



# DY PATIL

DEEMED TO BE

# UNIVERSITY

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NAVI MUMBAI

## LIBRARY POLICY



## **Introduction**

When developing policies, each library needs to consider the community that it serves. Policies establish a standard for services that can be understood by users of the service and providers. Policies ensure equitable treatment for all, and policies provide a framework for delivery of service. A library provides the resources and information for all your varied needs access to online articles and journals, books, e-books, audiobooks, DVDs and more to get your work done with the most relevant and current information. Such are the libraries of DY Patil Deemed to be University that contains such a tremendous selection of books written by various authors from across the globe. Seating a large number of students on a daily basis, it provides a safe space for students to study.

A Library is the heart of an institution and a Classroom is the brain of the Institution and without these two, a University would no longer be called a university. Even then, the classroom and the library have changed in their requirements these days. Yes, both are instruments of providing knowledge to staff and students of a college and are pillars of its education system, but the medium of providing this education has changed totally.

A library doesn't contain 'just books' anymore. And a classroom is not just a room where classes are taken.' Their definitions have been blurred, but their objectives remain the same, and that is to provide the members of the institution with the best possible knowledge. The DY Patil group has always excelled when it comes to promoting high standards of education and has made great strides in providing top-notch infrastructure to its Staff and Students. Under the aegis of the highly progressive President, Dr. Vijay D. Patil, the sprawling campus at Nerul, Navi Mumbai has seen a sea change over the last few years. Dr. Vijay Patil is carrying the flag of the prolific academician, and his father, Dr. D.Y. Patil further in style. His latest endeavour involves redefining the library

The libraries have a capacity of accommodating 500+ students and faculty members. The Libraries are functional 24/7 and have 14000+ Textbooks, 5000+ Reference books, 400+ Indian & Foreign Journals and 3500+ e-journals. Each day, the libraries are refilled with undergraduate and postgraduate students with a large variety of books, study materials and laptops, educating themselves with knowledge of medicine and preparing themselves to be well informed Health Care Professionals. Facilities such as biometric ID card scanners provide the ease of maintaining student records in regards to entry and exit timings, issued books, etc.

The 'Books' in question are no longer bound volumes with limited scope. The new library pioneers the concept of e-learning and e-borrowing by providing students with international journals and books via electric media. The sprawling 8000 square foot, air-conditioned and soundproof library is known to house over 4000 volumes of books and over 600 journals open to the staff and students not just via fully loaded computers present in the library, but also on their iPad, laptops, smartphones, and tablets. All they need to do is to log on to the University Wi-Fi network from the device and open the proprietary software in their browser! This



means that the scope of the library is not just limited to the library alone! Books and journals are available throughout the campus if the student or staff member is on the same Wi-Fi network! Other amenities within the library include an isolated staff reading area, conference room with modern audio-visual aids, and dedicated, separate areas for students and post-graduate students. Video conference facilities via the 20 fully loaded all-in-one desktop allow the exchange of information between students and staff of different universities. A dedicated 10 Mbps Internet connection provides a strong backbone for the same. Sms-based borrowable reminders, RFID-based smart ID cards that store member information, and software-based record-keeping mean this is the first 'paperless' library of its kind! With the use of sensor-based LED lights, inverter-based air-conditioning, and some clever power management via iPad, this 8000 square foot library has the carbon footprint of a 1000 square foot room.

### **Role of the Library:**

The academic library plays a major role in D Y Patil University as a provider of information required for teaching, learning and research. As a developer and preserver of rare and special collections, as well as a contributor towards the achievement of the institution's strategic goals. The library is expected to constantly seek ways of contributing effectively towards the quality of teaching and research by facilitating access to worldwide information. Information technology is regarded by the library as an enabler because it has changed the way college libraries operate and has added value to their services. Given the explosive nature of the Internet and World-Wide-Web, staff and students depend more and more on electronic information. Academic libraries have moved from being the heart of the printed resources to a hub of knowledge networks. The realization of the virtual library depends on appropriate IT infrastructure, relevant staff skills and adequate funding. The relationship with the world's leading publishers has enabled access to hundreds of electronic journals as well as other information resources on integrated networks. The provision of access to networked information is now a top priority in academic libraries. Apart from building relevant library collections, the College library is expected to build connections to access information worldwide. The importance of a library is also entrenched in its vision and mission which is aligned to that of the institution it serves.

### **The Services and facilities provided by Library as follows:**

- **Reference Service:**  
Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of encyclopaedias, dictionaries, directories, handbooks, CD-ROMs, Audio and Video cassettes etc.
- **Open Access:**  
It provides open access to all library users. They can browse, read the any references in the reference section. It helps users to make full use of the resources available in the library.

- **Book Lending Service:**  
This service is offered to all library users. The resources borrowed from the library shall be returned on or before the due date during library working hours. Its terms and conditions are mentioned in Library Rules and Regulations.
- **Periodical Service:**  
The magazines and journals are made available to library users. Students have to read in library only.
- **E-Journals and E-book Service:**  
The library provides individual user ID and its password to users for making use of e-resources
- **Current Awareness Service:**  
Newly arrived books are displayed on the stand installed at the entrance of the library and being displayed for a week. It will be issued only after a week of display.
- **News-Paper clipping service:**  
The Library is subscribing number of Newspapers. Every day the newspapers are containing very important news in special edition on various subjects which are very useful to the readers. Depending on the usefulness of the information available in the newspaper, we will send the mail to users, so that they are able to read at their convenient time.
- **User Orientation:**  
Library conducts orientation programmes for new users. It is to enable them to use library resources effectively.
- **Photocopy Facility:**  
The Photocopy service is provided to the members of the library. It is located at the entrance of the library.
- **Wi-Fi Facility:**  
The entire library is Wi-Fi enabled; members can use their configuration laptops to access electronic resources subscribed by the library.

### **Rules and regulations for the Library**

- Library Hours: 9.00am to 5.00pm
- 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 sign the register 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.
- Keep Silence in the reading hall.
- Eatables are not allowed.

- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering in the reading hall.
- Magazines, Newspapers, Question Paper sets, Reference books are not allowed to be taken outside the library.
- Suggestion Box is kept at the door in the main library. Your objective, positive and healthy suggestion should be added.
- Strict action will be taken for any misbehaviour in the reading hall.
- Kindly switch off the mobile phone whenever you are in the reading hall.

#### **Digital Library Rules are as follows:**

- Internet / Digital facility is for all students.
- Every student will get 1hr. for the use of Internet.
- Students must register their name & timing, one day before.
- Playing games, chatting, Downloading any pictures/ songs, Videos & misuse of the internet is not allowed.
- Do not save any material on PC.
- Printing / Downloading is allowed with prior permission of Librarian.
- Printing / Xeroxing will be provided on payment.

#### **Circulation Rules are as follows:**

- General books are issued to all eligible members as per their entitlements.
- Reference books, bound volumes, pamphlets, and standards are issued only to following members: Faculty and Equivalent Staff Members
- Loss of library books should be reported to librarian immediately. The Overdue fine will be collected till the book is replaced or returned.
- A book can have maximum two renewals.
- Borrowing facility will be withdrawn or restricted in the case of misbehaviour in library and misuse of library books.
- The reader has to check the condition of books while borrowing, in case the books are found damaged, mutilated or spoilt while returning, the reader has to replace the same as a new book.
- Books are renewed if there are no reservations against the book.

D Y PATIL Deemed To Be University has ensured the best library resources at each of the nine Constitute Units. The data of the library is digitalized based on D Y PATIL Deemed To Be University library software. OPAC facility is available for data search based on individual password by the user anytime, anywhere or through the systems at respective libraries. The library transactions have been computerized (barcoding). All the libraries are subscribed to both print and e-journals of repute. They also subscribe to standard databases that include EBSCO HOST, SCOPUS, J-GATE, KNOWLEDGE HUB. The database facilitates for title subject-wise, author and publisher. The search can also be carried out by keywords alone.

Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that



provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

### **Library Membership:**

Library membership may be granted to:

- All staff and registered students.
- All permanent, temporary and contract employees of the College.
- All full-time and part-time students registered at the College in a particular year or part of a year.
- Selected categories of external members:

### **The Libraries and its staff will provide:**


- Space for users that is effective for research and study,
- Tools for users to find information quickly and efficiently,
- Courteous and respectful service,
- New services and changes to existing services, as needed, to fill users' informational needs.
- Access, within specific guidelines, to the library collections and collections owned by other institutions.

### **PURPOSE OF THE POLICY:**

This Policy is aimed at:

- Establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided to meet the information needs of all Stakeholders.
- Guiding library staff in provision of the various library facilities, services and materials in a standard manner.
- Guiding clients and stakeholders at the College regarding expectations and use of the academic library and information service.
- Integrating library and information service with academic, research and other activities at the College to maximize the library's support of these activities.
- Encouraging stakeholder involvement in the library and information service in order to promote an understanding and appreciation of the service as well as the maintenance of the best possible service.



  
**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



## **STRUCTURE OF LIBRARY POLICY:**

Important areas of library activity have been identified and policy guidelines and rules compiled in each of these areas to achieve the aims and objectives of Library Policy. The Library Policy applies to all students, academic, academic support and non-academic staff of the D Y Patil Deemed To Be University as well as institutions who make use of the D Y Patil Deemed To Be University libraries. The Policy covers important functional modules of the library and delineates a clear policy as to how the activities of the library like collection, development, circulation, interlibrary loan, acquisition, weeding, library electronic resources and provision of information services.

## **POLICY IMPLEMENTATION:**

- The College shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- The College shall develop and maintain strategies and mechanisms for monitoring and evaluation of this Policy. Also undertake regular check on implementation of the Policy, carry out annual evaluation on the implementation of the Policy. Use the information for planning and management. e. Propose potential areas for review.



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