



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC

CENTRAL LIBRARY





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PIET Central Library Operating Process

Knowledge is Power” Francis Bacon

About Central Library PIET

The Central Library is heart of knowledge, the refuge of study, and the intellectual hub of our prestigious institution. The library located in the heart of our college campus, rises tall as a beacon of wisdom, providing a treasure trove of resources that improve the brain of our students and professors. The Central Library is more than just a book-filled structure; it is a portal to limitless worlds, bridging the gap between curiosity and knowledge.

Central Library is outfitted with cutting-edge ERP technology that allows for easy access to digital materials and database. The knowledgeable and personable library staff, who are dedicated to advising and supporting patrons, ensure that every visitor has the tools needed to navigate the huge sea.

Objective

To facilitate communication between the library and the community it serves.

Vision

To provide services that aid in enhancement of knowledge & intellect of the users.

Mission

- To support and promote the use of the rich and diverse collection among the users.
- To preserve and house the collection of re-posterity.
- To enhance and support the academic environment by providing seamless access to information resources.

Library Committee

The aim of the library committee is to support the functioning of the library so that it can assist in the library development plans by promoting the library development activities to the management. It also acts as a channel of communication between the library and its users.

The library committee's main objective is to bridge the gap between the library and the academic fraternity and the institute management. The library committee is to be appointed by the head of the Institution.

Member of Library Committee

The suggested library committee member is as follows:

- Chairperson: Head of the Institution will be the chairperson.
- Coordinator: Institution Registrar
- Members: Department representative.
- Officer: Librarian

Purchase Policy of Learning Resources

Library can procure Books/Journals/Magazines/Online Journal and other documents in the form of purchase, Gifts, Inter library Loan (Through DELNET).

Books Purchase/Procurement Policy

- The Librarian will send the circular with prescribed format to all departments by mail & in hard copy under



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signed twice in a year in ODD & Even Semester requesting the Head of departments to forward the list of books required for the upcoming academic year.

- Students can also participate in book selection in the central Library by suggestion register through the semester.
- The librarian will collect the information in the prescribed format from the irrespective departments based on the syllabus prescribed by RTU.
- The Librarian will search the title's availability to check whether it is already availability.
- Once the List is prepared & approved by HoDs & Head of the Institution.
- Finally, the finalized list is sent to Purchase In-charge so that after getting the budget for purchase approved from the Institutional Head, the selected vendor can order the books at a fixed discount.
- Once the Books are received in the library, checked Quantity of Books according to the bill, book requirement, damages or printing mistakes to get it replaced and the same is then forwarded to the stock entry.
- Stock entry will be made in the accession Register, which has all the relevant details of a book such as a Title, Author, Publisher, Vendor, Year of Publication etc.
- After completing the stock entry process, the bill will be entered in the dispatch register and will be passed for payment.
- The bill will be sent to the accounts section for the release of Payment.
- After the technical process of the books is completed, all the books are entered in the library management system.
- After that, information about new arrival books is informed to the library users through mail.

Journal Renewal of existing Print and addition of new Print Journals

- There commendation received from the Dept. Head for the subscription of new journals.
- And librarian checks the new recommended journal list UGCC are, and Scopus indexing.
- The librarian collects the renewal quotation with discount and recommended new journal from the publisher.
- Once the List is prepared with sporting documents & approved by HoD's & Head of the Institution.
- After the approval of the head of the institution, the librarian finally, the finalized list is sent to Purchase in-charge so that after getting the budget for purchase approved from the Institutional Head, after getting the approval send the list accounts department for payment online/check.
- Once the payment is updated with the publisher, a payment receipts sent to the library's email.
- When the supply of the journal starts, an entry is made in the periodical register. Library users are informed through mail.

Renewal of annual Subscription online journals

- The Librarian collects the renewal quotation from the publisher and will send it to the respective Heads of the departments for recommendation.
- On receipt of the recommendation from the respective Heads of the departments, the Librarian gets approval from the Head of the Institution.
- After the approval of the head of the institution, the librarian finally sent to Purchase in-charge with supporting documents so that after getting the budget for subscription approved from the Institutional Head, after getting the approval send the documents accounts department for payment online/check.



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Type of Resources

- Print Resources
- Electronics Resources
- Audio Resources

Print Resources: Books, magazines, journals, newspapers, back volumes and project reports. Tangible and physical materials are available to provide comprehensive information to users. Books are easily available and issued. This provides advanced and educational environment.

Books: Books, Reference books, Rare books, Dictionaries, Encyclopedias, Atlas. Fiction, Motivation & Inspirational, Braille Books.

Journal: National & International Journal with Scopus & UGC Care Listed.

Magazine: Subject, Political, Competitive, Entrepreneurship, Sports.

Newspapers: Hindi, English, Employment News.

Electronics Resources: subscribed e-resources with link, user ID's and password for scholarly articles, e-books and databases. Free e-resources like NDLI and ICT initiatives of MoE, offering a diverse range of digital content for research available 24*7. Enhance the breadth and depth of research possibilities through digital access.

Subscribed e-Resources: DELNET, J-GATE is Remote access based & IEEE IP Based, Web OPAC.

Free e-Resources: Digital content for research available 24*7.

AUDIO Resources: CDs and DVDs containing auditory and visual materials. Provide dynamic learning experience beyond traditional text-based resources. Supplement learning and research with audiovisual content in the library.

GENERAL FACILITIES

- **Stock Section:** Books are organized by subjects, titles, or categories to make it easy to find them.
- **Circulation Section:** Quick functioning in Borrowing and returning books by using scan barcodes.
- **Reference Section:** Rich repository of secondary books, Journals and magazine are available for users.
- **Periodical Section:** User get many subject specific magazines and journals to enrich their learning.
- **Digital Library:** User friendly Open Access and Subscribed resources access in and outside library.
- **User's Orientation Program:** Special sessions for users to help them understand how to use the library and its resources.
- **Books Suggestion Register/Feedback Register:** User feedback is continuously monitored, aligning acquisitions with their requirement, preferences and interests.
- **Interlibrary Loan via DELNET (Access India):** It collaborate with other libraries so that you can borrow books from other places too.
- **Selective Dissemination of Information (SDI) and Current Awareness Services (CAS):** It is use to send updates to users about procurement of news books, journal and magazine.
- **Media Coverage:** Library is the resources of the PIET's Media Coverage through all channels.
- **Library Fully Under CCTV camera:** The library is under surveillance of for security reasons of users.

Carpet Area of central Library

Total area-525.24q.m

No.of seats in reading space-80



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Working Hours of central Library

| Period | Days | Time |
|--------|--------------------|----------------------|
| Summer | Monday to Saturday | 08.00 am to 08.00 pm |
| Winter | Monday to Saturday | 08.30 am to 08.00 pm |
| | Sunday | 01.00 pm to 06.00 pm |

The library remains closed all holidays declared by the Institution.

Circulation Counter

| Period | Days | Time |
|--------|--------------------|----------------------|
| Summer | Monday to Saturday | 08.30 am to 03.00 pm |
| Winter | Monday to Saturday | 09.00 am to 03.30 pm |

Library Automation

Library automation refers to the use of integrated systems and software to streamline library operations such as cataloging, circulation, acquisition, and reporting. It replaces manual processes with digital tools, enhancing efficiency, accuracy, and user experience.

Key components of library automation

- Library Management System (LMS):** Tools TCS-iON enable smooth cataloging, member management, and circulation tracking.
- Cataloging & Classification:** Automated systems ensure standardized metadata and classification for easy retrieval.
- Circulation Management:** Real-time tracking of book loans, returns, and member notifications.
- Acquisition & Procurement:** Digital records of acquisitions ensure transparent tracking of book and journal purchases.
- Reports & Statistics:** Automated reporting improves decision-making and compliance with institutional policies.
- User Access:** OPAC (Online Public Access Catalog) allows users to search, reserve, and renew books remotely.

Library Membership

All Bonafede students, teachers, regular employees and visitor faculty of the college members of the library.

The categories of membership, number of books lent out and period of loan are as follows. Smart cards for library use are provided to students, faculty and staff members from the Registrar's Office.

| S. No. | Types | No. of Books | Period of Loan | Can be Renewed |
|--------|-------------------------|--------------|----------------|-----------------------------|
| 1 | Students | 5 | 15 Days | No. Only university exam |
| 2. | Faculty & Staff Members | 5 | 30 Days | Yes |



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Circulation Policy

- Members are free to browse the books in the library and the books taken out of the shelves should be left on the reading tables.
- Reference Books, Rare books, Encyclopedias, Dictionaries, Students project Reports, Journal, Magazine, Back Volume, News Paper will not be issued from the library.
- No circulation will take place from the Reference Library.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- Loss of card twice will be subject to non-availability of library facility for a month.
- On completion of course, library cards to be deposited with the Central Library to obtain **'No Dues Certificate'**.
- **New arrival books, journal, magazine, previous year Mid Term & university question paper drive link, subscribed e-Resources link/User ID password, Govt. of India free initiative link etc. information is updated by Mail.**
- Absence will not be accepted as an excuse for the delay in the return/renewal of books.

General Library Rules

- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must do an entry in-out management available at the entrance.
- Students have to bear the Identity Card for entering the library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.
- Eatables/bags/personal books or journals in the library will not be allowed.
- The library card is not transferable and its loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the library in writing.
- For misplaced, un-priced, gratis publications, the rate as approved by the Library Committee will be applicable.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.

Access of e-Library

The Online database like IEEE, J-Gate, DELNET, e-Journals, can be accessed. Facilities like Web OPAC, NPTEL Online Lectures and National Digital Library of India, e- KUMBH, Gov. of India initiative can be accessed.



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Annual Stock Verification:

- Annual Stock Verification is done on the orders of the Registrar every year in the month of June.

OPAC:

- Online Public Access Catalogue facility available for users. The library's catalogue of books and other reading material can be accessed through ERP -TCS-ion web OPAC
- The library catalogue is searched by subject-wise, Title-wise, Author-wise, Publisher-wise, and keyword.

Stock Ares: Open Access System

- Library is practicing Open access facility; user can choose any book.

Search for books in the following order:

- Subject-wise, Title – wise & Author –wise
- Go to the stock area and select your required books
- Book are arranged Subject-wise
- After Selection of books, you may get books issued from the Circulation Counter

Reference Service:

Reference service is the supreme and ultimate function of the library. This service provides books to refer inside the library. One copy of all the titles has kept for reference. Apart from that PIET Central Library has rich collection of reference books.