



Mahavir Education Trust's

Shah & Anchor Kutchhi Engineering College

Autonomous Institute Affiliated to University of Mumbai
Bestowed with the University of Mumbai's Best College Honor A.Y. 2024-25

LIBRARY POLICY MANUAL



LIBRARY



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1 VISION

The SAKEC Library strives to meet the informational needs of both the faculty and the students of SAKEC by providing access to information in a variety of formats.

2 MISSION

We unequivocally support the mission of the college in instilling the imperative of lifelong learning through the acquisition and facilitation of access to essential learning resources.

3 OBJECTIVES

1. To enhance the library's collection through the procurement of both printed and digital books and periodicals.
2. To cater to the diverse clientele of SAKEC, regardless of caste or socioeconomic status.
3. To foster the practice of self-directed learning and the pursuit of lifelong educational endeavors.



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4 LIBRARY COLLECTION DEVELOPMENT POLICIES

1. The library engages in the procurement of books and other educational resources that are pertinent to the curriculum.
2. Furthermore, the library seeks to acquire reading materials that serve a beneficial purpose for individuals preparing for competitive examinations.
3. Additionally, the library is committed to procuring inspirational literature and works of fiction.
4. The library will invest in textbooks, reference volumes, and handbooks that correspond to relevant academic subjects.
5. Moreover, the library will procure printed periodicals and subscribe to online databases to facilitate access to scholarly content.
6. Recommendations for book acquisitions may be submitted by both staff and students, which will necessitate approval from the Heads of the Department. This recommendation will subsequently require endorsement from the Principal.



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5 LIBRARY USAGE POLICIES

a) Library Rules and Regulations for Students

1. Every student is expected to maintain a quiet environment, respect the personal space of others, and adhere to designated study areas to promote focus and productivity. Failure to comply with these rules may result in warnings or temporary restrictions on library access, ensuring that all students can benefit from a conducive study atmosphere.
2. Students are permitted to borrow two books concurrently for a duration of ten days, which can be renewed once for four days.
3. Students are required to return the books to the library in a timely manner upon their due date. Failure to comply with this obligation will incur a penalty of Rs. 3.00 for each day of delay.
4. The books must be borrowed from and returned to the library in person, and the borrower is obligated to sign the book card. Transactions are not to be conducted through an intermediary.
5. Reference materials, including books, compact discs, curriculum documents, examination papers, and periodicals, must be checked out using the identification card and are strictly utilized within the confines of the library. It is imperative that students notify the library personnel should they desire to make photocopies of any of these resources.
6. Personal possessions such as bags, files, and similar items should not be taken in the stack area.
7. The Smart Card is not transferable between individuals.
8. Consumption of food within the library premises is prohibited.





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9. Paper waste, food wrappers, and similar items must not be disposed of within the reading room. Garbage bins kept at designated places must be used.
10. In the event that the borrower misplaces a book, it is incumbent upon them to procure a brand new copy of the most recent edition of the same title. Should the book in question be discontinued, it is requisite that a monetary sum equivalent to twice the original price of the book be remitted.
11. Students should refrain from using mobile phones or engaging in conversations that may disturb others, as maintaining a serene atmosphere is crucial for effective learning and collaboration.
12. Students should not keep their personal belongings unattended in the Library.

b) Library Rules for Staff

1. Books will be allocated for duration as mentioned in point number 2. In instances where the material is categorized within the reference section, it shall be permitted for overnight issue only.
2. Maximum number of books that can be borrowed with book loan period is as follows:
 - a. Professor/Associate Professor- 12 books (100 days, 1 Renewal for 30 days)
 - b. Assistant Professor- 8 books (100 days, 1 renewal for 30 days)
 - c. Ad hoc Assistant Professor- 5 books (30 days, 1 renewal for 10 days)
 - d. Laboratory Assistants and Technical Assistants- 5 books (30 days, 1 renewal for 10 days)
 - e. Ad hoc Laboratory Assistants - 2 books (30 days, 1 renewal for 10 days)
 - f. Other non-teaching staff - 2 books (30 days) (1 renewal for 10 days)



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3. Library deposit is Rupees One thousand only.
4. The books must be borrowed from and returned to the library in person, and the borrower is obligated to sign the book card. Transactions are not to be conducted through an intermediary.
5. Reference materials, including books, compact discs, curriculum documents, examination papers, and periodicals, must be checked out using the identification card and are strictly to be utilized within the confines of the library. It is imperative that staff notify the library personnel should they desire to make photocopies of any of these resources.
6. All borrowed books must be returned at the conclusion of the academic semester. In the event that a book is misplaced, it is imperative to replace it with a brand new copy of the most recent edition by the same author and bearing the same title. A processing fee amounting to One Hundred Rupees is required to be remitted. Should the book have ceased publication, an amount equivalent to twice the retail price of the book shall be payable.
7. Personal possessions such as bags, files, and similar items should not be taken in the stack area.
8. Staff should refrain from using mobile phones or engaging in conversations that may disturb others, as maintaining a serene atmosphere is crucial for effective learning.
9. Staff should not keep their personal belongings unattended in the Library.



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6. WEEDING POLICY

A committee shall be constituted as and when necessary for the purpose of reviewing and weeding outdated books. The removal of such books shall be subject to the approval of the Principal.

7. LIBRARY INTERNET/E-RESOURCES USAGE POLICY

The complete downloading or printing of any book or journal is unequivocally forbidden. The library adheres to the internet usage policy established by the institution. The utilization of VPNs, proxy servers, personal firewalls, tunneling software, software for connectivity sharing, as well as activities pertaining to hacking, gaming, and movie trailers, is explicitly prohibited within the library premises. Stringent disciplinary measures will be enforced against individuals who participate in such prohibited activities. Laptops are not allowed inside the digital library.

Gowri Prasad
Librarian



LIBRARY

Dr. Bhavesh Patel
Principal
PRINCIPAL

Shah & Anchor Kutchhi Engineering College
Autonomous Institute
Mahavir Education Trust Chowk,
W. T. Patil Marg, Next to D-Mart,
Chembur - 400088