

Vighnahrata Trust
Shivajirao S. Jondhle Polytechnic, Asangaon

LIBRARY POLICY

Purpose:

Library policy is to establish guidelines and principles that govern the effective management, operation, and use of the library within the institute and to support the academic mission of the Institute by providing offline and online resources, services, and facilities for students, faculty and community users learning; that enhance teaching, learning and research activities through its Abundant collection of books, NDLI Club, National Journals, e-Granthalaya Software etc.

Library Hours:

The library operates during regular academic sessions and follows a set schedule. Monday to Saturday (8.30 a.m. to 5.00 p.m.). The library remains Closed On Sunday National holidays. Any changes in operating hours will be communicated in advance.

Access:

The library is accessible to all registered students, faculty, and staff. A valid college ID card is required for entry.

Processing of books and journals

- All resources must be classified according to the Dewey Decimal Classification system.
- All accessioning and data entry should be conducted using E-Granthalaya software.
- All books and hardcopy journals should be stamped with the college seal.

Issue Periods:

Sr.no.	User Category	No. of Books	Duration (Days)
01	Students	2	15
02	Lecturer	5	Each Semester
03	Head of Department	5	Each Semester

Renewals:

Books can be renewed for an additional period if no other requests are pending.

Noise & Conduct:


- a. Maintain a quiet atmosphere conducive to studying.
- b. Cell phone use is restricted to designated areas.
- b. Every Student must possess his/ her Library Card while making use of the Library facility and produce the same to the Library staff on entering the Library.
- c. Bags are not allowed Inside Library.
- d. Consumption of food and Drinks is not permitted in the Library.
- e. Discipline must be maintained in the Library. Indiscipline may lead to Disciplinary action and the Library privileges may be withdrawn.
- f. Reference material should not be taken outside the Library.
- g. Library Materials borrowed must be returned on or before the Due Date.

Library staff Assistance:

- Library staff are available to assist with research, referencing, and general inquiries.

Compliance:

- All library users are expected to adhere to library policies. Failure to comply may result in the suspension of library privileges.


PRINCIPAL
Shivajirao S. Jondhle Polytechnic
Asangaon, Dist- Thane

