


## Library

### ❖ About the Library:

- Established in June 1965

### ❖ Library Staff:

Sr. No.	Name of the Faculty	Designation	Qualification	Email id	Photo
1.	Mr. R. S. Lawande	Librarian	B.Sc., M.A., M.Lib.,M.Phil, Ph.D.(Regd.)	<a href="mailto:raj.law235@gmail.com">raj.law235@gmail.com</a>	

### ❖ Library Committee:

Sr. No.	Name of the Teacher	Designation
1	Prin. Dr. K. P. Kakde	Chairperson
2	Dr. B. B. Nighot	Member
3	Mr. S. T. Shete	Member
4	Mr. N. R. Deokar	Member
5	Dr. A. B. Nikumbh	Member
6	Mr. S. S. Deokar	Member
7	Mr. D. S. Randhir	Member
8	Mr. Lawande R.S. (Librarian)	Secretary

### ❖ Special Features:

- Fully computerize
- Software through Book issuing
- Total Library Building Area 18000 Sq.ft.
- Separate Reading room Facility for boys and girls.
- Reading Room capacity for 200 students.
- Open access for all senior college Students.
- Special Services to Competitive and NET/SET Examinations.
- Internet Facility.
- List of Added books to the Library are Library are circulated to concern of Department of College.
- Departmental Library facilities.
- Catalogue of back Volumes of periodicals and Book available in the Library
- Newspaper cutting of the College and parent Institution and special accusations.

❖ **Collection:** As on October 2015

Sr. No.	Particular	Number of Copies
<b>1</b>	Books	
	PG	14906
	Senior Ref.	61870
	Senior Text	9827
	Junior	8624
	MCVC	847
<b>2</b>	Periodicals & Journals	97
<b>3</b>	Cassettes /C.D's/ Floppies	210
<b>4</b>	Bound Volume	539
<b>5</b>	Back Volumes	2732
<b>6</b>	News Papers	15
<b>7</b>	Non Print Document	128
<b>8</b>	Encyclopedia's	65

- Total Cost of Books: **Rs. 1,08,31,533=93**

❖ **Infrastructure:**

Sr. No.	Particular	Area
<b>1</b>	Total Library Area	18000 sq. ft.
<b>2</b>	Library Stack Room	7910 sq. ft.
<b>3</b>	Reading Room	8870 sq. ft.
<b>4</b>	Librarian Room	110 sq. ft.
<b>5</b>	Periodical Section	130 sq. ft.
<b>6</b>	Circulation Section	980 sq. ft.

❖ **Book Issue Days for Students:**

Sr. No.	Faculty	Day
<b>1</b>	Arts	Monday & Thursday
<b>2</b>	Science	Tuesday & Friday
<b>3</b>	Commerce, BBA & MCVC	Wednesday & Saturday

❖ **Library Fine Chart:**

Particular	Overdue by	Fine Per Day
<b>Circulation</b>	8 <sup>th</sup> Day Onwards	Rs.1/Day

- Collect the fine receipt from the library staff.
- The membership cards will be suspended if student overdue a book for more than 15 days.

❖ **Library Timings:**

Monday to Saturday: 08 am – 06 pm

Library is closed on Sunday & Public Holidays

❖ **Library Services:** Library provides following services-

- Book lending
- CAS
- Extended reading room availability
- Internet searching and printing
- Reference Services
- Identity Card Services
- Reprography Services
- Inter Library Lone Facility available with:
  1. Jaikar Library, SavitribaiPhule Pune University, Pune
  2. R.B.N.B. College Library, Shrirampur
  3. Malpani College Library, Sangamner
- Book Bank :

The 'Book-Bank Scheme' has been started since June 1974 to fulfill the genuine needs of the poor and needy students. The scheme is governed by the following rules:

  - a) Text books are lent for the complete academic year.
  - b) The student desirous to take advantage of the scheme has to pay only one fourth of the price of the set of books.
  - c) The amount paid is not refundable.
  - d) A new copy of the book or 1.5 time of its full price will be charged in case of loss of the book or damage to the books.
  - e) The students will have to fulfill the conditions of this scheme laid down by the college before a set of books is issued to him / her.

❖ **Membership:**

- 1) For College Teachers necessary documents are:
  - Appointment letter
  - Application form
- 2) For Students necessary documents are::
  - Admission Receipt
  - Application form
- 3) Application form for Membership is available at library

## ❖ **Rules:**

### **1) Library Membership:**

Library membership is allowed to the following members:

- All Students Admitted in College, Teachers.
- Management Authorities of Parent Institute.
- All M.Phil. /Ph.D. Research worker of SPPU, Pune and other universities also.
- General Reader as per rule.

### **2) Library Hours**

- Monday to Saturday from 8.00 a.m. to 6.00 p.m.
- Sunday and National Holiday closed

### **3) Identity Card**

- Every student member has necessary I Card.
- Without I Card Library Reading Material are not issued.
- Each member should show I Card to the Library authority at the entrance in the Library or circulation counter.
- I Card valid for the year only.
- In the event of I Card lost, the holder of this card must bring the notice to the Principal or Librarian

### **4) Book Circulation:**

- A book will be issued to a student only in exchange for one of his/her member account.
- The book is return to the Library on or before due date. If not return in due date he/she pay due charge.
- Journals publication, Dictionaries, bound volumes and such other documents cannot be issued on Library account or I-card except with the permission of the Library authority.
- For reading Room purpose book will be issued on I-card and this book will be return on the same day.
- Before leaving the counter a member shall satisfy himself as to whether the book lent to him is in sound condition and if not, he shall immediately bring the matter to the notice of the circular assistant. Otherwise at the time of the returning of the book, he/she is liable to be asked to pay the cost for purchase of new copy of the book.

### **5) In the Stack Room:**

- In the Stack room, no member will be allowed to take the bags or other similar material.
- Inside the Library and Reading Room, no member will be allows break the silence by talking or by action of any kind, eating food, sleep on the table etc.

- Do not damage to any fitting, furniture, books or other kindred reading material of the Library.
- Replace on the self any book or other reading material taken for use.

**6) General Rules:** Students using the College Library are required to observe the following rules:

- Library Membership Card essential for entry.
- Strict Silence must be observed.
- Eatables and water bottles not allowed.
- Cell phones must be switched off or fine will be charged.
- Listening to music with earphones is not allowed.
- Cleanliness and neatness must be maintained.
- No scribbling on tables/ chairs. Fine will be levied.
- Seats cannot be reserved by depositing belongings.
- A vacated seat can be retained for a maximum period of ten minutes only.
- No responsibility will be taken for any item left behind.

**N.B. Non-Observance of the above will result in debarment from the Library**