



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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LIBRARY POLICY

Name of Policy	Library Policy	Department responsible	All Department
		Prepared by	Miss. Jyotirmayee Borna
	Institute Level	Checked by	Mrs. Sushree Sangita Mahanty
Effective date	07/05/2018	Approved by	Principal
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Number of pages	01-03		

1. OBJECTIVES

- To develop the collection of the library by acquiring books and periodicals in print as well as in digital format.
- To develop the habit of self learning and lifelong learning.

2. LIBRARY COLLECTION & DEVELOPMENT POLICY

1. The library buys books and other learning materials like textbooks, reference books and handbooks on relevant subjects which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
2. Library will purchase/subscribe national and international journals for staff and students of the institution.
3. Library will also buy printed periodicals and online database for accessing scholarly content, e-books and e-journals.
4. Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

5. 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 Principal.

6. LIBRARY USAGE POLICY

Library Rules and Regulations for Students

1. Students can borrow 2 books at a time for 10 days.

2. Caution money of Rupees One thousand only (Refundable) is mandatory.
3. Students must return the books to the library promptly when due otherwise a fine of Rs. 2.00 per day will be imposed.
4. The books should be borrowed from/returned to the library personally and borrower should sign the book card. Transactions should not be carried out through an intermediary.
5. Library Management System is used to maintain the record of all transactions.
6. E-library facility is provided for the reference of e-books and e-journals
7. Reference books, syllabus, question papers and periodicals should be borrowed against the identity card and should be used in library only. Students should inform the library staff if they wish to take photocopy of these materials.
8. Library Card is not interchangeable.
9. Papers, wrapping of eatables etc., should not be thrown in the reading room.
10. Use of mobile phones in the library is strictly prohibited.
11. Perfect Silence should be observed in library.
12. Eatables are not allowed in the library.
13. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to twice the price of the book has to be paid.

Library rules for Staff

1. Books will be issued for a period of one semester. If the book belongs to the reference section it will be issued for overnight.
Maximum number of books that can be borrowed is as follows:
Professor/Associate Professor- 12
Assistant Professor -8
Laboratory Assistants -2
Other non teaching staff- 2
2. E-library facility is provided for the reference of e-books and e-journals
3. Books should be borrowed and returned from the library personally.
4. Transactions should not be carried out through an intermediary.
5. All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. A processing fee of Rupees One hundred should be paid. If the book has ceased publication amount equal to twice the price of the book should be paid.
6. Reference books like handbooks, encyclopedia, dictionary, manuals and CDs will not be issued. They should be referred in the library only.
7. Personal belongings like bags, files etc. should not be carried out in the stack area.
8. Mobile phones should be on the silent mode and talking on the mobile should be avoided.

7. LIBRARY INTERNET/E-RESOURCES US AGE POLICY

Downloading or printing of the entire book or journal is strictly prohibited. The Library follows the internet usage policy of the college. Use of VPN, Proxy servers, and private firewalls, tunneling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library. Strict disciplinary action will be taken against those who engage in such activities.

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