LIBRARY MANUAL

2019

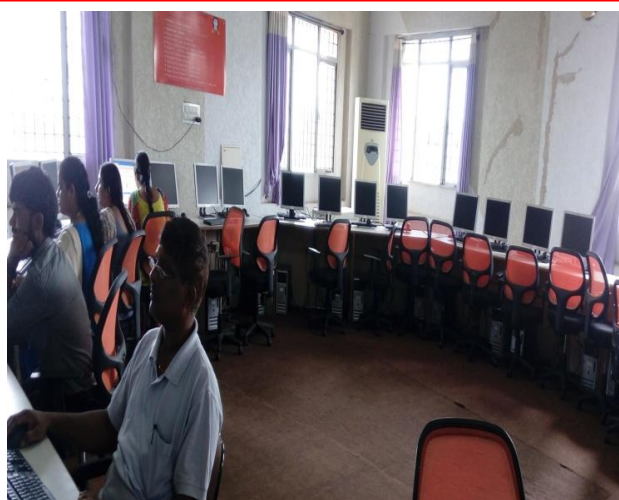**T K R E C**

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
MEERPET, BALAPUR, HYDERABAD 500 097

STOCK AREA

Content

Introduction

Library & Information Centre Central Library has always been striving hard to meet the expectations of its users. More than 09 qualified professionals run the library assisted by other support staff. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource centre so as to further improve its efficiency, utility and services.

This manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services and management of other academic support facilities should be offered.

Library Manual

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. Lot of efforts go into the preparation of the manual. It goes through a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

Role of Library

Library plays a very critical role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr.S.R.Ranganathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

User

Learning Resources   **Library Staff**
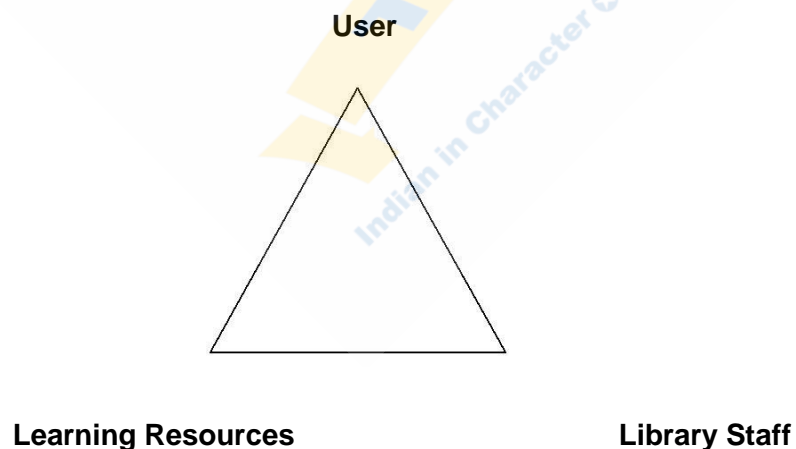
ORGANIZATION CHART
CENTRAL LIBRARY

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

ORGANISATION CHART

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              │  Library Advisory Committee   │
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                    │    LIBRARIAN    │
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Admin & User Services Programmes	Acquisitions Books	Journals Subscriptions	Circulation Library Counter	DELNET IEEE	Academic Programes Diploma, B.Tech,
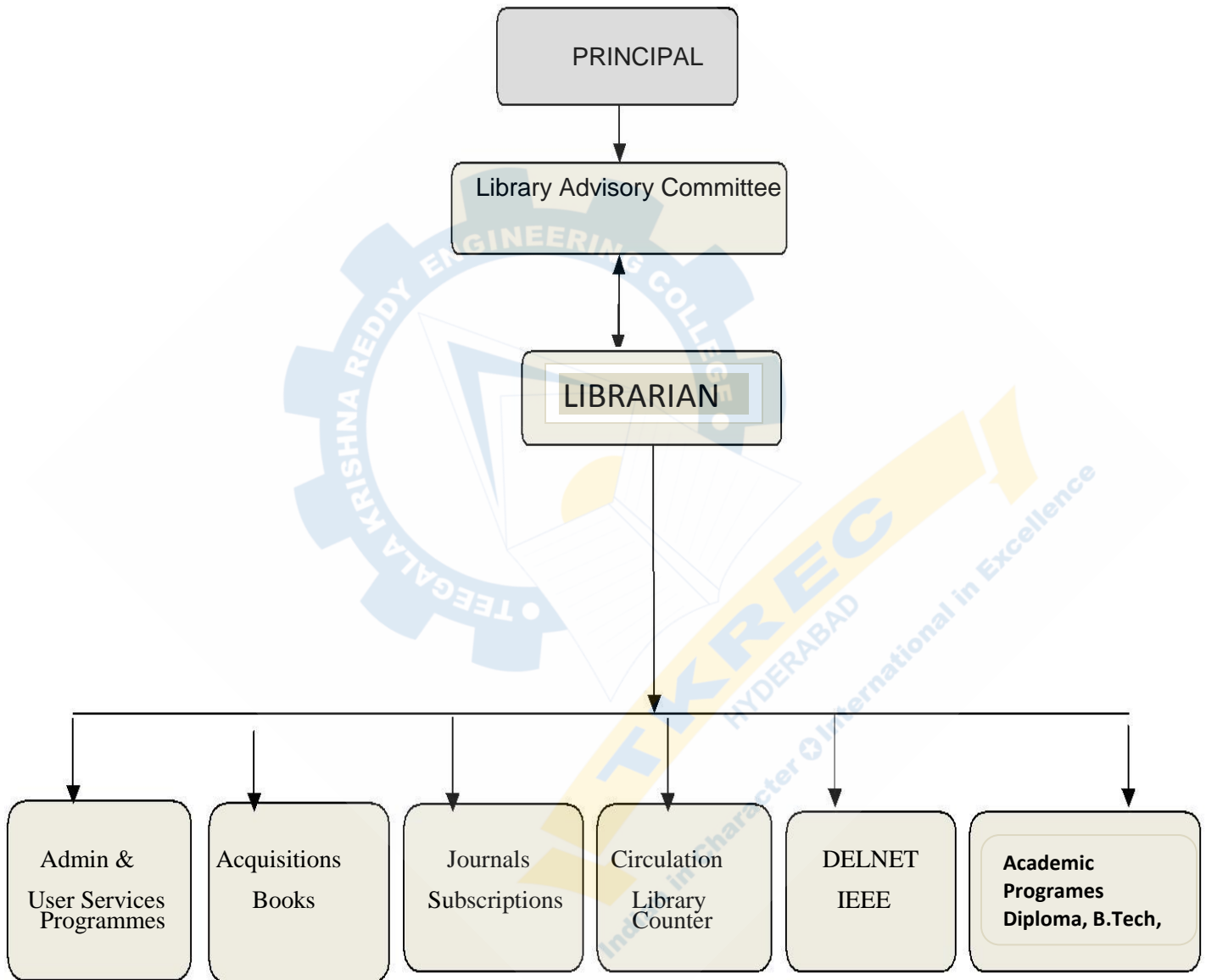
1. Library Advisory Committee (LAC)

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Principal of the Institution.

1.1 Composition

The Principal will constitute the Library Advisory Committee.

Advisory Members:

1. Dr.J.B.V. Subhramanyam, Principal – Chairman
2. Prof. C. Srinivas, Assoc. Professor and HOD, EEE – Member Nominee of Faculty
3. S.Nagi Reddy, Assoc Professor, HOD , ECE– Member Nominee of Faculty
4. P.Venkat Ram Reddy, Asst Professor and HOD, CIVIL - Member Nominee of Faculty
5. Dr.P. Padmaja, Professor and HOD, CSE - Member Nominee of Faculty
6. J. Praveen Kumar, Asst.Professor and HOD , IT - Member Nominee of Faculty
7. Dr.Smrati Rai, Professor and HOD, H&S - Member Nominee of Faculty
8. M. Sarala, Assoc Professor and HOD, MBA - Member Nominee of Faculty
9. Mr.V.Vijay kumar, Librarian – Convener

Student Advisory Members:

10. T. Raju, Student Representative, IIIrd Year B.Tech, ECE
11. Lakshmi, Student Representative, IIIrd Year B.Tech, EEE
12. P.Nikhil Reddy, Student Representative, IVth Year B.Tech, Civil
13. CH.Sai Durga, Student Representative, IVth Year B.Tech, ECE

All officers of the library shall participate in the meeting as invitees to provide required inputs.

1.2 Terms of Reference for LAC:

a) To provide general direction to the Library
b) To review, rewrite and approve library procurement policy
c) To negotiate and approve subscriptions to online databases
    (e-journals, eBooks and data sets)
d) To formulate the policy for library use and procedure to be framed
e) To review the functioning of the library with regards to its support to the academic programmes of the institute.
f) To outline the library collection development policy as and when required, for its implementation.
g) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
h) To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
i) Any other function as assigned by the higher authorities
j) The LAC would meet at least once in six months to review the library affairs
k) The committee shall be reconstituted once in three years

1.3 **Meeting Frequency**: The LAC shall meet at least once in six months to review the library affairs and if necessary, more often.

1.4 **Minutes of the Meeting**: Meeting minutes shall be recorded by the Librarian, as Member Secretary and circulated to all members for consideration and approval.

2. Library Budget and Finances

Library budget means the financial allocation to procure documents and provide access to the information resources.

2.1 Sources of Finance for Library

The present annual library budget of the library has the following components:

1. Allocation from Institute Maintenance Grants (Journals and e-Resources)

Resources having no archival value like Annual Reports, directories, Year Books, India Reference Annuals and those having no archival importance (such as India-a reference annual, Handbook of universities, handbooks etc. may be procured under not to be capitalized grants

Budget must have contingency funds for Binding and other stationery needed to process and maintain the Books/Journals

3. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

3.1 Procurement of Books: Process and Approvals

a) Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member

b) Indent Approval: All faculty indents will be routed through Finance and Accounts Department for the approval of Principal.

c) Ordering: The ordering can be done by print, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Librarian.

d) Supplier Panel: Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every two years based on the supplier performance. A panel should have at least 4 Vendors.

e) Discount: While empanelling a supplier panel, library advisory committee will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next two years.

f) Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.

g) Supply Deadline: Maximum time limit for supplying ordered titles will be 30 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities

h) Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed

i) Price Proof: Accepted Price Proof are:(Signed & Stamped by supplier)

   Distributor's invoice to supplier,
   Print out from the publishers catalogue Photocopy
   from Publisher Catalogue
   For some Indian publications, price mentioned on the title

   Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof

j) Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations.

3.2 Terms and conditions for Vendors

a. All books carry a discount as per the agreed terms

b. This order should be acknowledged within 7 days from this date

c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.

d. Please supply latest editions. Always supply paperback editions unless
   Otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.

e. The maximum time limit for supplying such book is 60 days.

f. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.

g. You should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice

h. Payment will be made within 45days from date of receipt of the invoice.

3.3 Book Procurement Process Work flow:

3.3.1   Initiation of Acquisition:

3.4 Receiving Recommendations by Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed
3.5 Find out the exact details of the Title recommended
3.6 Duplicate Checking
3.7 Correspond with Suppliers/vendors for checking Availability Status
3.8 Put up for Approval
3.9 Prepare and Issue Purchase Orders after approval

II. Accessioning
- Accessioning : Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in Database

- Pass entries in Bill Register and forward bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

III. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders

- Price Proof Verification
- Prepare Book Received Report and Purchase Bill (BRR) in Database

IV. Classifying

- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) Schedule
- Assign Cutter Numbers
- Write the Class No, Cutter No and Collation on the back of Title page

V. Cataloguing:
- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards
- Assigning Keywords : Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.
- Making Analytical Entries, wherever needed.

VI. Processing Books:
- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape
- Prepare Book cards using System
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift

- These items to be treated like books for processing, etc.
- If the book/Report is already available in Library, then it may be sent to other campuses

. Financial Planning/Budgeting:

- Monthly Utilization Report: Grants/Account wise
- Inform Faculty about the arrival of books every month

- Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.
- Prepare proposals/ requests for mobilizing funds for the acquisition

IX. Maintain MIS to generate Reports (Bi-Monthly)
- No. of Requests Received from Faculty
- No. of Titles Recommended
- Status of the recommended titles(Already Library has, Out of Print, Untraced)
- No. of Titles Ordered
- No. of Titles received(Success rate)
- No. of Titles received as Gifts/Donations
- "New Additions Bulletin" (Monthly)
- Book Received information to recommending faculty (Monthly)

X. Vendor Follow Up:
- Titles Not Supplied
- Reminders to Suppliers fortnightly

3.4 Non Supply of Books: Process to be followed

- Fortnightly follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books
- Prepare a performance report of the supplier every six months

3.5 Maintenance of Files and Records
Following records/files will be maintained properly
- Accession Register
- Bill Register
- Purchase Orders
- Invoices
- Approvals
- Reminders
- Budget/Finance

3.6 Subscription Process and Approvals of Journals

a. Budgetary provision: Ensure that adequate recurring/annual funds are available for the approved Journals Subscription/renewals etc. as required.

b. Beginning of Renewal Process: The process of renewals should begin at least four months in advance (in September) so that by December end/ Early January all the renewals are done and the subscriptions are continued without any discontinuation in issues.

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Indian Journals will be subscribed directly from the publishers who are usually

   c. institutions, govt. agencies, societies, etc. Approval will be taken for these direct subscriptions, but other conditions that govern foreign journal renewals are not applicable to Indian journals.

   d. Panel of Subscription Agents: Library Advisory Committee will form a panel of Subscription Agents through whom library will place orders of all its foreign journal subscriptions. All terms and conditions will be decided by the Library Advisory Committee.

   e. Procedure for preparing a panel of Subscription Agents: LAC will formulate a panel of vendors/subscription agents for supplying foreign journals with following criteria:

- Registration number obtained under shop act, age of the organization
- Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
- Experience by the peers
- PAN/TAN, Sales / VAT tax number
- Publishers that a vendor supports
- Vendors turnover having at least 10 times of the value of the order (for the journals subscriptions)
- Based on the performance, the panel should have least 3 members

   f. Foreign Currency: For subscription agents, the foreign currency conversion rate will be as per the payment made by the agents to the respective publisher. Agent will have to produce the proof of payment made to the publisher, along with conversion rates. The difference in proforma invoice conversion rates and actual payments to the publisher will be adjusted through additional payment to the agent or through refunds to the institute.

3.7 **Invoices: Advance Payment:** Since for journal subscriptions, advance payment is required, it is essential that institute has certain mechanism to safeguard the advance being paid to the subscription agent.

The supplier will have to produce a Bank Guarantee of the invoice value to the institute (Format enclosed). The duration of this would be for three months, within which the supplier must produce the proof of remittance to the publisher and the subscription should commence.

- After direct confirmation from publishers/vendors that the journals are subscribed in the name of the Institute
- Proof for remittance: (i) Invoice/Bill in duplicate should be provided by the publisher/vendor
- Publishers' Renewal Letter/Notice mentioning the subscription price/cost (e.g. Indian journals)
- Even print out of the from the Publishers'/journal's official website can also be considered wherein the proper invoice/bill etc. not received by the publisher/s.
- a copy of the letter sent to the publisher giving details of the journals for which remittance has been made and
- copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank)

◻ Publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account)

Agreement: Institute must enter into an agreement with the subscription agent (Format enclosed) that all terms and conditions as laid out by the institute will be binding on the supplier.

3.8 Subscription Process Work Flow:

a) Recommendation: The list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.
b) Approval:
  ◻ The list will be processed for exact details like price/publisher
  ◻ Duplication checking with DELNET and IEEE subscriptions
  ◻ Put up for Principal/Chairpersons approval.
  ◻ Put for approval by Library Advisory Committee.
  ◻ If there is no response from faculty or any difficulty or lack of time in obtaining the approval of respective Principal/Chairpersons then the list must be approved by Secretary.

c) Proforma Invoices: Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.

d) Ordering : Journals Renewal and Subscription Orders will be issued to empanelled agents by Librarian

e) Maintain proper Bill Register and an MIS of all invoices passed for payment

f) Binding of Journals: All journals procured through "to be capitalized grant" will be bound and kept on shelves.

3.9 Receipt of and access to journals

  a. Ensure that the items received are as per the order/ access is enabled to the desired resource
  b. Manual (Kardex) and computerized record of receipts of the journal issues
  c. Processing of Journal Issues: Physical verification, Stamping, magnetic tape insertion
  d. Timely display of the Loose Issues of the periodicals on the respective display racks.
  e. Linking to the online content wherever applicable
  f. Accessioning the virtual resources should not be done since they do not exist in physical form.
  g. Accompanying materials such as CDs/DVDs etc are being preserved at the INFLIBNET Centre of the Library. Other than CDs/DVDs are kept with the Periodicals Section.

3.10   Gratis and Exchange Periodicals:

  a. The documents relevant to the scope of the Institute's study and research areas be added to the gift collection and displayed.
  b. Try to get the free/discounted subscription/s to the periodical/s wherever possible.

c. Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organizations of similar interest.

d. Avoid duplication unless essential

e. There should be a proper record of gratis items and can be acknowledged appropriately. Maintain a separate MIS file of Gift/ Exchange periodicals

f. Journals under Exchange mode are being handled by the Manager, Publications Unit, and the Library is at the receiving end only.

g. Claims regarding the non-receipts of Exchange Journals will be addressed to the IC Periodicals, TKREC.

h. Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

3.11 Non Supply of Journal Issues:

a. Reminders: Missing issue reminders can be sent with the following frequency:
   o For weekly and bimonthly journals: Once every month
   o For Quarterly/Biannual journals: Once every two months

b. Replacement of missing issues: Supplier must be asked to replace missing issues by way of
   o replacement copy, or
   o publisher certified and reproduced copy or

   o refund either in the form of credit note or Demand Draft/Cheque or o extend the subscription period equivalent to corresponding period.

3.12 Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

☐ Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.

☐ Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection.

☐ Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organizations which have no relevance to TKREC users.

☐ Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material

Other Resources Managed:

A variety of other information resources are received and displayed for use in the Periodicals Section which are being received free of charge, viz:

- ☐ Complimentary Loose issues of Journals
- ☐ Annual Reports
- ☐ Working Papers
- ☐ Occasional Papers
- ☐ Discussion Papers
- ☐ Technical/Trend Reports
- ☐ Brochures
- ☐ Prospectus etc.

Non-Book Materials

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes/VHSs, Microfilms, Microfiche, 35mm films, Psychological Tests, Booklets, Posters etc is being maintained at the Periodicals Section and enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

3.13 Maintenance of Records:

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- ☐ Journal Subscription Registers
- ☐ Bills Register
- ☐ Kardex (Journal Loose Issue Entry)
- ☐ Subscription Orders
- ☐ Approvals

3.14 Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

3.15 Pricing Models

There exist many pricing models. TKREC can adopt the model depending on various factors like suitability for different programmes, research area, relevance to different campuses and a usage analysis, if it is a renewal.

- o Annual Subscription: Access to content is available for only one calendar year

- o Perpetual Access: Access to content is available for the year that we are subscribing. After expiry of subscription, we will still have access to the content of the year we subscribed for future but not the subsequent new years.

3.16   Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.

There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field. Large opportunities exist in this area for negotiation with the publishers/ resource providers and arrive at win-win situation.

Since the IEEE e-journals consortium is providing access to large number of resources to Universities, care needs to be taken that institute gets maximum number of e journals from that consortia.

3.17 Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual eJournals or eBooks)

- ☐ Identify the need
- ☐ Ask for a Trial Access
- ☐ Publicize the availability of resource on Trial
- ☐ Analyze the Usage statistics
- ☐ Make a cost benefit analysis by considering all relevant facts
- ☐ Put up for approval
- ☐ Convene a Library Advisory Committee for negotiation and conclude the deal

3.18 Electronic Journals

When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Advisory Committee.

If e-Journals are being subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to TKREC academic and research interests, usage analysis and availability of funds. This proposal needs to be approved by the Library Advisory Committee

3.19 e-Books

When purchasing/subscribing to individual eBook titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of Principal and Director

If ebooks are being purchased or subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to TKREC academic and research interests, usage analysis and availability of funds.

4. Circulation Section:

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

a) Issue and returns of Learning Resources(Primarily Books)

b) Attending the Users' query for effective interpretation of library rules and regulations
c) Registration of new members
d) Inter Library Loan Service

e) Maintenance of "Circulation Module" of Library Management Software Maintenance and updatation of all data related to library users
f) Sending Reminders to overdue documents users
g) Correspondence & No Due issuing
h) Library Orientations/Information and Digital Literacy
i) Assisting the users for accessing OPAC and Reference
j) Managing Counter Operations during Weekends/Holidays

4.1 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

☐ Quickly glance the book for any damage
☐ Ensure that the User writes signs on the Book card
☐ Enter details into Issue Database
☐ Discharge the books as per Security
☐ Handover the books to the user

While receiving the books:

☐ Quickly glance the book for any damage
☐ Check Due dates for necessary action
☐ Charge books as per security System
☐ Cancel the entry in Book Card
☐ Send them to Stack for Shelving

4.2 Borrowing entitlements for faculty/Students/Admin

Clearly define the number of items that and user is eligible to borrow:

S.No	Category of Member	No.of Books	Duration of Issue
1	B. Tech., M. Tech., MBA and MCA students	3	15 Days
2	Diploma Courses (Polytechnic) Students	3	15 Days
3	Faculty, Teaching UG, PG and Research	5	One Semester
4	Non Teaching Staff, Academics and Administration	3	One Semester
5	Technical and Supporting Staff	2	One Semester
6	Other Staff of the Group	2	15 Days
7	Inter Library Loan(Within the Group)	2	15 Days
8	Academic Performance Merit card (Year/Semester wise Two extra card issued for all Branches)	2	15 Days

Books that can be borrowed:

- Books from the general shelf
- Reserve Shelf Books can be borrowed only for two days
- CD ROMS, DVDs and audio video cassettes can be borrowed for a period of one week

Documents that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- Dissertations/Project Works submitted by TKREC Students are not issuable.

4.3 Library Fine, Renewals and Reservations

- There will be a overdue charge Re.1/- per day per book from General Shelf and Rs. 2.00 for Reserve Shelf
- Fines will be kept pending as "due from borrower" in the system
- "No dues" certification will be cleared from library only after the library dues are fully paid up upon completion of programme
- Faculty and Staff will not be levied any library overdue fine
- Books can be renewed for another term of 15 days, if no demand is there.
- The renewal must be made on or before the due date
- A General Shelf book can be renewed for three times in a row, after which it must be returned to the library.
- User may borrow it again, if there is no reservation placed on that.

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4.4 Loss or Mutilation of documents and Policy of Compensating Library

- ☐ Library materials are to be handled with care.
- ☐ If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library using the prescribed form.
- ☐ Library will follow the below mentioned steps, in the same order of preference to settle the dues

    1. Book has to be replaced with the same or latest edition OR
    2. Actual cost of the book as per library records or a minimum amount of Rs.200/-, whichever is high.
    3. Overdue charges will not be levied in such cases from the date of report until the same is replaced(must be resolved within a month)

4.5 Library Access by Visitors: Day Membership and Charges

All external users who want to utilize library facilities and services for their academic purposes to be allowed after following verification.

- ☐ User must produce a valid identify proof like their ID card.
- ☐ Fill up Day Membership form by furnishing the details
- ☐ Pay the library Usage Fees as below:

4.6 Internet and e-Resources access by Visitors and Charges

- o The bonafide students, research scholars, faculty, staff (including project staff) are eligible to access internet and e-Resources in library

- o Those holding memberships like Alumni, Individual/Institutional/Corporate memberships can access internet at no cost using the terminals with Guest Login facility kept outside Inflibnet Centre

4.7 Photocopying Services:
Library has two photocopiers and operates from 9.00am to 6.00pm Photocopying charges

- • Students, Faculty, Staff, Alumni, Individual/Institutional/Corporate membership holders/Participants of TKREC Conference/Workshops: Rs.0.50 per exposure.

- • Visitors/Day Members/other external users: Rs.1.50 per exposure
Copyright rules are applicable for photocopying process. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
Photocopies can be taken from Books, Journals, Project Reports, Thesis/Dissertations, etc.

4.8 Theft/Misuse of Library resources:

- ▪ The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.

- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

4.9 Issue of Library Use Certificates

Asst Librarian (User Services) shall issue Library use/Attendance certificate to research scholars who request for it. The procedure to obtain a Attendance Certificate is as below:

- Obtain Day membership for library usage
- Apply for the certificate using prescribed form
- TKREC students visiting other libraries can request introduction for library use letter directly

5. Collection Development

All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

5.1 Strength and weakness of the existing collection

Institute is starting several new courses. college has about Diploma programmes, 6 UG programmes and 5 PG Programmes and 1 masters Programme. In relation to these new programmes, Library must make special provision in the budget to strengthen the new programmes with minimal learning resources. Based on the observations, an effort should be done to add books, journals and e-Resources in the area of the new programme.

5.2 Follow up with Funding Agencies

Library will follow up with funding agencies like AICTE / DST for augmenting finances to strengthen the collection development process.

5.3 Shift towards e-resources: e-First Policy

Because of the conveniences like multiple logins and anywhere, anytime access, there is a considerable demand for online databases, e-journals and e-books. TKREC also has excellent access infrastructure like Cyber Library, 10 mbps internet, Wi-fi connectivity in the campus. .

6. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area (Spread across two blocks for books/bound Volumes)

- Reserve Shelf Collection(consisting of books in high demand, Thesis/Dissertations, TKREC Project Reports) Block-B

- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)

- News paper/Magazine Display Area (Block-B)

- Journal Display Racks (Block-B)

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day
- Each unit of Stack to have a designated Library Attendant
- Shelf Reading must be done continuously to look for misplaced books
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved
- The stacks should be properly labeled with subject guides and Class Number Guides

7. Stock Verification and Procedure to Write off Books

7. 1 Stock Verification Periodicity

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LAC and the library staff will assist the verification team.

7.2 Loss of Publications

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.

17

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library is kept open 8:00 A.M to 6:00 P.M, including weekends and public holidays and it's the responsibility of entire library team and the security guards employed in the library. Therefore librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The Director will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages be considered as loss for write-off.
- There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

7.3 Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries

- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Advisory Committee
- Obtain approval from the Director / Competent Authority
- Make necessary entries in the accession register, write-off register
- Remove records from databases

- Close file.
- Improve the system with additional precautionary measures

7.4 Preventive measures:

Some preventive measures are listed below.

- ☐ Follow closed access to the rare books and specialized collections

- ☐ The exit/entry to the library be monitored

- ☐ Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.

- ☐ Employ adequate number of staff in the library for monitoring.

8. User Services

The Library is open from 9.00am to 06.00am. Following sections are kept open as below:

Reading Halls	09:00 A.M to 06:00 P.M (All Days)
Stack Rooms	09:00 A.M to 06:00 P.M (All Days)
Cyber Library	09:00 A.M to 06:00 P.M (All Days)

8.1 Issue/Returns: Library counter will function as below

Library Timings are as follows;

Monday - Friday	09:00 A.M to 06:00 P.M
Sundays & Public Holidays	10:00 A.M to 01:00 P.M

8.2 Compensatory Off for staff who work on Weekends and Public Holidays

- ☐ The library counter has to be kept open on all Public Holidays and weekends.
- ☐ Staff will be called for doing these holiday duties at counter on rotation basis.
- ☐ Staff will be eligible to avail compensatory off.
- ☐ Such compensatory off cannot be accumulated and must be taken within three months.
- ☐ Not more than Two Compensatory offs can be taken together.

8.3 Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Ground floor Reference section. Users can also contact staff on duty for any assistance.

Library also has access to online reference sources which may be accessed from the library website.

8.4 Information and Digital Literacy/Library Orientation

Library will conduct Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

8.5 Inter Library Loan

Library maintains an inter library loan arrangement with our group of institutions like TKRCET, TKRIMS, TKRCOP.

Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

9. ICT Services Division

9.1 **Digital Library Services:** A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases, Institutional Repository, TKREC Central Library.

- ☐ Access to Electronic version of Indian Journal of Social Work and Sociological Bulletin on Library intranet
- ☐ Digitization of library materials including Rare and Out of Print books but in demand

- ☐ Digitization of Theses and Dissertations submitted to the institute
- ☐ External Digitization projects
- ☐ Scanning and printing facility for the students

7.2 Cyber Library Code of Conduct

The TKREC Central Library has set up Cyber Library with over 30 Pentium computers working in a networked environment through connectivity provided by Appllo Pvt Ltd., using 10 mbps High Bandwidth Leased Line. The Online databases like Projects, IEEE, DELNET, INDEST-AICTE Consortia, J-GATE and NPTEL will provide access to full text journals.

Cyber Library-Acceptable Use and Code of Conduct:

1. Do Not Connect Your Mobile or any external device to Computers.
2. Do Not Install Any Software Without Prior Permission Of IT Team.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your storage devices like Pen Drive Before Use.
7. Keep Your Mobile On Silent Mode.
8. Eatables are not allowed inside the Cyber Library.
9. Take Care Of Your Own Belongings.
10. Turn Off The Computer After Your Work Is Completed.
11. All Drives Will Be Formatted After Every 15 Days by IT team Without Any Intimation.
12. IT Team Will Not be Responsible For Any Data Loss
13. Kindly Co-operate With IT Team For Minimum Downtime Of The Computers.
14. Please Inform To IT Team In Case Of Any Computers Problem.
15. Please Keep The Cyber Library Clean.
16. Keep Silence In Cyber Library.

9.3 Licenses and Fair Use of e-Resources:

The INDEST – AICTE IEEE Consortium subscribes to thousands of electronic journals including full-text electronic resources and bibliographic databases for its member institutions. All electronic resources available through the Consortium are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the GIST Consortium on behalf of its member institutions.

The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used in a fair and just manner and for personal, educational and research purposes only.

Computer Access-Acceptable Use and Code of Conduct:

Only registered members of the Library are authorized to use the Computers, Internet facility or to access e-Resources. Prior to such authorization, the students must sign and return the Library Registration Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all TKREC administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the IT Department reserves the right to terminate access to system resources for any user who violates these guidelines.

1. Every user in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason
3. Users shall not use others' system accounts or try to discover another user's password.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
5. Users shall not use Computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
6. Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video, files, graphics, and text without the written permission of the administrator.
7. Users shall not use the Computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.
8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or other name.
9. Users shall not use Computers to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

10. Users shall not use Computers to purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to Library staff or to the administrator.

11. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

12. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

13. Users shall not use Computers for the forgery or attempted forgery of email messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.

Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

10   Library Security System

10.1   Security Guard :

10.1 Institute has employed security guards in three shifts to provide 24X 7 security to library

10.2 Security Staff manning the exit point shall verify all documents that are being taken out of library.

10.3 This is to make double sure that only properly issued books are being taken out

10.4 The Security alarm is checked for its functioning at shift change timings by security guards.

10.3   Library Attendants:

10.4 Library attendants have been allotted different sections of the stack rooms and they will provide monitoring at stack rooms and study places.

11 Physical Ambiences:
11.1 Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

11.2 Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

10.5   Library Attendants:

10.6 Library attendants have been allotted different sections of the stack rooms and they will provide monitoring at stack rooms and study places.

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11.2 Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

11.3 Floor Plan and Direction/Guideposts

Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

BLOCK-A	C E N T R A L L I B R A R Y	BLOCK-B
Level-I ✓ **Main Entrance** ✓ **Circulation** **Level-2 (Right Side)** ✓ **Digital Library** ✓ **Reading Hall-1** ✓ **Photo Copier** ✓ **Librarian Office** **Level-3(Left Side)** ✓ **P.G. Stock** ✓ **U.G Stock** ✓ **Reading Hall-1** ✓ **Reception**		**Level-4(Right Side)** ✓ **Periodical Section** ✓ **Career Guidance** ✓ **Competitive Exams Wing** ✓ **News Paper** **Level-5(Right Side)** ✓ **Reference Section** ✓ **Reading Hall-2** **Level - 6 (Left Side)** ✓ **Text Book Section** ✓ **Welfare books** ✓ **Laptop Section**

12. Managing the Performance of Library team

TKREC Central library is managed by a professionally qualified and competent team. It is suggested that the performance of the team can be optimized by taking the following measures.

12.1 Clearly defined Job Descriptions at all levels

Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gels with the library's and then Institute's Mission and Vision Statements. The organization chart with a clear reporting structure be developed for having effective span of control within the library.

12.2 Quarterly Work Plan and Predefined, agreed Targets for achievement

Each section in the library shall have a Quarterly Work Plan. Here, the works to be carried in the next quarter and the predetermined, agreed targets for achievements will be decided. There will be a review process after the every quarterly for assessment.

12.3 General Conduct

Every member of library team shall exhibit the highest level of professional conduct in discharging their duties. Staffs are expected to be in their sections

unless otherwise their work takes them away from the desk. Providing polite and efficient service shall be the motto of the library.

12.4 Department Performance Audit by yearly user feedback surveys

Library will initiate a annual department performance audit wherein the performance of each section of library will be evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation will certainly help library to overcome any lacunae in the facilities and services being provided.

12.5 Bimonthly Reports about Library Functioning

Library shall compile, analyze and submit a performance report every two months. In this, the performance and productivity of each section of the library shall be reported with descriptions as to how many targets were achieved, difficulties faced and how they were overcame.

13. **General Rules and Regulations**:

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance. Only notebooks and the Library books to be returned will be allowed inside. Do not to leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.

2. Identity Card is compulsory for getting access to the library.

3. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.

4. The newspaper(s) should be folded properly after reading and kept back in the designated place.

5. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.

6. All the students/scholars are required to bring one of their recent photograph (Passport Size) while applying for Library membership.

7. The Reserve Shelf book must be returned on the due date between 9.00 am to 10.00 am. And General Shelf books on or before the due date.

8. Claim for Reserve Shelf books should be made in the Register maintained at the counter between 8.30 am to 2.00 pm and they should be collected between 3.30 pm to 6.00 pm.

9. Books are issued to students for overnight during the examination time only.

10. Those students who do not return the books, issued for overnight use, in time, will not be issued any book for a period of 15days.

11. All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.

12. There will be a fine of Rs. 1.00 per General Shelf book and Reserve shelf book, Rs. 2.00.

13. Students are advised not to issue Books to others on their names.

14. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room should be utilized for the same.

15. Smoking is not permitted in the Library.

16. All users are requested to keep their mobiles switched off or in silent mode in the Library.

17. Beverages and Eatables are not allowed inside the library.

18. No visitor or guest is permitted to use the Library without obtaining a visitor/day membership.

19. No photograph of the Library shall be taken without proper authorization.

20. Library reserves the right to call back any issued book/item at any time.

21. All research scholars are advised not to keep Library books/journals (loose & bound) inside their lockers without getting them issued.

22. Library reserves the right to inspect these lockers, whenever necessary.

23. All students are advised to come to the Library in decent dress as they are in the classrooms.

24. Demand and suggestion slips are available at the circulation desk for your use.

ANNEXURES

14. Different forms used for availing Library services

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
Medbowli, Meerpet, Saroornagar, Hyderabad - 97.
Library & Information Centre
CENTRAL LIBRARY

Date : _____

Receipt No. _____

Date of Issue Receipt : _____

Affix Passport Size
Color Photograph

LIBRARY MEMBERSHIP FORM

I the undersigned would like to apply for membership individual. I hereby undertake the responsibility to abide by rules and regulations of the TKREC Central Library. In case of late return / Loss or damage of any Library resources Borrowed by me. I am willing to pay / replace the required document / amount.

Name in Full Mr/Mrs.   : _____

Father Name   : _____

Course - Branch   : _____

Roll Number   : _____

Present Address   **Permanent Address**

_____   _____

_____   _____

_____   _____

_____   _____

Tele Phone No. :

Mobile 1   : _____

Mobile 2   : _____

E-mail ID   : _____

Blood Group   : _____

Signature of the candidate

For Office Use Only

I Recommended that Mr/Mrs. _____ may be given

Library Membership for the Year _____ .

Head of the Institution   **Head of the
Library & Information Centre**

Asst. Librarian (Circulation)
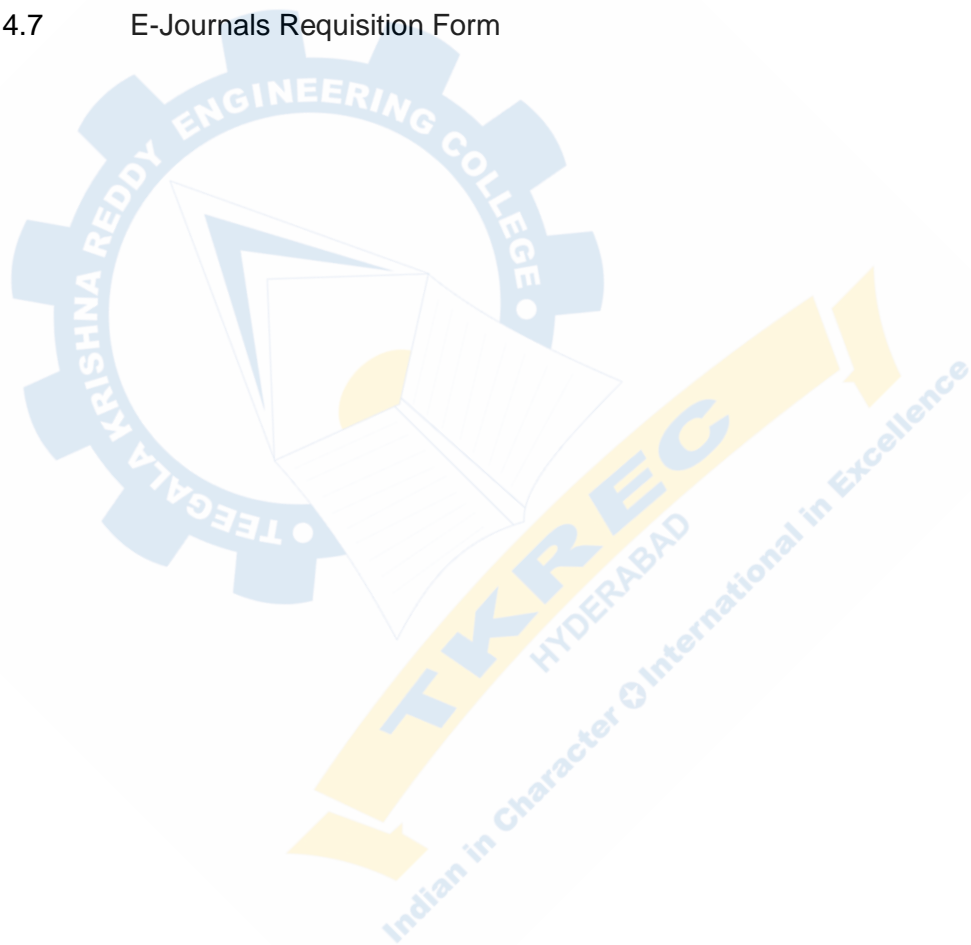
Staff Membership Form

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
Meerpet, Saroornagar, Hyderabad - 97

Library & Information Centre
Application for Library Membership

Staff Library Card No. _____

Category _____
     Academic / Non-Academic

Full name : _____
Father's Name:_____
Department :_____   Designation:_____
Date of Joining:_____

Present Address: **Communication Address:**

_____   _____
_____   _____
_____   _____
_____   _____

Mobile No : _____   E-Mail:_____

I hereby apply for the Enrollment as a member of the Library & Information Centre of the TKRCET Central Library with borrowing facility. I acknowledge that I have gone through the rules and regulations of the LIC and do here by agree to abide by the rules.

Note: Five Books will be issued to all Academic Staff for the period of one Semester only.
           Three Books will be issued to all Non-Academic Staff for the period of One Semester only.

Recommended by

Head of the Library   **Head of the Department**   **Head of the Institution/ Principal**

TEEGALA KRISHNA ENGINEERING COLLEGE
Central Library

Date: …./…../

I, the undersigned would like to make use of learning resources available in your library for my study/research purpose. I hereby undertake the responsibility to abide by rules of the library. In case of damage to any library resources being used by me, I am willing to pay the required amount.

Name in full: Mr./ Miss./ Mrs./ Dr.…………………………………………………………

Present Address:

:……………………………………………………………………………….

……………………………………………………………………. …….

………………………………………Cell:……………………………………

Email: ……………………………………….(Please write legibly)…………………………….

User Signature

.

Identity Proof Produced:…………………………..

Day Membership Provided

………………………

Circulation Desk

TKREC Library

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

Central Library

Lost/Mutilated Book Replacement Request

Name of the Library User_____

Library ID No._____ Date of Reporting the Loss/ Mutilation_____

Title of the Book_____

Author_____ Accession No._____

In order to make good the loss of library material, I hereby wish to do the following (Please Tick)

1. Herewith replacing the Book with the same or latest edition

2. Will pay actual cost of the book as per library records or a minimum amount of Rs.200/-, whichever is high.

Date: _____   Signature of the User_____

_____

FOR OFFICE USE
(Book Acquisition Section)

As per records, the price of the above mentioned book is Rs._____

(In words)_____

Date:_____   (Asst Librarian, Acquisition Section)
_____
FOR OFFICE USE
(Book Circulation Section)

Received from _____

a sum of Rs _____(In words)_____

Receipt Number_____ Date_____

Date:_____   (Assistant Librarian- User Services)
_____

Librarian, Central Library, TKREC

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

Central Library

Book Recommendation Form / Indent

The Librarian
TKREC

Please procure the following titles which are useful for my teaching and research purpose.

Name of Faculty: ……………………………………Staff No……………………..……

Dept/Branch:………………………………………HOD…………………………..…………….

Sr. No	Author	Title	Year of Pub.	Publisher	Price	No. of Copies

…………………………..

Signature of Faculty

Approximate Cost of the above Books is: Rs……………………….

Librarian: ……………………….

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
Meerpet, Balapur, Hyderabad – 97
Library Information Centre
Xerox Material Requestion Form

Date_____

Name of the Staff:: _____
Department: _____
Name of the Item: _____
No. of Pages to be Xeroxed: _____
Purpose: _____
Urgency / Not Urgency: _____
In case the Urgency Justify the Reason: _____

Signature of the HOD   Signature of Librarian

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
Meerpet, Balapur, Hyderabad – 97
Library Information Centre
Journals Soft copy Requestion Form

Date_____

Name of the Staff / Student _____
Rool No. / Staff No. _____ Branch_____
Name of the Journal _____
Month & Year_____ Volume_____ Isuue_____
Contents from_____ To_____
Copy Required through - e-mail, DVD, Pen drive and personal
Issue Date _____

Signature of the Person   I/C. Digital Library   Signature of the Librarian

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
Meerpet, Balapur, Hyderabad – 97
Library Information Centre
Journals Hard copy Requestion Form

Date_____

Name of the Staff / Student _____
Rool No. / Staff No. _____ Branch_____
Name of the Journal _____
Month & Year_____ Volume_____ Isuue_____
Contents from_____ To_____
Copy Required through - e-mail, DVD, Pen drive
Issue Date _____

Signature of the Person   I/C. Digital Library   Signature of the Librarian

Library Manual

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE
LIBRARY FEEDBACK FORM

Date: _____

To improve the library services and the level of user satisfaction, your feedback is extremely important to us. Please fill this form and hand it over to the library staff.

How frequently do you visit the library?   **Daily / Weekly / Monthly / Never**

S. No	Question	Highly satisfied	Satisfied	Not Satisfied *
1	Existing library rules and regulations			
2	Availability of books, journals, magazines and newspapers.			
3	Quality of books and journals available.			
4	Quantity of books and journals available.			
5	Time taken in transaction of the reading material.			
6	Availability of library staff.			
7	Co-operation of library staff			
8	Availability of Internet facility.			
9	Environment in the Library.			

* Suggestions for improvement: _____

_____

_____

Name   : _____   Branch/Year: _____

Roll No : _____   Signature   :_ _____

* If not satisfied kindly fill the suggestion for improvement.

Thank you for completing and returning this form

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Library & Information Centre
Central Library

Feedback Form

We would like to hear from you. So, please fill out this form to let us know how we have been doing.

Name: _____ Date: _____

Department/Branch: _____ Year / Semester: _____

General Information:

Status in TKREC

Faculty ☐ Students ☐ Non-Teaching ☐ outside Research☐

Section Visited

Circulation ☐ Reference ☐ Periodical ☐ Digital Library☐ Text Boo☐

Purpose of visit

For Reference☐ To Borrow material☐ To make use of the facilities☐ Other:☐

Feedback

Helps us evaluate our services by checking the appropriate an:

Staff :

Accommodation

Excellent ☐ Very good ☐ Good ☐ Poor ☐

Overall impression:

Excellent ☐ Very good ☐ Good ☐ Poor ☐

Do you have any suggestions on how we can serve you better?

Staff: _____

Environment: _____

Services: _____

Collections: _____

THANK YOU FOR YOUR TIME!!!

You may also send your questions,
Comments and suggestions to: Library suggestions box

or

tkreclibrary@gmail.com

Teegala Krishna Reddy Engineering College
Meerpet, Saroornagar, Hyderabad.

Knowledge & Competency
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Efficiency & Promptness
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Effectiveness
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Internet Services
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Circulation Services
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Reference / Special collection
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Periodical Services
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Environment:

Cleanliness & Ambience
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Lighting & Ventilation
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Equipment & Facilities
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Collections:

Competitive Collection
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Relevance
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Sufficiency/Availability
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Recently updates
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Physical Condition
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Variety
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Services:

OPAC (Online Public Access Catalogue)
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Digital Assistance
Excellent ☐   Very good ☐   Good ☐   Poor ☐

Multimedia Services
Excellent ☐   Very good ☐   Good ☐   Poor ☐

LIBRARY MANUAL - 2019
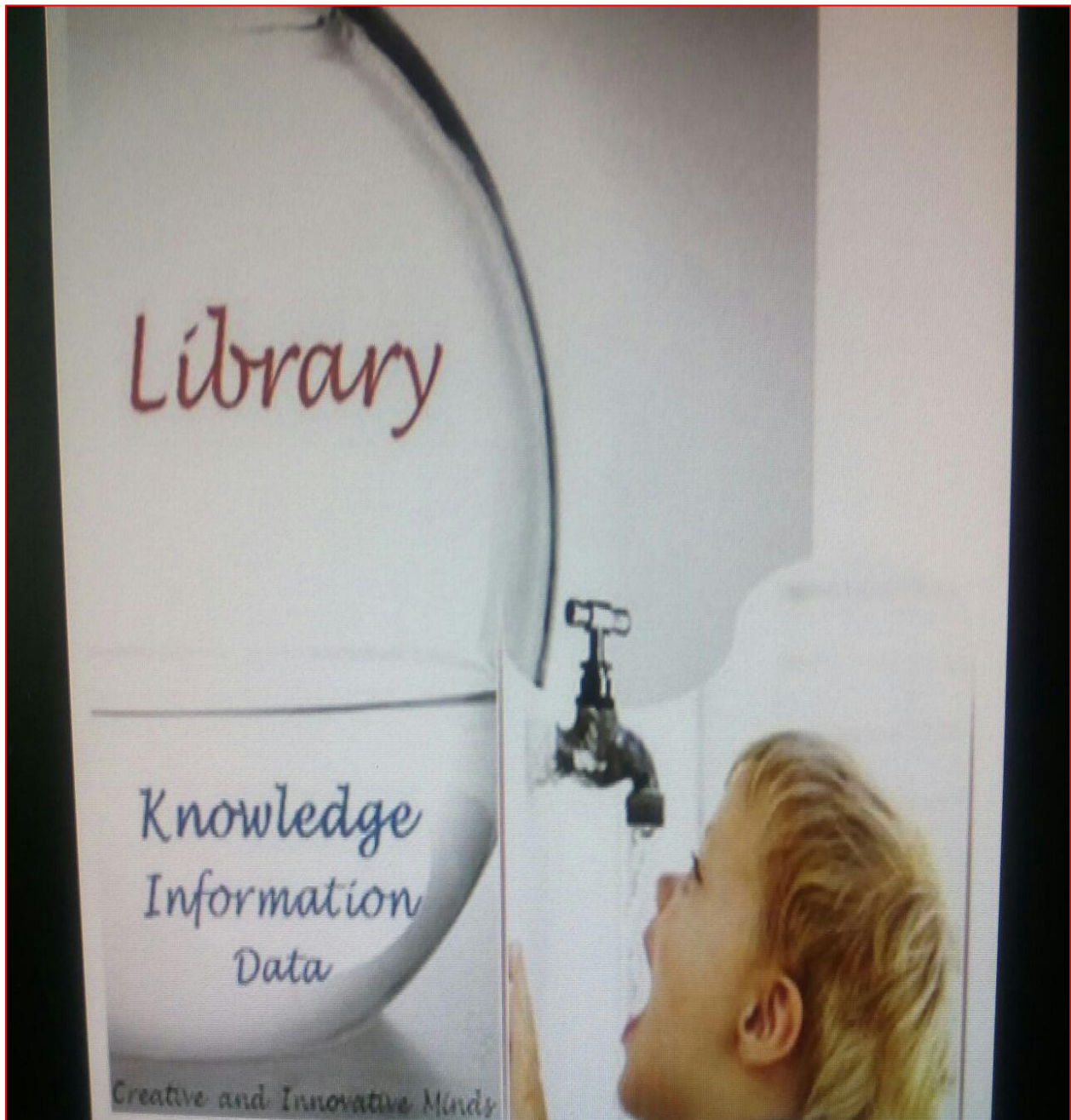
Library & Information Centre

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