



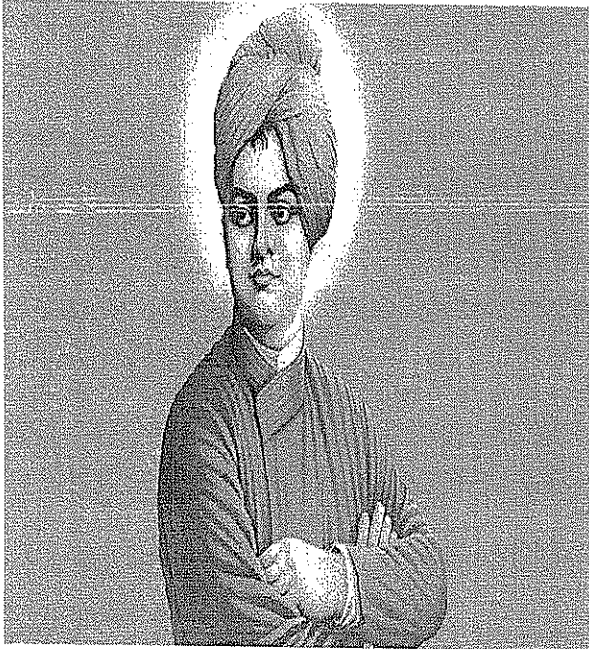
**VASANTDADA PATIL PRATISHTHAN'S
COLLEGE OF ENGINEERING AND VISUAL ARTS**

TRUST REGD. NO. F 6736 (MUMBAI)

NAAC ACCREDITATION FOR 5 YEARS : (28.03.2019 to 27.03.2024)

NBA ACCREDITED COURSES : (During 15.03.2012 to 14.03.2015) COMP. ENGG./ ELEX. ENGG. / EXTC. ENGG./ I.T.
(F.No 28-110 / 2010 - NBA Dated 02/04/2012)

LIBRARY POLICY



Books for infinite in number and time are short; therefore the secret of knowledge is to take what is essential. Take that and try to live up to it.

- Swami Vivekanand

Introduction

The VPPCOE &VA Library was founded in 1991 and includes a collection of 36193 Books as well as 67 print periodicals and magazines. The college also subscribes to the online databases DELNET, which contain e-books and e-journals. Both staff members and students can easily access it.

The main goal of the library is to give people access to print books and journal e-resources. In addition to printed books and journals, the library offers electronic resources to its 1700 students and 195 staff members.

There are 10 Dell computers in the library's digital department, each with a 300 Mbps internet connection and a dedicated data line. For enhanced resource sharing, the library offers memberships to IIT Bombay Library.

The library has a spacious reading room with room for 150 people. Before entering the reading hall, students must retain perfect silence, turn their phones to silent, and sign a register that is kept at the admission counter. Since the library serves as a student-focused informatics centre, it focuses on the data and information that the staff and students need.

The Library has made consistent progress in terms of Books, Periodicals, E-Resources, Services and infrastructure. We give staff and students access. The library offers a number of service facilities, including an online database, OPAC, Internet, Reprography, and electronic journals, Institutional memberships at places like the IIT Bombay library, Mumbai, etc. Our library's primary goal is to meet the demands of the academic community at our Institute by seamlessly integrating the information support system with instructional activities.

Purpose of policy

This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community.

The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

Role of Library

A Library is the powerhouse of any Institution. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

Vision

'It is the vision of Library to support its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

Mission

The mission is to provide college students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning.

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.

Library usage Policy

Rules and Regulation

1. It is compulsory to show Identity card to visit the Library.
2. When student enters the library, he/she must write his name in the library visit register.
3. Library books issued only on his/her self Library card.
4. Library books will be issued only as per schedule.
5. Two books for one week only & it can be renewed.
6. Students should return their books in given time period.
7. Book Bank only for backward students.
8. In case loss of books will be recovered as double price of the book and penalty.
9. Take proper care of all library resources.
10. Any personal belongings are not permitted into the library.
11. Eatables are not allowed inside the library & reading hall.
12. Silence to be maintained in the Library and reading hall.
13. Use of mobile phones is strictly prohibited in the library.
14. No library material will be issued on someone else I Card.

Reading Hall

- Keep Silence in the reading hall.
- Eatables are not allowed inside Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering in the reading hall.
- Reading Hall timings will be extended during examinations with prior notice
- Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
- Suggestion Box is kept at the counter in main library. Your objective and Positive / healthy suggestions are welcome.
- Students should return their books in given time period.
- Strict action will be taken for any misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.

Digital Library

- Write your name in the register while entering in the digital library.
- Internet / Digital facility is for all students.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of Internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.
- Printing/Xeroxing will be provided on payment/free.

Library OPAC

The resources of the library have been computerized. Computers are installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc.

Library Reading Room

Library is having a precious reading room with a capacity to accommodate 150 students at a time.

Scanner / Reprography Facility

The photo copying service is provided to students and staff members to facilitate the prompt information and service.

Suggestion Box

Suggestion Box is kept in the library once in a week it is opened and suggestions are taken care off.

User Orientation

Library conducts orientation programmers for new users, to enable them to use library resources effectively.

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