



Khandesh College Education Society's

INSTITUTE OF MANAGEMENT & RESEARCH

AFFILIATED TO NORTH MAHARASHTRA UNIVERSITY
RECOGNIZED BY ALL INDIA COUNCIL FOR
TECHNICAL EDUCATION (AICTE) MIN. OF HRD, NEW DELHI

Library Policy and Procedures

“Knowledge and Resource dissemination to all” - The Institute facilitates the library to be used by all stakeholders.

Working hours of library: Library is opened from 10:00 Am to 06: 00 Pm on all working days except Sunday and other holidays

Library Rules, Circulation Policy & Procedures

- 1) Every Student entering the library premises should have an identity card. It should be produced as and when demanded by the library staff
- 2) Identity cards and library books are Non transferable
- 3) Student must handle books or any other reading material with the responsibility. Defacing or tearing the pages will be treated as misconduct and the defaulter will be treated as misconduct and the defaulter will be strictly dealt with
- 4) Student must consider the above-mentioned condition before borrowing otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning the book
- 5) Only three books will be issued on library account for a period of fourteen (14) days
- 6) Maximum ten books will be issued on faculties for a period of a semester
- 7) Open access for all members into library
- 8) Reference books, periodicals/journals, compact disk are not issued on home lending
- 9) Book should be returned on or before the due date
- 10) If the book is returned after the due date a fine of Rs 2/- per day will be charged and it should be paid in cash
- 11) If the due date falls on a holiday the book should be returned on the next day
- 12) If the books are not returned immediately after the holiday the fine will be calculated from the due date till it is returned

IMR Campus, Behind D.I.C., N.H.6, Jalgaon - 425001 (Maharashtra) INDIA.

Phones : Office - (0257) 2251281, 2254914 Fax : 2251281 Mobile : 9423973215 Web Site : www.imr.kces.in Email : info@imr.ac.in



Khandesh College Education Society's

INSTITUTE OF MANAGEMENT & RESEARCH

**AFFILIATED TO NORTH MAHARASHTRA UNIVERSITY
RECOGNIZED BY ALL INDIA COUNCIL FOR
TECHNICAL EDUCATION (AICTE) MIN. OF HRD, NEW DELHI**

- 13) The book will be reissued if it is not in demand. Period of extension of books will be allowed one time only.
- 14) Fine will be charged for loss of books for the replacement of the same. Fine charged will be the printed price of the book or replacement of the same book
- 15) Eating or drinking food and tea, smoking and mobiles are strictly prohibited in the library premises
- 16) All cases of the infringement of above-mentioned rules will be reported to the director for appropriate action
- 17) Users/ Readers belonging should be kept on the rack
- 18) Every student must follow the library rules strictly

Library Maintenance Policy & Procedure

- The books and journals shall be examined for the purpose of removal, repair, or replacement at the end of each academic year
- Any book if in torn or damaged condition will be sent for repair and binding.
- The same criteria for selection will be used for the removal of books from the collection
- Books no longer useful to the Library's collection will be sold in old book exhibition and then disposed of.

Date :- 13/11/2017



Mr. Deepak Ghuge
Librarian

Dr. Shilpa Bendale
Director

IMR Campus, Behind D.I.C., N.H.6, Jalgaon - 425001 (Maharashtra) INDIA.

Phones : Office - (0257) 2251281, 2254914 Fax : 2251281 Mobile : 9423973215 Web Site : www.imr.kces.in Email : info@imr.ac.in