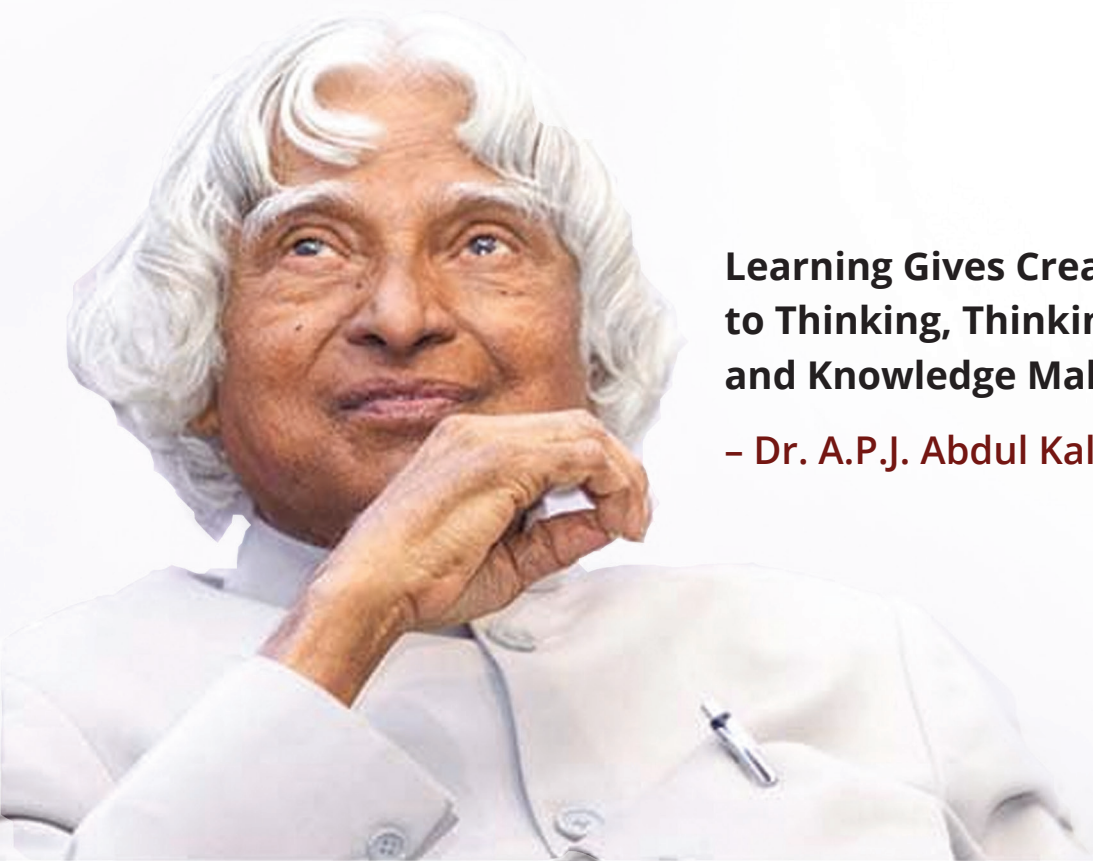


# **MIT** | Arts, Commerce & Science College

(Affiliated to Savitribai Phule Pune University)



## **LIBRARY MANUAL**



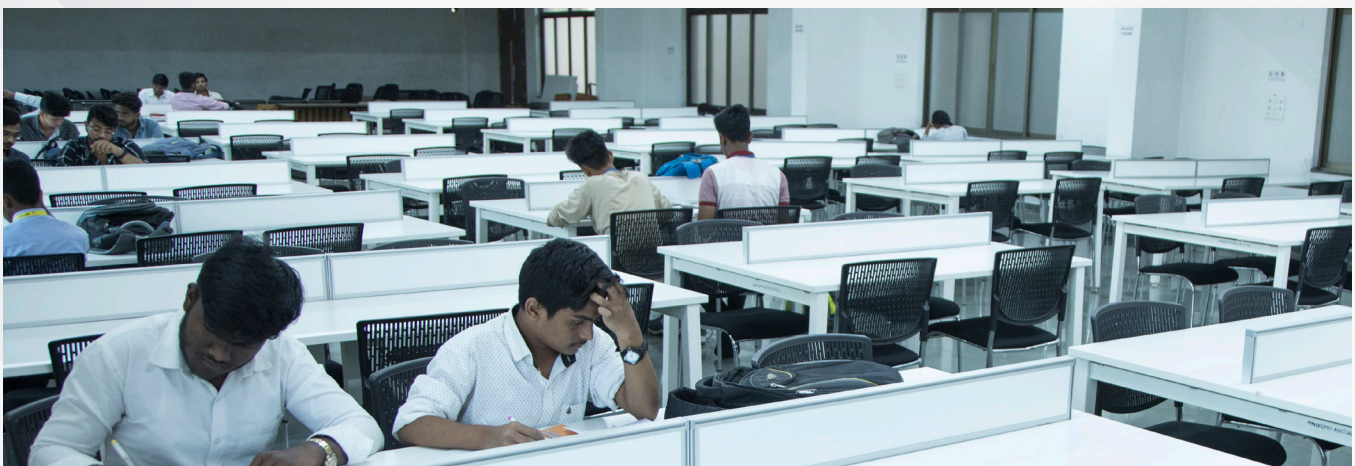
**Learning Gives Creativity, Creativity Leads to Thinking, Thinking Provides Knowledge, and Knowledge Makes you great.**

**- Dr. A.P.J. Abdul Kalam**

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# 1. LIBRARY PROFILE



## 1.1. About Library

An Academic Library is truly a learning center, which aims to serve the needs of faculty, students and research scholars. The college library is well-equipped and well managed. It is the center of knowledge which continuously contributes in the intellectual as well as all-round development of its users and it inspires them to achieve goals in their lives. It conducts various activities such as library orientation sessions, expert guidance, and demo presentation to access e-facilities. The 'Best Reader award' and 'Library week' are the initiatives taken by the library to motivate students to read. Under Library week, various competitions such as quiz, paper presentation, poster presentation, book and article review, debates etc. are organized to develop students' horizons of knowledge and to make them competent to face global challenges. The college library provides ample space and comfort to its users. It is located on the second floor of the college building and comprises of Reading Section, Reference Section and Circulation Section. Library resources of the college include a good collection of the latest books, journals and periodicals. 45 journals, magazines and periodicals are subscribed. There are 13176 books in the Circulation Section catering to the learning requirements of under graduate, post graduate students. All these books are barcoded. The college library is partially automated with 15 computers. Online services are provided to the students and the teachers through web based open access catalogue. All the library records are computerized. The college library has its own website. It provides access to all the resources at anytime from anywhere. Users can browse online catalogues and e resources. In addition to the above, reading and learning material is provided at wide ranging. All these valuable resources are well organized in the 7446 Sq. Ft. Area under CC TV Cameras. The library provides Scanning services, Reference service, CAS and SDI service and internet facility. It also has subscribed online journals and e-books of DELNET INFLIBNET (N- LIST) and has taken Institutional Membership of other libraries.



## 1.2 Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. 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.

## 1.3. Vision

'It is the vision of the Library to support the 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

## 1.4. 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. To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library/ educational community

## 1.5. 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.
- To improve the quality of library resources.

## 1.6. Library Working Hours

The Library access time is from 8.30 a.m. to 05.00 p.m. Library opening hours are subject to change during examinations and vacation period.

### Working hours

- |                           |                        |
|---------------------------|------------------------|
| • On working days         | 8:30 a.m. to 5:00 p.m. |
| • During study holidays   | 8:30 a.m. to 5:00 p.m. |
| • During examination days | 8:30 a.m. to 6:00 p.m. |
| • During vacation         | 8.30 a.m. to 5:00 p.m. |



## 1.6. Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the principal. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

### ❖ Library Advisory Committee consists of the following members:

Sr. No.	Designation	Position
1.	Principal	Chairman
2.	Librarian	Coordinator
3.	Registrar	Member
4.	HODs of various Faculties	Member
5.	HR Elective	Member

Structure of Library Advisory Committee (LAC)

### ❖ Frequency of Meeting:

The committee shall meet at least two times in an academic year

#### Meeting Notice

The Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principals.

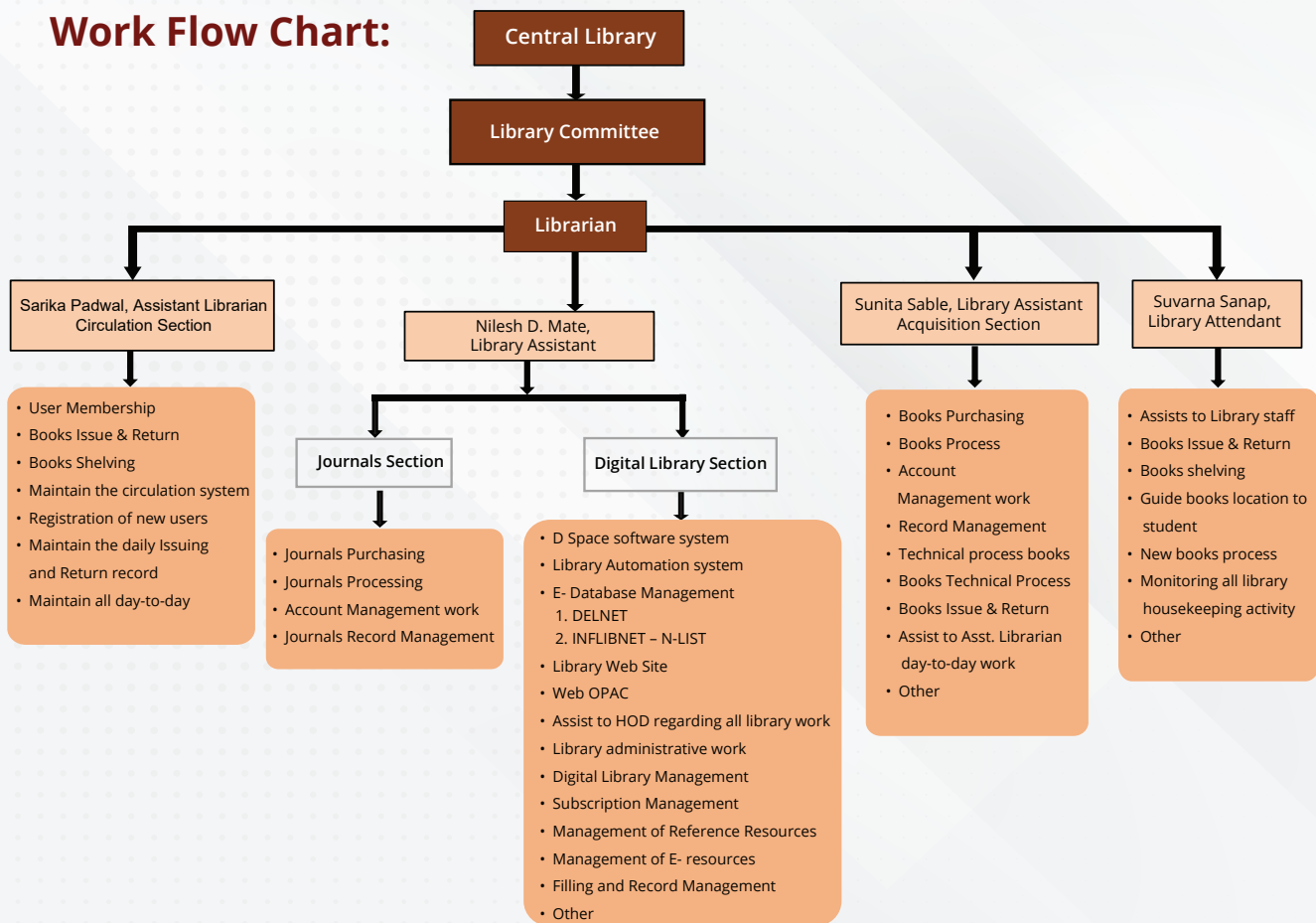
#### Minutes of the meeting

Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

## ❖ Library Advisory Committee Policy & Procedure:

Sr. No.	Policy of Library Committee	Procedure of Library Committee Policy
1.	To fulfill intellectual needs of the students staff & Faculty Members.	<ul style="list-style-type: none"> <li>➤ Library develop collections of reading material useful for various courses.</li> <li>➤ Library provide full information support to the teaching-learning process of the college.</li> <li>➤ Library provides online resources facility to the reader.</li> <li>➤ Library taken membership of well-known library to fulfill intellectual needs of the users.</li> <li>➤ Library provides current information to the academic community and students</li> </ul>
2.	To work towards modernization & improvement of library services.	<ul style="list-style-type: none"> <li>➤ Modernization of library               <ul style="list-style-type: none"> <li>• Library works on library automation.</li> <li>• Library works on digital library system</li> </ul> </li> <li>➤ Improvement of library services               <ul style="list-style-type: none"> <li>• User orientation program</li> <li>• Workshop, Seminar</li> <li>• Library Week</li> <li>• Guest lectures</li> <li>• Competitive Exam Books facility.</li> <li>• WEB OPAC Facility</li> <li>• D- Spec Open Source software for Institutional Repository</li> <li>• Google Website</li> <li>• NPTEL &amp; Swayam Local chapter</li> </ul> </li> </ul>
3.	To ensure proper functioning & development of library.	<p>Library has a separate sections for proper functioning and development of library.</p> <ul style="list-style-type: none"> <li>➤ Acquisition section               <ul style="list-style-type: none"> <li>• Books Purchasing</li> <li>• Books Process</li> <li>• Account Management work</li> <li>• Record Management</li> <li>• Technical process books</li> </ul> </li> <li>➤ Digital Library, Journal, Periodical section               <ul style="list-style-type: none"> <li>• Digital Library Management</li> <li>• Subscription Management</li> <li>• Management of Reference Resources</li> <li>• Management of E- resources</li> <li>• Filling and Record Management</li> </ul> </li> <li>➤ Circulation Section &amp; Administrative Work               <ul style="list-style-type: none"> <li>• Maintain the circulation system</li> <li>• Registration of new users</li> <li>• Maintain the daily Issuing and Return record</li> <li>• Maintain all day to day records and other work of library.</li> </ul> </li> </ul>
4.	To guide the librarian in formulating general library policies and regulations which governs the function of the library.	<ul style="list-style-type: none"> <li>➤ Library department work as per the library committee guidelines. Any issues related to the rule regulations and policy of library are discussed in the library committee meeting. Library committee members discuss the problems and revise the library rules, regulations and policy.</li> </ul>
5.	Stock verification	<ul style="list-style-type: none"> <li>➤ Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning through Internal stock verification Committee. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.</li> </ul>
6.	Weeding Policy	<ul style="list-style-type: none"> <li>➤ A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.</li> </ul>

## Work Flow Chart:



## Library Budget

Budget is an important document for planned and successful operation of a library. It is co-ordinates between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and reevaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books/material etc. It does not have source of cash or direct income, like other commercial organizations have when we talk about library finance.

### Budgeting Policy

- The budget for the library should help students to become life-long learners.
- The budget for the library should assist student in their abilities to become Independent learners.

### Budgeting Procedures Preparation

- Collection Maintenance.
- Keeping the collection at its present size.
- Necessary to replace 10% of the collection annually.

### Consumables

- Processing resources such as barcode labels, date due slips etc.
- Peripherals such as DVDs, CDs, batteries etc.
- Promotional activities such as display materials etc.

### Maintenance

- AutoLib Software
- Printers
- Audiovisual Hardware
- User Tracking Software, D-Space Software
- Computers

### Subscriptions / Memberships

- Journals
- Associations

### Capital Expenditure

- Collection development beyond foundation collection
- Equipment
- Shelving
- Computer Hardware
- Furniture
- Binding books / Journals



## ❖ **Library usage Policy:**

### ● **Rules and Regulation:**

1. Show your Identity card whenever you visit the Library.
2. scan your I-card at the counter while entering in the library
3. This I Card is lost fresh Library Card will be issued on payment of Rs100/-
4. Library books issued only on his/her self-Library card.
5. Five book for one week only it can be renewed.
6. Students should return their book in given time period.
7. Book Bank only for (First Three in the class and the entire reservation students) selected and economically backward students.
8. In case loss of books double price of the book lost will be recovered as penalty.
9. The loss of Library card should be immediately reported to the principal in writing.
10. Take proper care of all library resources.
11. Any personal belongings are not permitted into the library.
12. Eatables are not allowed inside the library & reading hall.
13. Silence to be maintained.
14. Use of mobile phones is strictly prohibited in the library.
15. No library material will be issued on someone else I Card.

### ● **Reading Hall**

1. Keep Silence in the reading hall.
2. Every student must have his/her Identity Card while entering in the reading hall.
3. Scan your I-card at the counter while entering in the reading hall.
4. 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.
5. Suggestion Box is kept at the front side of library. Your objective and positive/healthy suggestions are welcome.
6. Strict action will be taken for any misbehavior in the reading hall.
7. Use of mobile phones is strictly prohibited in the Reading Hall.
8. Students are not allowed to sit in library during their lecture & practical hours.

### ● **Digital Library**

1. Internet / Digital facility is for all students.
2. Students must register their name & timing, in the register.
3. Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
4. Do not save any material on PC.
5. Printing/Downloading is allowed with prior permission of Librarian.

## 2. LIBRARY RESOURCES



### 2.1. E-Resources & Membership

#### A. E-Resources

- INFLIBNET N-List Consortium / E Books & E Journals
- DELNET (Developing Library Network)

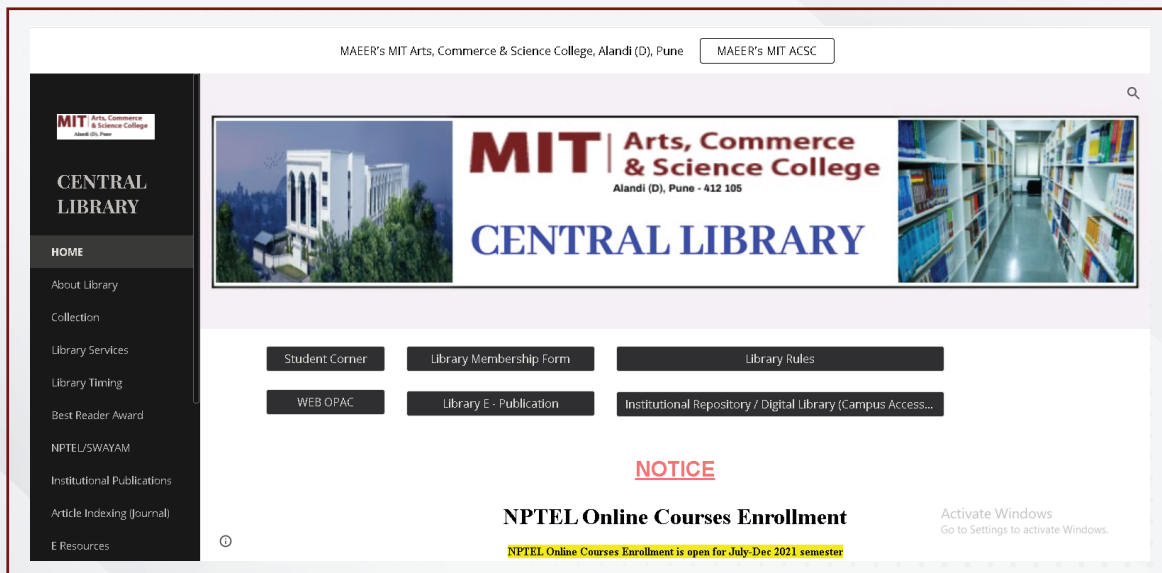
#### B. NDL (National Digital Library, INDIA)

#### C. SWAYAM NPTEL Local Chapter

### 2.2. Library Website

The library website communicates library information and updates to the users.

<https://sites.google.com/mitacsc.ac.in/library/home>



### 2.3. Institutional Membership

**Jaykar Library Savitribai Phule Pune University, Pune.**

- Books will be issued only against the borrower CARD.
- Readers can issue Borrowers CARD from the MITACSC Central library.
- Book will be issued only for 15 days.
- Readers are responsible for the material issued on the UOP library card.

## 3 .LIBRARY FACILITY



### 3.1. Open Access

The library provides open access to all the users.

### 3.2. Reading Hall

There is a separate reading hall attached to the library. The reading hall can accommodate date around 200 students at a time. Separate sofa sets are arranged near the book rack to make reading comfortable.

### 3.3. Digital Library/ Institutional Repository

The library has set up with 10 computers working in a network. The online full text data bases suchs DELNET, INFLIBNET – N-List, J-Gate E-Journals, Free E-books, Web OPAC, NPTEL online video lectures etc. are accessible to the users.

### 3.3. Internet Facility

Internet facility is made available to access and/or download information relevant to the required study topics.

### 3.4. Reprographic, Scanning

Reprographic and document scanning facility are provided on user demand.

### 3.5. Extra book facilities to meritorious students

Under this scheme, the meritorious students of each class can get 6 extra books in a semester.

### 3.6. Book Bank Facility

This facility is provided each semester to the SC / ST category students and to the first three top students form each program,

### 3.7. Competitive Exam Book Section

There is a separate competitive examination book section. Which include, various publishers' books useful to prepare for MPSC and UPSC examinations.

### 3.8. Web OPAC Facility

Web base Online Public Access Catalogue facility is being offered to the user community of the college in order to provide first-hand information about the availability and location of the reading materials.



## 4. LIBRARY SERVICES



### 4.1. Circulation

The library circulation section is fully computerized. The whole issue, return and membership process is computerized, books is search through QR code, We save the time of reader's & provide to right books to right readers.

### 4.2. Classification and Cataloguing of Books

Library has adapted Dewey decimal classification system to arrange the books. The primary objective of this classification is to bring together all books, related to a single subject at one place. As our library is fully computerized instead of card cataloguing full bibliographical record of each book is available in AutoLib library management software.

### 4.3. Renewal Process

Maximum two renewals of books is permitted. In case, there is a reservation against any book borrowed, then such book, is not renewed.

### 4.4. User Awareness Program

Orientation programs are conducted for newly admitted students to make them familiar with various library facilities.

### 4.5. New arrivals Display

Some selected titles of new books acquired by the library are displayed on "New Arrival Stand" for the benefit of the readers.

### 4.6. Reference Service

The reference section consists of subject reference books arranged in classified manner. General reference books are also available such as encyclopedia, dictionaries, quiz book, General knowledge book, and geographical sources for reference only. The referral service is also provided to the students i.e. in case the required material is not available in the library then the students are recommended to the other libraries for reference work.

### 4.7. Books exhibitions

It is a regular feature of the library to exhibit books on various themes along with subject wise area throughout the year.

### 4.8. SMS & E- mail alert service

SMS and E-mail alert service followed by the library.

## 4.9. Newspaper Clipping / Bulletin board service

Daily newspaper articles are sent to the user via e-mail (i.e. college news, University news etc. and News Papers clipping are displayed on the bulletin board.

## 4.10. Current Awareness Service (CAS)

Information about seminars, workshops, newspaper clippings, articles on various subject is made available to the users.

## 4.11. Article Index

The library provides selected journal article indexing.

## 4.12. Selective Dissemination of Information Service (SDI)

Selected information is provided as per the users' requirement through SDI

## 4.13. Swayam & NPTEL Local Chapter

NPTEL web and video courses across 23 disciplines are available on NPTEL portal archive.nptel.ac.in. In 2014 process of getting certified from NPTEL courses was initiated, so that learners get a tangible end result in the form of a certificate from the IITs/IISc for their effort. Certification courses are offered twice a year (Jan-Jun, Jul-Dec). Joining a course is free. Anyone can learn from these courses anywhere anytime.

**The main benefits of participating in an online course under NPTEL are:**

1. Students: credit transfer and better resume
2. Faculty: Refresher courses, AICTE recognized FDP courses
3. Working professionals: For upskilling and reskilling

The image displays two screenshots of the Swayam-NPTEL Local Chapter website. The top screenshot shows the 'Manage College and SPOC Profile' page. It features a user profile for Mr. Rahul P. Barathe, MIT Arts Commerce & Science (Alandi-D) Pune, and a table of college details. The table includes fields for College Address, PUNE, MAHARASHTRA, Contact No: 2030253500, Alternate No: 2030253600, and College Id: 827. The bottom screenshot shows the NPTEL Online Certification portal, which displays a grid of 23 disciplines: All Courses, Aerospace Engineering, Agriculture, Architecture, Biotechnology, Chemical Engineering, Chemistry and Biochemistry, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Engineering Design, Humanities and Social Sciences, Management, Mathematics, Mechanical Engineering, Metallurgy and Material Science, Mining Engineering, Multidisciplinary, Ocean Engineering, Physics, Textile Engineering, Law, Lab Workshop, and Economics.

## 5. ACQUISITION SECTION



### Clients

The Library provides collection access to the following client groups:

- **Students**
- **Faculty**

### Scope of the collection

The Library collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)

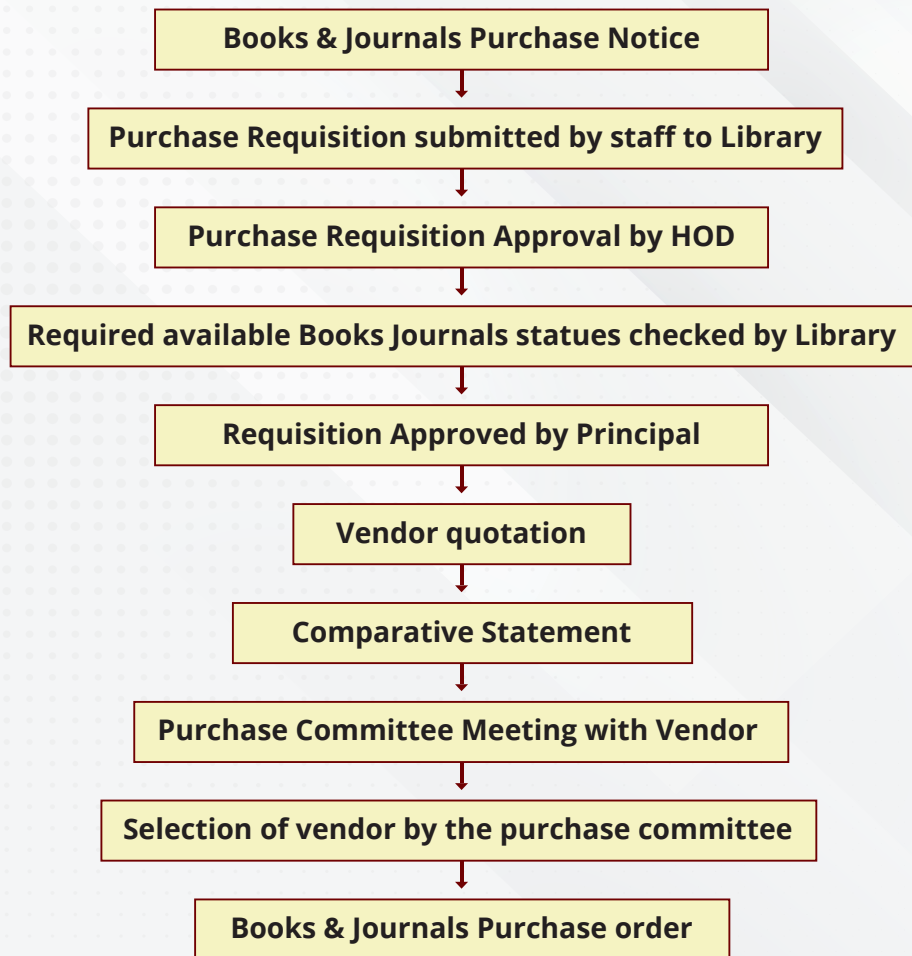
### Library Collection Development Policy

- The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

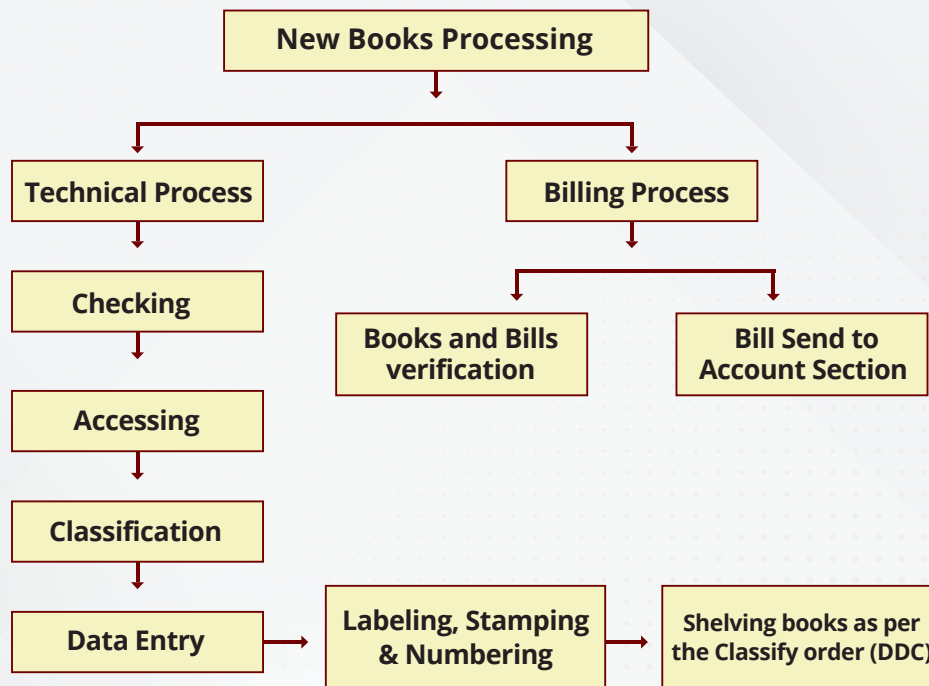
Books and other material are purchased on demand received by the faculty members and students



## A. Books & Journals Purchasing Process:



## B. Books Processing:



## C. Books Classification:

Dual Decimal Classification system is used for the classification of books. Defined class number to the books, this process is done through the acquisition section. Library books classify under the DDC classification system. All the library books are arraigned through the DDC system. E.g. C++ 005.133.

## 6. JOURNALS SECTION



Journal requisition are taken from the faculty members. The authenticity of the recommended journals is checked and verified them, these journals are subscribed and made available for the users. The journals record is maintained in the library software.

## 7. CIRCULATION SECTION



Circulation section is a key part of the library. Circulation Desk Activities include issue and return of books, materials, renewals, hold and recalls, books reserves, notifying and searching items, user assistance, issuing library clearance to departing users. It provides lending services and facilities for return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk.

### 7.1. Membership Process:

All students and staff of the college are entitled to the membership of the college library.

- New students can fill the online library membership form.
- Library membership is free.
- All the members who have taken new membership should submit one passport size photo.
- Keep the admission fee receipt for the admission cross verification by the library authority.
- Membership will be done within two working days.
- Visiting faculty can use the library facility on the recommendation of the respective HOD/ Principal.
- Use of the library is strictly reserved for the readers possessing a library Card and ID card.
- Outsiders can use library facilities on recommendation of the Principle only.
- Library card is not transferable.

## ❖ Borrowing Privilege ❖

Sr. No	Category	Number of books	Loan Period	Fine for per day (Late Day)
1.	Students	05	07 Days	Rs.1.00 per day
2.	Teaching Faculty	07	30 Days	
3.	Non -Teaching Technical & Lab Assistant	02	15 Days	
4.	Visiting Faculty	02	07 Days	
Book Bank Books				
5.	SC, ST, category students are eligible to avail book bank facility	06	One semester	Rs.10.00 per day
6.	SPPU Examination Top first three students are eligible to avail book bank facility	06	One semester	Rs.10.00 per day

### 7.2. Books Issue & Return Transaction:

1. While returning books to the library, members should ensure that their borrowed documents are duly removed from their account.
2. Books are normally issued for 7 days; borrowing period can be reduced according to the demand.
3. Book can be recalled anytime in case of urgent demand.
4. User should return the book on or before the last due date stamped on the "Due Date Slip" pasted on the last page of the book.
5. Books are to be presented physically for renewal.
6. Books will renew only two times from the first due date.
7. Request of renewal will be considered if there is no reservation for the book.
8. Reminders will be sent to the borrowers' through email.
9. If student fail to return the books after reminders, his/her borrowing facility may be withdrawn for one month.

### 7.3. Loss of Library Books:

Members are responsible for the books issued to them. Loss of any book should be immediately reported to the library. Member has to replace the lost book with overdue charges (if any). The cost of lost book will be based on the current market price of the book. Payment for the lost library material should be made in the library.

### 7.4. No Due Clearance:

Students and staff at the time of leaving the college should return all the library books and documents, overdue fine need to be paid for any pending, return to obtain the no dues from the library.

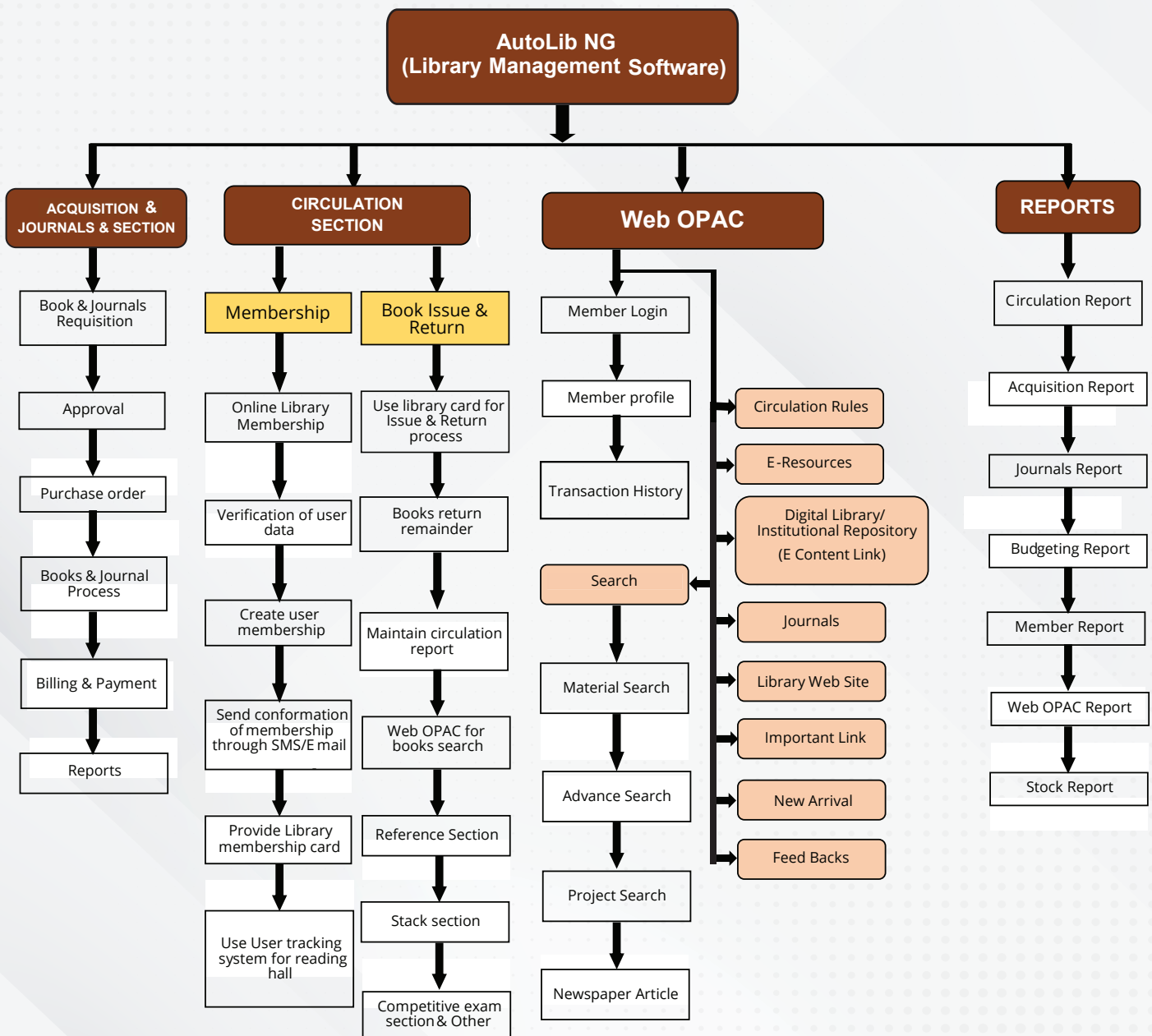


# 8. LIBRARY AUTOMATION



Library has using AUTO-LIB (NG) software these software is developed by Akash Infotech Pune. AutoLib is a totally integrated software package encompassing all aspects of library management. It is Multilingual, Multi-user and multitasking software, which not only helps to effectively manage a library but also reduce the cost overheads that occur in library. The library has a user's tracking software for user's count. We provide every reader a barcode reader card. Users have to scan there barcode reader card while entering in to library and automatically users count is generated.

## Integrated Library Management System



## 9. DIGITAL LIBRARY SECTION



Users can access web based Digital Library facility <http://150.129.131.246:8090/jspui/>

1. Digitalization of library materials include notes prepared by the faculties for the students, lectures PPT, recorded video lectures etc.
2. E- Resources Paid and Unpaid E- Database Faculty Research Papers.
3. Conference Proceedings of the college.
4. Journals Article Indexing and Abstracting.
5. Old Question Papers (Savitribai Phule Pune University, Pune).
6. News Paper articles.

### 9.1. SALIENT FEATURES OF DIGITAL LIBRARY:

1. Digital Library has: - Networked environment with 10 computers.
2. 120 Mbps leased line.
3. Both reading and computing facilities.
4. User tracking system facility.
5. Facility to access to full text online journals through e-resources

### 9.2. E- RESOURCES:

Sr. No	Content	Services
1.	INFLIBNET N-List URL: <a href="http://nlist.inflibnet.ac.in/">http://nlist.inflibnet.ac.in/</a> User ID& Password Contact Librarian	E-Shodh Sindhu, can access 6,150 electronic journals and 31, 64,309 electronic books including e-books available through national subscription.
2.	DELNET <a href="https://delnet.in/">https://delnet.in/</a>	2,90,00,000+ Books available for inter library loan 40,000+ list of Journals 5,000+ Full-text E-journals 1,00,000+ Thesis/Dissertations
3.	LIBRARY Web OPAC <a href="http://150.129.131.246/AutoLibWebOPAC/Login.aspx">http://150.129.131.246/AutoLibWebOPAC/Login.aspx</a>	To check availability of the Library document To check status & location of library document.
4.	Library web site <a href="https://sites.google.com/mitacsc.ac.in/library/home">https://sites.google.com/mitacsc.ac.in/library/home</a>	Access to the college library information.
5.	Digital Library <a href="http://11.11.1.93:8090/jspui/">http://11.11.1.93:8090/jspui/</a>	Access to in house publication, Question papers, Academic Notes, Project Reports, Journals Article Indexing and Abstracting, Workshop/ Seminar/Conference/Webinar details.
6.	SWAYAM & NPTEL Local chapter <a href="https://nptel.ac.in/LocalChapter/index.html">https://nptel.ac.in/LocalChapter/index.html</a> <a href="https://swayam.gov.in/nc_details/NPTEL">https://swayam.gov.in/nc_details/NPTEL</a>	Guidance on SWAYAM & NPTEL courses Faculty mentors for various courses Assistance for the enrollment
7.	SHODHGANGA <a href="https://shodhganga.inflibnet.ac.in/">https://shodhganga.inflibnet.ac.in/</a>	Access to theses and Dissertations
8.	National Digital Library <a href="https://ndl.iitkgp.ac.in">https://ndl.iitkgp.ac.in</a>	National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community.
9.	DOAJ (Directory of Open Access Journals) <a href="https://doaj.org">https://doaj.org</a>	The DOAJ (Directory of Open Access Journals) was launched with 300 open access journals.

### 9. 3. D Space Institutional Repository Software:

Library has developed an Institutional Repository through open source DSpace software. It is very helpful for teaching learning process.

**WELCOME To CENTRAL LIBRARY**

Welcome to the Institutional Repository (Digital Library) of MIT ACSC Central Library. The aim of this digital repository is to provide free service to academics, researchers, and students. It is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

#### Institutional Repository (Digital Library) Collection

**Communities in DSpace**  
Choose a community to browse its collections.

- Academics**  
Faculty Notes for the students (Only MITACSC Students can access this database)
- E- Resources**  
MITACSC have access Paid and Unpaid E- Database (E-Journals & E- Books)

**Discover**

Author	Count
SPPU	164
Waphare, B.B	8
Aher, Archana	6
Borde, Sangeeta	4
Choure, Avinash	4
Purshat, Richa	1

Subject	Count
Computer Science	94
Management	55
Commerce	21
Art's	18
Science	17
Computer	1

Date issued	Count
2020 - 2021	39
2010 - 2019	273
2003 - 2009	1

#### Following services are provided through the Digital Library (Institutional Repository)

- Academic - Faculty Notes for the student
- Research Paper - It is in house publication from the MIT ACSC faculties.
- Publish college Conference Proceedings
- Journals Article Indexing and Abstracting
- Project Report - Previous year student project report
- Question Paper (S P Pune University)

## 10. LIBRARY BEST PRACTICES



### 1. Library Orientation and Information Literacy Programme:

Library is the soul of the college. It supports the needs and thirst of the users of the college. The goal of the library is to support the teaching and research needs. The Library staff members provide good services and ensure that the resources are used to maximum to benefit the readers of the college. To make the best utilization of the library, user orientation or user education is the need of the day. Considering this, the college library conducts library orientation and information literacy program.

#### Objectives of the user orientation program

- To introduce the library facilities, resources, services and library techniques to the users.
- To increase the use of library resources.
- To help library users to feel at home in the library and help them to build a good rapport with the library staff.

### 2. Library Week:

Every year Library Week is celebrated in the month of December.

#### The objectives of the Library Week

- To make students aware about different reading and interpretation skills through different activities.
- To develop reading habits.
- To make the students learn more about Book review, Newspaper review, Report & News writing.

#### Activities

1. Book Exhibition
2. Competition
  - A. Poster Making competition on different current issue
  - B. Report/ News writing competition
  - C. News Paper review / Analysis competition
  - D. Book review competition

### 3. Expert Talk:

Experts lectures are organized to improve learning in a more interactive and topic specific way.



#### 4. **Workshop**

Workshops are organised to provide insight into diverse topics and to motivate teachers and students to explore new areas of interest.

#### 5. **Library Publications**

Library has published library newsletter **“AKSHARDHAR”** for promotion of library activity and resources. Staff & Students Article E Books: - **“READING MINDS”**

#### 6. **Celebration of the Birth anniversary of social reformers, legends and idols from India**

The motive of this activity is to make the students and staff aware about the contribution of social reformers, legends in the upliftment of the society and the nation through revolutions and by making radical changes in the society.

#### 7. **Best Reader Award**

To promote maximum and proper utilization of library facilities and services, the Library gives away **“Best Library Reader Award”** to the Faculty members and students every year who make the maximum use of the library resources and facilities. Three Faculty members and three students will be selected for the Best Library Reader award based on the following evaluative criteria:

##### **Criteria:**


1. Number of books taken from the library (Textbooks along with the General Reading will be taken into consideration) (Weightage-**30 mark**)
2. Number of visits to the library. (Only one visit per day will be taken into consideration-Total hours spent in the library will be calculated) (Weightage **25 Mark**)
3. Usage of Web OPAC/Institutional Repository. (Weightage **25 Mark**)
4. Maintain Library Discipline & Participation/Presentation in Library Activities (Weightage **20 Mark**)


#### 8. **Earn & Learn:**

This scheme is basically undertaken for the benefit of students coming from the rural areas, which are economically backward, intelligent, and meritorious but cannot afford higher education. It is found that most of the students admitted in the scheme were having inferiority complex and felt isolated. This scheme helps such students to overcome these problems by instilling work ethics, self-discipline, confidence building, and personality development among them. This scheme provides official and technical work exposure to the students. This scheme helped students to be socialized and instill the team spirit. This is a vision of keeping our youth gainfully employed as well as to contribute from civil society. The students from the economically marginalized sections who have urge to pursue higher education but unable to work outside due to constraint of time, this scheme offers opportunities to learn by earning.

# 11. IMPORTANT LINKS




**MAEER's**  
**MIT Arts Commerce & Science College**  
 Dehu Phata ,Alandi(D) Tal. Khed, Pune-412 105

**AutoLib NG Web OPAC** 

[Home](#)   [Member](#)   [Search](#)   [Circulation Rules](#)   [E-Resources](#)   [E-Repository](#)   [| Login](#)

**ANNOUNCEMENT**

All the Students are inform that your library card is available in library.



[JOURNALS](#)  
[BOOKS SUBJECT](#)  
[NEW ARRIVALS](#)  
[MOST USED](#)  
[FEEDBACKS](#)  
[IMPORTANT LINKS](#)  
[LIBRARY WEBSITE](#)  
[E-CONTENT LINK](#)

**Login Form**

MemberCode:

Password:

  [Forgot Password?](#)

Sr. No.	Online Library Access Using QR Code	
1.	<p><b>Library Membership form</b></p> <p><a href="https://forms.gle/AeBSPn5T9MczDiXN9">https://forms.gle/AeBSPn5T9MczDiXN9</a></p>	
2.	<ul style="list-style-type: none"> <li>• <b>Library Web OPAC</b></li> <li>• <b>Digital Library</b></li> <li>• <b>Library Website</b></li> </ul> <p><a href="http://150.129.131.246/AutoLibWebOPAC/Login.aspx">http://150.129.131.246/AutoLibWebOPAC/Login.aspx</a></p>	



# 12. Gallery



## Library Week



## Book Exhibition



## Library Orientation Programme



## News Paper Review Analysis



## Poster competition



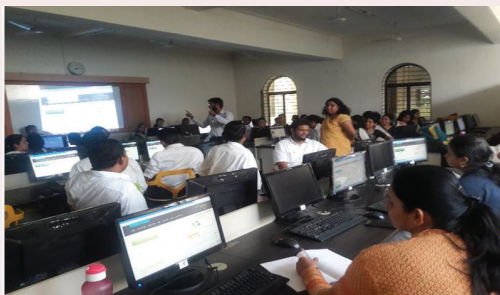
## Expert Talk

How to develop the reading habits in digital environment



## Workshop & Seminar

Citation Management Tools - Zotero and Mendeley



Workshop-Use of Information Resources in Academics







## Central Library

MIT Arts, Commerce & Science College,  
Moshi - Alandi Rd, opposite Gajanan Maharaj Sansthan,  
Alandi, Pune, Maharashtra 412105

 020 39875131 |  [library@mitacsc.ac.in](mailto:library@mitacsc.ac.in)