LIBRARY & INFORMATION CENTRE

SERVICES

1. Circulation

2. Current Awareness Services (CAS)

3. Career / Competitive Books

4. Digital Library , Automation & Networking

5. Information & Communications Technology (ICT)

6. IEEE and DELNET Online Databases

7. NPTEL, NDL and SWAYAM e-Courses

8. Online Public Access Catalogue (OPAC)

9. Reference and ILL

10. Reprography / Printing / Scanning

11. Selective Dissemination of Information (SDI)

12. Welfare Books

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

Meerpet, Balapur, Hyd - 97

CIRCULATION

Use for Students and Staff

The Number of Books that may be Borrowed and the period of loan for various Categories of Readers are as follows.

S.No	Users Category	Library Items	Loan Period
1	Students U.G (All B.Tech Courses)	3	15 days
2	Students – P.G (All M.Tech ,MBA and MCA)	3	15 days
3	Students- Diploma Courses	4	15 days
4	Academic Merit Cards (Extra)	2	15 days
5	Academic Staff Teaching	5	One semester
6	Non-Academic Staff	3	One semester
7	Research Scholars	5	One month
8	Visiting / Guest Faculty	5	One month

Borrowing facility

- ❖ The Central Library is offering Open- Access service.
- ❖ The Library is Automated with Bar-Code Technology.
- ❖ Circulation is available between 10:00 a.m to 5:00 p.m on all working days.
- ❖ Student and staff Automated ID card is mandatory for issuing of Books.
- ❖ Borrowing another card is not permitted Issues, Returns and Renewals to be done in person only.
- ❖ Books having same Title will not be issued simultaneously.
- ❖ Reference copies, Reference books, previous year's question papers, Syllabus, Journals/Magazines will be issued for Photostat/ Scanning purpose only for 1 hour.
- ❖ Any Book damage, marking, misplacing of pages etc., should be brought to the notice of Librarian at the time of Issuing, otherwise library will not responsible.
- ❖ Books can be recalled any time in case of an urgent demand for the same by the other users.
- ❖ Student and Staff members will be fully responsible for loss or misuse of Books. If the Book is lost an immediate report should be made to the Head of the library to enable appropriate action to be taken.
- ❖ Lost or damage of Book patron has to pay two times the cost of Book, along with the overdue charges and other changes apply as per rules.
- ❖ Books issued will not be accepted back on the same day.
- ❖ Enter the details of issued Books/ other material in checkout register at gate entrance before leaving the library.
- ❖ Books Issued against your library card are meant for your personal use and make sure that they must be return in time as per due date stamp mentioned on due date slip by circulation desk.
- ❖ Incase Text book or General book is not returned on stamped due date overdue fine will be charged as per library rules i.e.
  - 1. for first six days Rs.1.00 per day
  - 2. after one week Rs.2.00 per day

LIBRARY & INFORMATION CENTRE
User Information

LIBRARY TIMINGS

Monday to Saturday	:	9:00 am to 6:00 pm
Sundays	:	10:00 am to 1:00 pm
Circulation	:	9:00 am to 6:00 pm

MEMEBERSHIP PROCEDURE

The following members are to enroll themselves as members. Students and Staff of the college, administrative staff of the college.

- Give details in membership form available at Library circulation counter.
- Application handover the Library admission counter.
- Keep one passport size, 3 stamp size colour photographs.
- Keep the admission fees receipt of Library copy.
- Collect the computerized identity borrower cards getting the dates from the Library.

LOAN PRIVILEGE

Each member shall be given (3) Readers tickets and they are entitled to borrow at one time only.

The members are entitled to take Books on loan basis are as follows.

- All B.Tech Students   - 3 Books
- All M.Tech, MBA and MCA students   - 3 Books
- All Diploma Students   - 4 Books
- Academic Staff   - 5 Books
- Administrative Staff   - 3 Books
- Guest / Part Time Faculty   - 3 Books
- Research Scholar   - 2 Books

Members shall be required to renew the tickets annually without fail.

MERIT CARD

Two Additional Library cards are issued on the basis of Academic Merit. Students who secure 70% and above or class Topper position in first and second place.

SYSTEMS USED

- **Library operate** : Open Access mode
- **Classification**   : Dewey Decimal Classification (DDC)
- **Cataloguing**   : Anglo American Catalogue Rules (AACR-2)
- **Provision of Web OPAC Information Management : NEWGENLIB Software**
- **Circulation Management : Bar-coded user cards, Books and Journals**

GENERAL RULES & REGULATIONS

- Identity card should be shown at the checkpoint on demand.
- Leave your bags, Electronic material and personal belongings at the depository.
- Sign the register kept at the check point, while entering the library.
- Show the documents, which are being taken out of the library, to the staff at the check point.
- Books lost by the Borrowers have to be reported immediately in writing to the Librarian, failing which fines will keep on accumulating. PLEASE DO NOT ASK FOR WAIVER OF FINES. Replace the book within the time permitted.
- Loss of borrower's card has to be reported immediately in writing.
- Each borrower is responsible for the book issued on that card, so a borrower is requested not to lend his cards to others. Collect your library cards without fail after returning the books from the circulation counter.
- No due certificate will be issued at the end of even semester, on return of the Library Borrower's card.
- Change of Department, Status, Address etc., to be informed and the card corrected.
- Books should be handled with great care and mutilation of books in any manner will be heavily fined.
- Keep the Library clean and neat.
- Use the dustbins provided in the reading area.
- PLEASE MAINTAIN SILENCE.

WE EXPECT STUDENTS TO

- Maintain discipline in the Library. Maintain Q's at circulation counter.
- Carry ID Cards at all times & produce them on demand.
- Look at the Library Notice Board.
- Discourage bringing friends from other colleges.

PRINCIPLES OF LIBRARY SCIENCE

- Books are for use.
- Every Reader his/her Book.
- Every Book has its Reader.
- Save the time of the Reader.
- Library is growing Organism.

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
Meerpet, Balapur, Hyderabad – 500 097.

RAGGING

Ragging is Prohibited

1. Ragging is prohibited as per Act 26 of A.P Legislative Assembly, 1997.
2. Ragging entails heavy fines and/or imprisonment.
3. Ragging invokes suspension and dismissal from the College .
4. Outsiders are prohibited from entering the College and Hostel without permission.
5. Girl students must be in their hostel room by 7.00 p.m.
6. All the students must carry their Identity Cards and show them when demanded
7. The Principal and the Wardens may visit the Hostels and inspect the rooms any time.

Teegala Krishna Reddy Engineering College
Medbowli, Meerpet, Saroornagar, Hyderabad-97

IN CASE OF EMERGENCY CALL TOLL FREE NO . 1800 - 425 - 1288

LET US MAKE TKREC A RAGGING FREE CAMPUS

Ragging

Probhition of ragging in educational institutions act 26 of 1997

Salient Features

➤ Ragging within or outside any educational institution is Prohibited.

➤ Ragging means doing an act which causes or is likely to cause insult or Annoyance or Fear or Apprehension or Threat or Intimidation or outrage of modesty or injury to a student

	Imprisonment upto		Fine upto
Teasing, Embarrassing and Humiliation	6 MONTHS	+	Rs. 1,000/-
Assaulting or using criminal force or criminal intimidation	1 YEAR	+	Rs. 2,000/-
Wrongfully restraining or confining or causing hurt	2 YEARS	+	Rs. 5,000/-
Causing grievous hurt, kidnaping or rape or committing unnatural offence	5 YEARS	+	Rs. 10,000/-
Causing death or abetting suicide	10 YEARS	+	Rs. 20,000/-

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