learning Resources   Library Staff
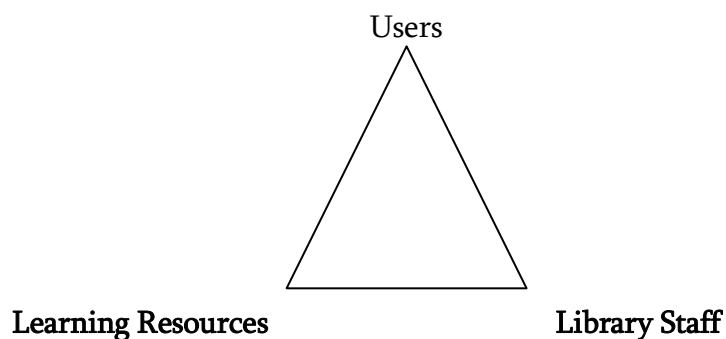
Brief Introduction of SV Central Library:

The fully computerized Central Library of Mahila Engineering College Ajmer is a treasure house of knowledge comprises ever growing collection of around 40,994 books. All these valuable resources are well organized in the 923 Sq. Ft. Area, where more than 1500 users can sit at a time and they are monitored by CC TV Cameras.

SV Central Library provides computer center facilities to students for Digital Lab with Internet, Reprography facility, Reference service.

Periodical Section of Central Library has subscription of 31 Indian Journals & Magazines. To aid these print versions of journals, library also has subscribed following online journals.

1	Elsevier Science Direct :engineering and computer sci. 275 e-jr.

To fulfill the ever growing information thirst of our students and staff, Users can refer these libraries.

i) E-Shodhsindhu
ii) National DigitalLibrary
iii) And other academic portal

Stock and services of the library are aimed to meet Under Graduate, Post Graduate & Research level study. Membership is open to all students and staff of SVCL on all working days from 09.00 am to 7.00 pm.

To provide latest facilities and environment to our users World bank assisted projects viz: TEQIP-II AND TEQIP-III has provided financial and technical support for the betterment of Library facilities.

S.No.	Course	Library	Book Bank	Total Books
01.	B.Tech and M.Tech	13756	21266	35022
02.	Management	973	1163	2136
03.	MCA	355	757	1112
04.	SC/ST Book Bank	----	1120	1120
05.	Books from CEG, Jaipur	1604	----	1604
Grand Total		16688	24306	**40994**

Digital Library: 20 Computers available for user to accessing e-journals and study Material in library and 07 for office use.

Library Software: e-Granthalaya 3.0 library management software with OPAC facility.

MAGAZINE CORNER

2. SVC Library at a Glance / Executive Summary

Area		
1	Total Area of Central Library	1266 Sqm.
2	Total Seating Capacity at a time	250
3	Total Numbers of Computers for Students with Internet Facility	20
Library Collection		
1	TOTAL NUMBERS OF BOOKS	40994
2	TITLES(PRINT)	2734
3	REFERENCE BOOKS(PRINT)	2734
4	E-BOOKS	Nil
5	BOOK BANK BOOKS	24306
6	BACK VOLUMES (PRINT JOURNALS)	Nil
7	TOTAL NUMBER OF CD/DVD'S	Nil
8	TOTAL NUMBER OF ME DISSERTATIONS	Nil
9	INDEXED ARTICLES(PRINT JOURNALS)	Nil
10	SUBSCRIBED JOURNALS & MAGAZINES	
	Indian	31
	Foreign	Nil
11	E-JOURNALS	Elsevier Sci. Direct: engineering & computer science e-jr.
12	DATABASES	Nil
Library Facility		
1	Working Hour	10
2	Current Annual Budget	30.50 lakh(Proposed)2020-21
3	Library Networking	Yes
4	Internet Speed	100 Mbps
5	Reprographic Facility	Yes
6	Number of Computer	27
7	Bar Code facility	Yes
8	Library Management Software	Yes
9	Document Scanning Facility	Yes
10	Digital Library Facility	Yes
11	Document Printing Facility	Yes
12	Library Book Standard Classification System	Yes
13	NPTEL Facility	Yes

2.1 Library Staff

Sr. No.	Name of the Staff	Designation
1	Mrs. Suman Singh	Asst. Librarian
2	Mr. Shashank Mehrish	Cata-cum-Classifier
3	Mr. Arvind Jadam	Library Clerk
4	Mr. Babu Lal Faroda	Library Clerk
5	Mrs. Kiran Yadav	(LDC through Contractor)
6	Ms. Ansuiya Goswami	(LDC through Contractor)
7	Mr. Shabbir Mohammad	(Gate Keeper through Contractor)
8	Mr. Ganesh	(Peon through Contractor)
9	Mr. Suraj	(Peon through Contractor)

3. Library Committee (LC)

The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to aid in the establishment a bridge between the Library and the academic fraternity and the institute management. The Library Committee (LC) is to be appointed by the Principal of the Institution.

Meeting Minutes:
Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

Terms of Reference for LC:
a) To provide general direction to the Library staff.
b) To review the functioning of the library with regards to its support to the academic programs of the institute.
c) To advise the management on matters of policy relating to development of library.
d) To outline the library collection development policy as and when required, for its implementation.
e) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
f) To suggest ways and means to generate revenue from library resources.

g) To formulate action plan for the development of library infrastructure, facilities, products and services.
h) Evaluate the suggestions made by the library users.
i) To formulate the policy for library use and procedure to be framed.
j) To assist library in providing need based information services.
k) To review the requirements of the new programmes being introduced and advise library about financial assistance.
l) Evaluating the books procurement school wise and allocation of budget accordingly.
m) Any other function as assigned by Principal.

Name of Library Committee Members for the Year 2016-17 to 2019-20

2016-17

1.	Dr. Priya Advani	Chief Coordinator
2.	Mr. Ashok Kumar	Co-cordinator
3.	Mrs. Payal Awwal	Co-cordinator
4.	Assistant Librarian	Ex-Officio Member

2017-18

1.	Dr. Priya Advani	Chief Coordinator
2.	Mr. Saurabh Maheshwari	Co-cordinator
3.	Mrs. Payal Awwal	Co-cordinator
4.	Assistant Librarian	Ex-Officio Member

2018-19

1.	Dr. Priya Advani	Chief Coordinator
2.	Mr. Saurabh Maheshwari	Co-cordinator
3.	Mrs. Payal Awwal	Co-cordinator
4.	Assistant Librarian	Ex-Officio Member

2019-20

1.	Dr. Mahesh Bohra	Faculty Incharge-Library
2.	Mr. Saurabh Maheshwari	Co-cordinator
3.	Mrs. Payal Awwal	Co-cordinator
4.	Assistant Librarian	Ex-Officio Member

2019-20

1.	Mr. Gaurav Bharadwaj	Coordinator
2.	Dr. F.B.Sharma	Member
3.	Mrs. Taruna Khemwani	Member
4.	Mr. Amritpal Yadav	Member
5.	Mr. Kundan Rathore	Member
6.	Mr. Yashvin Gupta	Member

4. Proposed Budget Proposals (F.Y. 2018-19 to 20-21)

SV CENTRAL LIBRARY

2020-21

S.No.	Item	Cost (Rs. In lacs)
01.	Books Purchase	05.00
02.	e-Resources Subscription(e-Books,e-Jr. etc.)	15.00
03.	Periodicals (Magazine, Print Journals, Newspaper)	05.00
04.	Furniture (Table, Chair, News Paper Stand, etc.)	05.00
05.	Others(photocopy machine repair, books binding & other maintenance)	00.50
	G. Total	30.50

2019-20

S.No.	Item	Cost (Rs. In lacs)
01.	Books Purchase	10.00
02.	e-Resources Subscription	20.00
03.	Periodicals (Magazine, Print Journals, Newspaper)	03.00
04.	Furniture (Table, Chair, News Paper Stand, etc.)	01.00
05.	Library Automation (Bar Code Reader, Bar Code Label, etc.)	01.00
06.	Others(photocopy machine repair, books binding & other maintenance)	01.00
	G. Total	36.00

2018-19

S.No.	Item	Cost (Rs. In lacs)
01.	Tool/Item	03.00
02.	Raw Material	00.00
03.	Office exp. & others(Book Binding/Photocopy Machine Repair)	00.60
04.	Library-Books	12.00
05.	Library-Journals	15.00
	G. Total	30.60

5. Circulation Desk: Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficient functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

a) Issue and returns of Learning Resources (Primarily Books).
b) Attending the Users' query for effective interpretation of library rules and regulations.
c) Registration of new Members and issue of barcode Generated ID Card for Users.
d) Operation of "Circulation Module" of Library Management Software e-Granthalaya 3.0. Maintenance and updatation of all data related to users at Circulation desk in software.
e) Sending Reminders to overdue documents users.
f) Display of Books during Seminars/Workshops.
g) Maintenance of Compendiums.
h) Correspondence & No Due issuing.
i) Library Orientations/Information Literacy.
j) Assisting the users for accessing OPAC and Reference.

5.1 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper flowchart/sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:
· Quickly glance the book for any damage.
· Enter details into Issue Database (using Barcode Scanner).
· Issue books using (e-Granthalaya 3.0).
· Print issue slip.
· Handover the books/readers ticket/id to the user.

While receiving the books:

- Quickly glance the book for any damage.
- Check Due dates for necessary action.
- Cancel the entries from user account in (e-granthalaya 3.0)
- Return books.
- Send them to Stack for Shelving.

5.2 Loan Criteria/Borrowing entitlements for faculty/Students/Admin

Clearly define the number of items that and user is eligible to borrow:

Sr.No.	Category of Users	No. of Books Issue	Issue Period(Days)
1.	P.G. Students	03	15
2.	U.G. Students	02	15

5.3 Documents that Can and cannot be borrowed

· Books from the Lending section be borrowed.
· Journals & Magazines, Reference Books, Newspaper can not be borrowed
· Dissertations/Project Works submitted by Students are not issuable.
· There is no provision to renew the book & deposited book can not be issued on same day.

5.4 Renewals/Reservations and OverDue/Fines

There will be a overdue charge of library books after due date & book bank books overdue charge after last day Of registration in next semester.

Library Books	First 07 days	Rs. 02 per day per book
	After 07 days	Rs. 04 per day per book
Book Bank Books	First 07 days	Rs. 10 per book
	From 08 to 15 days	Rs. 20 per book
	From 16 to 30 days	Rs. 40 per book
	After 30 days	Rs. 100 per book
Issue of Duplicate Library Card	Rs. 100 per card	

· There is no provision to renew the books & deposited book can not be issued on same day.

5.5 Theft/Misuse of Library resources:

· The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
· Each case will be examined to ascertain its genuineness and the matter will be reported to the LC/Principal for further action.

6. Collection Development
All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

· Strength and weakness of the existing collection
Central library will have to develop its all-round collection of books required for the P.G. and U.G. It is been observed that relevant foreign publication books will cater latest and required knowledge to our students. An efforts should be done to add books, journals and e-Resources in the collection.

NUMBERS OF BOOKS (PROGRAM/SUBJECT WISE)

(a)   Library Books for B.Tech. & M.Tech Programs

S.No.	Subject	No. of Titles	No. of Books
1	Mechanical	226	2140
2	Electronics	365	2479
3	Electrical	258	1811
4	Computer/IT	457	2546
5	English	84	660
6	Mathematics	111	758
7	Chemistry	74	342
8	Physics	198	637
9	Reference	390	417
10	Novel and Other Books	259	483
11	TEQIP II	246	1000
12	TEQIP III	66	483
	Grand Total	2734	13756

(b) Library Books for MBA & MCA Programs

S.No.	Subject	No. of Titles	No. of Volumes
01.	Management	374	973
02.	MCA	460	355
	Grand Total	834	1328

(c) Book Bank Books for B.Tech. & M.Tech Programs

S.No.	Subject	No. of Titles	No. of Books
1	Mechanical	43	2375
2	Electronics	74	3830
3	Electrical	48	3198
4	Computer/IT	65	4911
5	English	10	1156
6	Mathematics	27	2755
7	Chemistry	22	1319
8	Physics	11	1117
9	SC/ST Book Bank	40	1120

10	TEQIP III	19	605
	Grand Total	359	22386

(d) Book Bank Books for MBA & MCA Programs

S.No.	Subject	No. of Titles	No. of Volumes
01.	Management	44	1163
02.	MCA	19	757
	Grand Total	63	1920

(e) Total Books in SV Central Library

S.No.	Book Status	B.Tech. & M.Tech	MBA & MCA	Total
01.	Library Books	13756	1328	15084
02.	Book Bank Books	21266	1920	23186
03.	SC/ST Book Bank	1120	-----	1120
04.	Book from CEG, Jaipur	1604	-----	1604
	Grand Total			40994

(f) Journals/Magazine Subscribed (Online & Print)

S. No.	Name of periodicals/Journals/Magazine	Journals /Magazines
1.	Elsevier Science Direct :engineering and computer sci.	e-Journal
2.	Jr. of Comm. Engg. And Its Innovations	Print Journal
3.	Jr. of Mechanical & Machine Engg.	
4.	Jr. of Com. Sci. Engg. & Software Testing	
5.	Current Trends in Signal processing	
6.	Jr. of Comm. Engg. And System	
7.	Jr. of Com. Tech. & Applications	
8.	Inter. Jr. of Thermal Energy & Applications	
9.	Inter. Jr. of Production Engg.	
10.	Inter. Jr. of Industrial Engg. And Design	
11.	Inter. Jr. of Manufacturing and Material Processing	
12.	Inter. Jr. of Pollution and Noise Control	
13.	Inter. Jr. of Mechanics of Design	

14.	Inter. Jr. of Com. Aided Manufacturing	
15.	Inter. Jr. of I.C. Engines and Gas Turbines	
16.	Pramana – Journal of Physics	
17.	Resonance	
18.	Indian Society for Technical Education	
19.	Current Science	
20.	University News	
21.	Sport star	
22.	Frontline	
23.	Pratiyogita Garpan (Hindi)	
24.	Digit	
25.	Pratiyogita Darpan (English)	
26.	PC Quest	Print Magazine
27.	Yog Sandesh (Hindi)	
28.	Electronics For You	
29.	Competition Success Review	
30.	Data Quest	
31.	India Today (English)	
32.	India Today (Hindi)	

(g) List of News Papers subscribed in Library

S.No.	Name	Language	Frequency
1	Dainik Bhaskar	Hindi	Daily
2	Dainik Navjyoti		
3	Panjab Kasere		
4	Rajasthan Patrika		
5	Rashtra Dooth		
6	Hindustan Times	English	
7	Times of India		
8	The Economics Times		
9	The Financial Express		
10	The Hindu		
11	Employment News		Weekly

6.1 Special Collection for Students belonging to SC/ST and economically backward classes

SVC library have collection of more than 1120 text books received from social welfare office for the sc/st and economically backward student. The set of text books are provided to such student for the period of one semester. Such students are expected to return the books to library after their semester examination.

7. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

· General Stack Area (Spread across two wings i.e. lending section and reference section for books).

· Reserve Shelf Collection(consisting of books in high demand, Thesis/Dissertations,).

· Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, a copy of each title etc).

· News paper/Magazine Display Area.

· Journal Display Racks.

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

· All the books removed from the stacks are replaced back in their shelves at least twice a day.

· Each unit of Stack is supervised by Library Attendant.

· Shelf Reading must be done continuously to look for misplaced books.

· Books reported untraced by users be traced in the quickest possible time with documentation like

  when the request was received and when it was solved.

· The stacks should be properly labeled with subject guides.

8.   User Services

8.1   Library Timings

SVC Library and computer center is open from 9:00 in the morning till 7:00 in the evening on working days.

8.2   Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Reference section. Users can also contact staff on duty for any assistance. Library also has access to online reference sources which may be accessed from the library as well as college website.

8.3   Inter Library Loan

There is no provision at a time.

8.4   Information Literacy/Library Orientation

Library will conduct Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

8.5   Reprography facility

SVCE college have photo copy machine for students with nominal charges urgent print out can be avail from the printers available with the library staff

8.6 OPAC(Online public access catalog)

An **online public access catalog** (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

SVC Central Library is computerized with the help of Library Management software called e-Granthalaya 3.0. & access by http://172.1.200.1/eG3OPAC and this link is also available at college website.

Students can search the required books in the library as well as *status* of book.

8.7   Internet Service

Library has well equipped 20 computer lab with internet connation. Wi fi facility is available in the library premises. Users can avail password from librarian and use the wi fi facility for accessing internet and e-resources subscribed by SVCE library.

8.8   Reference Service

SVC Library is the primary academic information resource for the College. It promotes learning, supports teaching, and enhances scholarly, research and creative activities by building collections and providing expert services and innovative access to information.

Reference service at the Library is one of the most vital and visible expressions of the Library's purpose and mission and is key to the Library's service roles: to serve as a centre for information, formal education, research and independent learning. In addition, since more users are accessing the Library from home or office, which the Library has encouraged, it is imperative that reference services address this new trend. The Library's premises shall not be a boundary to its information services. By emphasizing real-time reference service, the library's goal is to offer service to information seekers *at the place where they are when they have a question.*

9.   E-Resources

SVC Library subscribed many e-resources like e-books, e-journals and other databases to support academic curricula of the users from time to time.

9.1   E-Journals

Library has subscription of following e-journals

Name of E- Resources	Type of Resources	Website
Science Direct	E-Journals	*http://sciencedirect.com*

10.   Physical Ambiences:

10.1   Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies.

Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

10.2   Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

10.3   Floor Plan and Direction/Guideposts

Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

11. General Rules and Regulations:
RULES OF S.V.CENTRAL LIBRARY

01.   Library opens from 9.00 am to 7.00 pm on all working days.

02.   Every person who enters the library will sign the visitor register.

03.   Every user who use the computer in Digital Lab will not unplug any wire of computer to connect laptop or mobile etc.

04.   Keep your personal belonging in the Baggage Room except mobile, wallet, laptop and other costly item.

05.   Users are not allowed to borrow on the card of another reader.

06.   Student shall be entitled to borrow the Library Books for 15 days (mentioned due date on date slip of book) & for Book Banks due date is last day of registration date for next semester after that fine will be charged and other fine as follows.

Library Books	First 07 days	Rs. 02 per day per book
	After 07 days	Rs. 04 per day per book
Book Bank Books	First 07 days	Rs. 10 per book
	From 08 to 15 days	Rs. 20 per book
	From 16 to 30 days	Rs. 40 per book
	After 30 days	Rs. 100 per book
Issue of Duplicate Library Card	Rs. 100 per card	

07.   Identity card of the user is mandatory for issue of books from library.

08.   In case of lost book/library card it should be reported immediately in writing to the Assistant Librarian.

09.   Library returned books will not be issued on same day.

10.   Library and book bank issued book are not allowed inside library premises.

11.   Eatables things and drinks are not allowed in the library premises.

12.   Switch off mobile phones or keep on silent mode in the library premises.

13.   All users are required to maintain discipline in the library.

14.   Library staff is not responsible for any lost or damages in Baggage Room.

12. Investment during Last five Years

Year	Books		Journal(s) & Magazine(s)	
	Print Book	E-Books	Print Version	E-Journals
2019-2020	4,33,001/-	NIL	60,000/-	6,53,476/-
2018-2019	35,000/-	NIL	60,000/	NIL
2017-2018	NIL	NIL	60,000/	NIL
2016-2017	NIL	NIL	60,000/	11,83,098/-
2015-2016	14,68,925/-	NIL	60,000/	11,93,374/-
TOTAL	1936926/-	NIL	300000/-	3029948/-

13. Duties of Library Staff:

Sr. No.	Name of the Staff	Nature of the Work
1.	Assistant Librarian	✓ Budgeting ✓ Planning New Services for the Library ✓ Book Selection and acquisition ✓ Arrangement of Library Committee meeting drafting minutes etc. ✓ Correspondence with suppliers, publishers, institutions ✓ Maintaining discipline in library ✓ Overall library administration ✓ Periodical stock taking ✓ Preparation of various reports to be submitted to auditors, UGC, AICTE ✓ Preparation of Library Manual and Library Calendar ✓ Library orientation ✓ Training to library staff ✓ Subscription of journals, periodicals and their renewals ✓ Reference service ✓ General supervision of routing library work ✓ Supervision of stock verification ✓ Any other work assigned by FIC/Principal time to time ✓ To help students to find books and project reports Helping to search back volumes and loose issues to students ✓ Accepting requisition form from students and teachers Giving no dues clearance to students and staff
2.	Cata-Cum-Classifier	✓ Assisting in Acquisition process of books, journals, e-books and e-jr. ✓ Classification and Cataloguing. ✓ Guide students regarding books availability ✓ Assisting in Reference service ✓ Issue to no dues to student and staff Collecting thesis and maintaining its record ✓ Prepare coding of student and staff for lib. Software

		✓ Maintain record of newspapers. ✓ Bill process.
3.	Lib.Clerk	✓ Issue and return of books to students and staff ✓ Enrollment of new students in computer database Renewal of library membership ✓ Printing of spine and book barcode labels ✓ Reminders to students for overdue books ✓ Preparing books and journal list for binding ✓ Typing and other official work ✓ Maintaining library database backup ✓ Data entry of new books in software ✓ Maintenance of library Software ✓ Maintain record of print journals and magazines. ✓ Changing of due date slip filled by stamp ✓ Any other work assigned by librarian time to time
4.	Lib. Attendant	✓ Keep watch on students at the entrance while leaving library ✓ Maintaining cleanliness in library ✓ Physically checking new library books and stamping Label pasting (spine and barcode) ✓ Shorting of daily returned books rack wise and shelving them ✓ Shelving of books in reading room and lending section Arranging miss shelved book everyday ✓ Repairing of damaged books ✓ Safeguard property counter in the library Shelving of periodicals and journals ✓ Issue return of books Summer ✓ Any other work assigned by librarian time to time

WOMEN ENGINEERING COLLEGE, AJMER

SV CENTRAL LIBRARY

REQUISITION FORM FOR THE PURCHASE OF BOOKS

Department:_____   Date_____

S. No.	Author	Title & Publisher of Recommended Book	Recommended Supplier(s) (if any)	Cost of Unit(approx)	No. of Copies required		No. of Copies required	Total Cost(approx.)	Recommended for		
					Lib.	BB			Class & No. of students	Text/ref.	Sem.
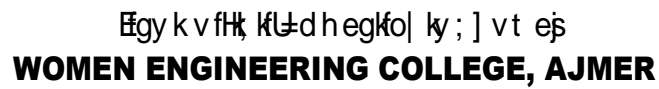
Remark & Signature of Faculty Member(s):

_____
Remarks & Signature of HOD:

_____
Remarks & Signature of Assistant Librarian:

_____
Remarks & Signature of Library Committee:

_____
Remarks & Signature of Registrar:

_____
Remarks & Signature of Principal:

_____

SV CENTRAL LIBRARY
MEMBERSHIP FORM FOR FACULTY/STAFF/VISITING FACULTY/GUEST FACULTY

Department:_____ Date_____

Photo

I the undersigned would like to apply for Library Membership as Faculty/Staff/Visiting Faculty/Guest faculty. I hereby undertake the responsibility to abide by the rules of the Central Library. In case of Late return/loss or damage of any library resources borrowed by me, I am willing to pay the penalty as decided by the college administration.

Name   :_____

Permanent Address   :_____

_____

_____

Present Address   :_____

_____

_____

Phone/ Mobile No.   :_____

Email Id   :_____

Date: _____   Signature_____

I recommend that Mr./Miss/Ms._____

may be given Library membership for the year_____

Head of department

For Library Use

_____

Assistant Librarian   Library Coordinator