



GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY

1, Knowledge Park-II, Greater NOIDA, Uttar Pradesh, 201310

DOG CET/Notices/2024/105

17th September, 2024

CENTRAL LIBRARY POLICIES AND GUIDELINES

1. PREAMBLE:

The Central Library of Galgotias College of Engineering and Technology (GCET) is an essential hub for academic excellence, supporting the research and learning needs of students, faculty, and staff. As a modern, automated facility, it efficiently manages records and services across engineering, technology, and management disciplines using KOHA and DSpace software. Memberships in DELNET and the National Digital Library provide access to over 800,000 resources spanning engineering, science, and the humanities. Committed to creating an environment conducive to study and research, the library upholds high standards of discipline and decorum, aligning with the college's mission to foster innovation and intellectual growth.

2. POLICY STATEMENTS

(i) LIBRARY USAGE POLICY

- The GCET Library follows an open-access system.
- Strict silence is to be maintained in the library.
- Cell phones must be switched off or set to silent mode before entering.
- All users must carry their identity cards when visiting the library. Students without ID may be denied access, and ID cards are non-transferable.
- Users are required to sign in at the register/e-register located at the entrance.
- Personal belongings such as books, printed materials, files, and bags are not allowed inside the library. These must be kept at the property counter at the user's risk.
- Graduating students and Faculty members leaving the institution must obtain a 'No Dues Certificate' after returning all borrowed books.
- Disciplinary action will be taken against users who misbehave with library staff.

(ii) STOCK VERIFICATION POLICY

- Stock verification is conducted every five years, either at the end of or before the new academic year. This process helps identify any missing or lost documents, allowing for the replacement of essential materials to maintain the integrity of the library's collection.

(iii) WEEDING POLICY

- A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Director.

(iv) ACQUISITION POLICY

(a) Needs Assessment Process:

- Acquisitions are based on faculty and student recommendations and aligned with curriculum and research needs.
- At the beginning of each academic session, the library circulates a notice through the Director to all departments requesting they gather and submit their books and Journal requirements.

(b) Recommendation Process:

- Faculty and students submit requisition forms through the head of departments for review and approval by the Library Committee.

(c) Approval of Purchases:

- The Library Committee evaluates the recommendations based on academic relevance and existing availability, quality, and budget.
- Priority is given to textbooks, reference books, and essential research materials.

(d) Budget Allocation:

- The annual budget for book acquisition is allocated according to departmental needs.

(e) Electronic Resources:

- The library also prioritizes the acquisition of e-books and digital resources, ensuring access to the latest academic material through its digital repository and institutional memberships like DELNET.

(f) GIFT/DONATED BOOKS POLICY

- Books gifted from institutions or individuals can be accepted by checking their relevance and physical condition. Gifted books may be labeled as 'Donated Books' in a separate Item type in Library management software.

(g) BOOK RESERVATION POLICY

- If the desired book is not available in the central library, it can be reserved for the user and issued as soon as the current borrower returns it.

(h) **DEPARTMENTAL LIBRARIES POLICY**

- Departmental libraries may be established upon formal request from individual departments after approval by the Director, the Central Library will arrange for subject-specific books, project reports, and old issues of journals relevant to the department's academic branch. These resources will be provided on loan from the Central Library's collection. Departmental libraries will be managed by the respective departments, with a designated faculty member or staff responsible for overseeing daily operations. The resources are primarily intended for use by faculty members, and the departmental policies will govern their usage.

(i) **LIBRARY TIMINGS& SERVICES**

- **Normal Working Days (Monday-Friday):** 09:00 AM - 08:00 PM
- **Saturday:** 09:00 AM - 06:00 PM
- **During University Examinations:** 09:00 AM - 09:00 PM
- **Issue & Return of Books:** 09:30 AM - 05:30 PM (Monday-Friday)
- **Digital Library (E-Journals, E-Books, DELNET, CDs Search):** 09:00 AM-08:00 PM
- **Consultation of Exam Papers & Old Newspapers:** 09:30 AM - 05:30 PM
- **Reprographic Services:** 09:30 AM - 05:30 PM

3. SCOPE

The Central Library is located in the F block of the campus and was established in 2000. Spanning an area of 1103 square meters, the library is a fully computerized and automated facility designed to enhance the learning experience for students. It features spacious reading areas that comfortably accommodate up to 350 students at a time, promoting an environment conducive to focused study. The library is equipped with 30 computers to support digital learning, providing access to a wide range of digital resources and subscriptions. The library has also streamlined its book lending process with a modern barcoding system, ensuring efficient and accurate tracking of issued materials.

LIBRARY COLLECTION

Description	Quantity
Total Books (Titles)	8885
Total Books (Volumes)	73054
Total Print Journals (National/Intl)	139
Total E-Journals (IEEE/IESTC-DELNET)	2047
E-books (DELNET)	1663

Database	2
Institutional Memberships	DELNET, ISTE, IETE, NDLI
Software	KOHA (Since 2021)
Digital Repository	DSpace
Computer Systems	30

4. OBJECTIVE

The primary goal of the Central Library is to provide prompt and precise information delivery in the format required by its users. It offers a well-organized collection of books, previous year's question papers and solutions, periodicals, and e-journals to effectively support teaching, learning, and research activities across various disciplines.

5. COMPOSITION

The Library Advisory Committee consists of the following members:

Sr No	Designation	Position
1	Director	Chairperson
2	Dean Library	Co-Ordinator/ Member
3	Librarian	Co-Coordinator/ Member
4	Faculties members representing each department	Member
5	Two Student Representatives (one male and one female)	Member

***The committee shall meet at least two times in an academic year.**

6. RESPONSIBILITIES:

- **Reference Service:** The Central Library provides access to various reference materials, including books, periodicals, encyclopedias, yearbooks, dictionaries, competition books, and newspapers. Library staff assist users by answering queries and providing necessary documents.
- **Textbook Section Service:** A dedicated textbook section is maintained, housing over 73,000 volumes covering all disciplines taught at the college. Students can borrow these books for a period of 15 days.
- **Library OPAC:** The library's resources are digitized and managed through the KOHA library management system. Users can search for books by author, title, subject, publisher, or keywords, and library staff can assist them.

- **Digital Library Service:** Equipped with 30 new i7 computers and high-speed internet, the digital library provides access to e-journals such as IEEE Xplore, IESTC-DELNET, and e-books. The library also offers access to NPTEL (National Programme on Technology Enhanced Learning) for web and video lectures and supports resource sharing through its DELNET membership.
- **New Arrival Display Service:** Newly acquired books are displayed on a designated rack before being made available for loan.
- **Current Awareness Services (CAS):** The library offers CAS to keep users informed of the latest developments in their fields.
- **Institutional Repository/Question Papers and Solutions:** Previous question papers and their solutions are available in the library's digital repository and in hard copy in the reference section for consultation.
- **Wi-Fi Facility:** The entire library is Wi-Fi enabled, allowing users to access the internet on their laptops.
- **Library User Orientation:** At the beginning of each academic year, first-year students are introduced to the library's services and trained in effective information search techniques by the librarian.
- **Xerox, Scanning, and Print Services:** The library offers a nominal fee for photocopying, scanning, and printing services. Users can also download and print documents from the library's databases and e-journal subscriptions as needed.
- **Inter-Library Loan (ILL) Service:** Books and journal articles unavailable in the Central Library can be requested through the Inter-Library Loan service. This service, available to both students and faculty, primarily operates through DELNET, New Delhi, to fulfil requests.

7. LIBRARY RULES & GUIDELINES:

- **For Faculty:** 5 books can be issued from the stack for an entire semester. All books must be returned by the end of the semester or on the due date.
- **For Staff:** 2 books can be issued for 60 days.
- **For Students:** 4 books can be issued for 15 days. A late return will incur a fine of ₹5 per day per volume.
- Books will be renewed or re-issued on a different day. Additionally, if a book is already issued to a faculty member or student, another copy of the same book cannot be issued to them.
- Users should ensure their books are adequately returned before leaving the circulation counter.
- Users must inspect the condition of the books before leaving the counter. Any damage should be reported immediately, as users will be held responsible for any damage not reported at the time of issue.
- Reference books, journals, and magazines will not be issued but are available for study within the library.

- Users are prohibited from marking or writing inside books. If any damage or markings are found, the user must replace the book with a new copy.
- Only the latest edition of a book will be accepted as a replacement for lost or damaged books, or the user will be charged double the book cost.
- Tearing or stealing library materials will result in fines and may lead to suspending library privileges.

8. ACTION PLAN

- **Enhance Collection:** Regularly update print and digital resources to meet the academic needs of students and faculty.
- **Improve Services:** Strengthen reference services and inter-library loan facilities.
- **Upgrade Technology:** Continue to modernize the Library Management System (KOHA) and expand the institutional digital repository.
- **Extend Hours:** Align library hours with student requirements, especially during exams.
- **Monitor Usage:** Regularly collect user feedback to improve library services.

9. CODE OF CONDUCT:

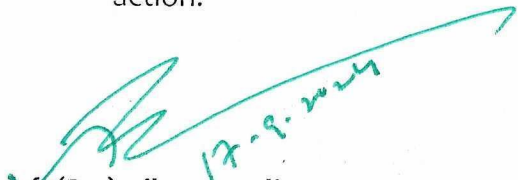
The Central Library aims to provide a harmonious environment that fosters knowledge exchange and academic growth. All library users must observe the following code of conduct:

(i) For Users:

- Silence must be strictly observed at all times.
- Mobile phones should be switched off or silent before entering the library.
- Users must always carry their identity cards and present them when requested.
- Personal items such as books, bags, and electronic devices are prohibited inside the library.
- Food and beverages are not allowed inside the library except for water.
- Users must not re-shelve books after use; they should be left on the designated table.
- Marking, writing, or damaging library materials is strictly prohibited. Users will be responsible for replacing damaged items or paying double the cost of lost materials.
- Seats cannot be reserved in the digital library. Library staff may remove unattended belongings.
- Disruptive behavior towards library staff will result in disciplinary action.
- Non-compliance with the code of conduct may result in expulsion from the library.

(ii) For Library Staff:

- Staff must maintain professional attire and behaviour while on duty, keeping cell phones silent within the library premises.
- Staff members treat students, faculty, and visitors with respect and offer assistance in locating resources and using the library management systems.
- Staff must ensure that library resources are well-organized.
- Any violations of rules or misconduct by staff members will result in disciplinary action.


17-9-2024
Prof. (Dr.) Vikram Bali
Director

Copy to: Hon'ble Chairman Sir, for the kind information
: Hon'ble CEO, Sir, for the kind information
: All Deans, HoDs & Section I/Cs
: All Faculty, Staff Members & Students