LEARNING RESOURCE CENTRE CENTRAL LIBRARY

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Abstract : *This Library was started along with the establishment of the ST, Ann's College of Engineering & Technology in 2000 in order to cater to the academic and research needs of the faculty and students. Since then, the Library has gone from strength to strength to live-up to the expectations of its immediate clientele. Library automation refers to mechanization of library housekeeping operations predominantly by computerization. To develop and updated database of books and other resources of the Engineering College Library, St, Ann's college of Engineering & Technology, Chirala, JNTU, Kakinada University. To implement automated system using Smart Campus integrated Open Source Software The Engineering College main Library is on WEST side, Nayunepalli, Vetapalem, Chirala.*

Keywords*: Main Library, Aim and objectives of the Study, Library Rules, Section of the Library, Library Automation, INFLIBNET/IUC facilities.*

Main.Library :

The St, Ann's College of Engineering & Technology Library did not have its own building until 2000. The building was designed to have three floors with a total floor area of 922.33 sqm and to provide stacking capacity 44071 volumes approximately, and accommodate 160 readers in general

Campus,Library :

The St, Ann's College of Engineering & Technology, a branch of the Departments Library. Library is a fast growing organism. The ancient methods of maintaining it are no longer dynamic and efficient. For expeditious retrieval and dissemination of information and better service for the clientele, application of modern techniques has become absolutely indispensible. A properly computerized library will help its users with quick and prompt services. Library automation refers to mechanization of library housekeeping operations predominantly by computerization. The most commonly known housekeeping operations are acquisition control, serials control, cataloguing, and classification and circulation control. Library automation or Integrated Library system (ILS) is an enterprise resource planning systems for a library, used to tracks items owned, order made, bills paid etc. Plethora's of

delimitations are found in library literature. Sometimes the terms 'mechanization and automation' Looked overlapped, although there is a different of one degree between the two. Automation is the name gives to an automation system of working . A Large number of volumes and the Manuscript Section of St, Ann's College of Engineering & Technology Library were transferred to this Campus Library. Besides this there are various departmental Libraries and the Main Library procures books for both the Campus and Departmental Libraries.

Library Committee Under Section 75 (i) of the St, Ann's College of Engineering & Technology Act, 2008 a library committee has been constituted for administering, organizing and maintaining the College library and its services. Present library committee consists of the following members.

The committee meets at certain interval based on the requirement and decision by the committee members. In its meeting, the committee decides matter related to modernization & improvement of library and documentation services, membership and library fees, annual budget and annual report of the library. Besides this, for the smooth functioning of the library, the committee advices on formation of policies, rules and regulations and implementation of the same in a judicious manner.

Aim and objectives of the Study: The following are the objectives of this study:

- To develop and updated database of books and other resources of the engineering college library, St, Ann's college of Engineering & Technology, Chirala.
- To implement automated system using Smart Campus library Integrated Open source Software.
- To carry bout the charging and discharging functions of the circulation section more effectively.
- To provide various search options to know the availability of books in the Library.
- To generate the list of books due by a particular member and also the overdue charges.

Plan of Action

- Visited and observed of the Engineering College Library.
- Taking the stock of the situation.
- Physical exam of the books.
- Bibliographic data has been collated and entered in Excel sheet.
- Classification humanities for all the books general devised and assessment visited Dewey Decimal Classification (DDC) 21'st edition.

Library Staff :

Sl. No	Library Staff Name	Designation	Qualification
1	Mr. Srinivasa Chakravarthy	Senior Librarian	M.Li.Sc
2	Dr. B. Ravi Kumar	Librarian	Ph.D in Library Information Science, M.A, P.G.D.C.A.
3	Mr. Purna Chandra	Librarian	M.Li.Sc

Three members Sub Staff.

Membership :

The membership of the Library is open for the College Authorities; Officers; Heads and teachers of the departments; Non-teaching employees of the College; Students and research scholars of the Engineering departments; postgraduate students of the affiliated colleges; and others engaged in serious reading and research. The institutional membership is also created. The details of membership are as under.

For information about annual subscription and for other details members can contact the Registration Section at the main library. The duration of membership other than category 'L' i.e. short term users shall be for one academic year and shall have to be renewed every year. Any change in address during the validity period of membership should be communicated in writing to the Librarian. The Registration Section remains open from 11.00 a.m. to 5.00 p.m. (On all working days till the end of December each year). Borrowing Privileges

All categories of members excepting the Reading Room Users, and Short Term Users are entitled to borrow books as per the prevailing rules of the library. Borrowers hold responsibility for the books(s) issued to them. Users have to pay for the lost or damaged books; and over-due charge for the late return of the books(s); duplicate Identity cards; etc. at a rate determined by the Library Committee. Other than books prescribed for the university examination (text books) all other materials like theses and dissertations; Reference books; Books marked as 'Rare' or 'Reserved' Periodicals bound Volumes; Maps; A-V materials are not issued for use outside the library.

Library Rules

Reading Room

1. Any person desiring to make use of reading room facility may be admitted at the discretion of the Librarian.
2. The reading room card shall be produced for scrutiny at the time when so requested by the Library staff.
3. Each member belonging to the category G & H shall have to produce university department/college identity card on demand for verification.
4. Books and journals requisitioned by the members shall be issued on presentation of a requisition slip duly filled in and handed over to the person In-charge, who shall thereafter procure the same for the member.
5. A person found mutilating the pages of any book or periodical or otherwise damaging them shall have to be penalised for the damage as decided by the concerned library authority and he/she shall be debarred from the use of the library.in.future.

Late Fee

A member who fails to return the book/books issued beyond a date on which it is returnable, shall be required to pay a late fee of Rupee 1 /- per day per book.

Damage of loss of books

1. Every member taking a book out of the library and every Reader within the library shall be responsible for its safe custody and shall return it to the library.
2. In the case of book being lost or damaged he/she shall to replace the book. In case of out of print books he/she shall be required to pay not less than 3 times cost of the books.
3. Reader shall not write on the book, damage, tear off pages or make any mark either with pencil or in ink, on any book, manuscript, or map belonging to the library. He/she shall not erase any mark or stamp of the library on any book, manuscript or map belonging to the library. Any reader observing such thing done by any person shall bring it to the notice of the Librarian immediately.
4. No tracing and no copy of any map or manuscript shall be done without express permission of the Librarian.
5. In case of a book belonging to a set or series is loss of damage by a member/reader and a new volume is not separately available, the whole set or series shall have to be replaced by the borrower/reader.
6. Before leaving the counter the borrower should immediately point out any mutilations in the book to Library Assistant on duty or otherwise the borrower shall be held responsible for replacement of the book or payment of such compensation as may be fixed by the Librarian.

It shall be the duty of the Library Assistant on duly at the counter to examine each book returned by a member and to check if it is mutilated or damaged and if any, bring it to the notice of the librarian immediately.

Penal Rules

Unauthorized removal of books, mutilation, theft, damage, misbehavior with library staff, and abuse of the facilities warrants penal action against such members by the Library Committee. Pending decision of the Library Committee, the Librarian may take one or more of the following actions:

1. Cancellation of membership;
2. Forfeiting library deposit;
3. Recovery of the cost of damage; etc. Library staffs have the right to ask users for evidence of membership. The Librarian may at any time recall any book before expiry of the period of loan and regulate the issue of any book.

General Rules

1. Student must wear the ID cards when entering the library.
2. Absolute silence should be maintained by all in the library.
3. Using of cell phones inside the library is strictly prohibited.
4. A borrowed book may be returned for a period not exceeding 14 days: book may be returned on request if there is no reservation and at the discretion of the librarian.
5.The book shall be returned on or before the due date. A Fine of 1/- will be collected. If the book is returned after the due date till one month.
6.A special fine Rs.50/- will be collected, if the book is returned after one month of the due date not exceeding another month. There after the book is presumed to be lost. In such cases the tudent has to pay immediately double cost of the book.
7.The borrower should point out if there is any damage in the book at the time of borrowing the book.
8.Folding of the corners of the pages of book marking or writing therein with ink or pencil tearing or taking out pages or otherwise damaging it will constitute damage of the book. Any such damage of a book is serious offence. She/he will have to replace the book and pay binding charges of 25/-.
9. Borrowers own text books not to be allowed in the library. Only one note book allowed.
10. A person entering the library shall record his/her name, membership number & address in the register maintained for the purpose at the entrance counter.
11. While entering the library, all personal belongings such as umbrellas, sticks, books, parcels, hat, handbags, purses, briefcases, flat and file covers, etc. shall be deposited with the attendant at the entrance counter and a numbered taken obtained in lieu thereof. This facility for depositing personal belonging at the check counter can be enjoyed only for the period the depositor is in the library.