



Library Policy

Universal Engineering College

June 2011





1. Purpose

The Universal Engineering College Library is a vital academic resource center designed to support the educational and research needs of students, faculty, and staff. This policy ensures the effective functioning of the library, covering borrowing, services, procurement of resources, and digital access.

2. Library Hours

- Weekdays: 9:00 AM – 6:00 PM
- Saturdays: 9:00 AM – 1:00 PM
- Sundays and Public Holidays: Closed (unless otherwise notified)

3. Library Staff

- Librarian: Responsible for overall management, acquisition of resources, and support for academic and research activities.
- Assistant Librarians (2): Assist with daytoday operations, including book lending, cataloging, and aiding students and faculty in accessing resources.

4. Library Membership

- Students: Automatically enrolled in the library membership upon registration.
- Faculty and Staff: Granted access as part of their employment benefits.
- External Members: Alumni and visiting faculty can apply for membership, subject to approval.

5. Borrowing Privileges

➤ Students:

- Maximum of 3 books at a time for a duration of 15 days.
- Renewal option once for an additional 15 days, subject to availability.

➤ Faculty & Staff:

- Maximum of 5 books for a semester.
- Renewable once for each semester, if not requested by others.





6. Book Procurement Process

- Departments are encouraged to submit lists of required books, journals, and other academic materials at the beginning of each semester.
- The library committee, along with the librarian, will evaluate the requests based on relevance and budgetary constraints.
- Priority is given to core textbooks, reference materials, and journals.
- Annual Review: The library committee conducts an annual review of existing collections to identify outdated materials and make recommendations for new purchases.

7. Overdue Fines

- Students: ₹1 per day after the due date.
- Faculty: ₹1 per day after due date.
- Staff: ₹1 per day after the due date.

8. Lost or Damaged Books

- Patrons must replace any lost or damaged book with an equivalent or pay double of its current market price along with any applicable fines.

9. Use of Reference Materials

- Reference materials (dictionaries, encyclopedias, handbooks, etc.) and journals are available for inlibrary use only and cannot be borrowed.

10. Digital Library and E-Resources

Digital Library Access:

- The library offers access to a wide range of eresources, including ebooks, digital journals, and academic databases.
- Students, faculty, and staff can access these resources through the college's intranet or remotely using individual login credentials.





10. Library Conduct

- **Silence:** Strict silence must be maintained inside the library at all times.
- **Mobile Devices:** Phones should be kept on silent mode, and their use is discouraged within the library.
- **Food and Drink:** Eating and drinking are prohibited in the library premises.

11. Library Infrastructure

- **Study Area:** Quiet study spaces are available for individual study.
- **Computer Terminals:** Computers are provided for searching the library catalog and accessing eresources.

12. Suggestions and Feedback

Students, faculty, and staff are encouraged to provide suggestions for new acquisitions or improvements to library services via the suggestion box at the library or by emailing the library committee.

13. Policy on Plagiarism

The library strongly discourages any form of plagiarism. Students and faculty are advised to properly cite resources, and assistance with citation styles is available from the library staff.

14. Amendments to Policy

This policy will be reviewed annually by the Library Committee and updated as necessary with the approval of the college administration.

