

## CIMDR LIBRARY

### About Us

The Library acts as a key resources and learning center of the institute to meet the information needs of more than 550 users. It plays a vital role in enhancing the academic and research growth, and overall development of the institute.

The Library is highly sophisticated with state-of-art facility. It provides online resources as well as digital resources. It has adopted ERP for integrated Library management including intuitional repositories. It is also providing remote log-in facility to access electronic resources 24×7 and ensures high network security.

Library offers membership to current students and faculty members adopted an open access system so as to facilitate users, to have easy access to the resources.

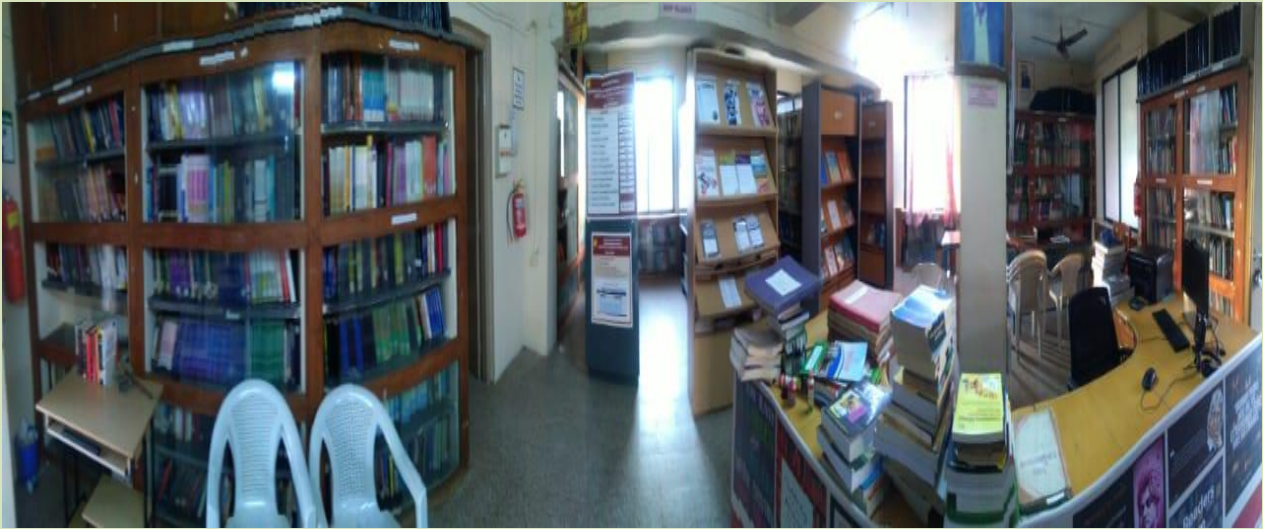
The Library is subscribing the membership of DELNET (New Delhi) and BRITISH COUNCIL Library Pune.

The Library offers basic services like Library membership, circulation, reading facility, reference service, referral service, photocopy service, and many value added service like, computerized information search, Current Awareness Service, Selective Dissemination of Information( On Demand Service), remote-login facility and conducts user education programme.

Library Timings: The Library is open 10:00 AM to 5:00 PM (Monday –Saturday)

**Library Web OPAC Link: [LIBMAN | Central Library \(mastersofterp.in\)](#)**





### **Library collection at a Glance as on 31/12/2020**

<b>Sr No</b>	<b>Particulars</b>	<b>Numbers</b>
1	Total No. of Books	<b>13981</b>
2	Total No. of Titles	<b>8340</b>
3	Total No. of Text Books	<b>590</b>
4	Total No. of Reference Books	<b>12957</b>
5	Total No. of Competitive Books	<b>172</b>
6	Total No. of Bound Volumes	<b>385</b>
7	Total No. of News Papers	<b>10</b>
8	Total No. of Journals/Periodicals	<b>33</b>
9	Total No. of CD's/DVD's	<b>635</b>
10	Total Cost of Books in Rupees	<b>42,05,800/-</b>

## **Brief Introduction**

One of the finest libraries in this region with collection of over 13981 books, 8340 titles and 33 subscriptions to peer-reviewed journals and magazines.

Technology enabled library - totally computerized using ERP software.

Using DDC (for classification) & AACR2 System (for cataloguing).

Members of the Network Resource Centers i.e. DELNET & BRITISH COUNCIL.

Separate Digital Library with 10 PCs for accessing databases.

E-Resources are available through ERP Software.

New arrivals are communicated through Library Web-Opac.

Seating capacity of the Centre for 50 Users.

## **Library Services**

### **1. Library provides following services to its users:**

- **Separate Notice Boards for displaying information about Entrance examinations, Competitive Examinations, Campus Interviews, etc.**
- **Reference services**
- **E-Resources under Delnet Membership & British Council Library Membership**
- **Newspaper Clipping services**
- **Current Awareness Services**
- **Open Access Services**
- **E-mail Services**
- **Providing previous University Examination question papers to the students and the faculty through ERP.**

### **2. The library provides following computerized services:**

- **Cataloguing and accessioning through software.**
- **Online circulation service of books with barcoding facility.**
- **Online books search facility through OPAC (in Campus through LAN)**
- **Online books search facility through Web-OPAC**
- **Online books issue/return facility through ERP software**
- **Report generation through ERP Software.**
- **Status and name of books / borrower.**
- **Statistics. Annual reports, stock Checking etc.**

### **3. Support facilities available in the library**

- **Library Automation Software with Online Public Access Catalogue**
- **Four computers.**
- **Broadband Internet facility for students and staff.**
- **Reprographic facility (in College Office) - One.**
- **News Paper Reading Section**
- **Separate Section for Research work and Research publication.**
- **Free access to the students in the library**

## Library Advisory Committee

1	Dr S S Metha	Chairman
2	Mrs Pratibha Deshmukh	Convener (MBA Department)
3	Mr S G Teli	Member (BCA Department)
4	Mr S A Patil	Member (BBA Department)
5	Mr S K Sarade	Secretary



- ❖ **Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library**
- ❖ **Use of sound equipments like cell phones etc. is strictly prohibited in the library and its environs**
- ❖ **Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table.**
- ❖ **No library equipment may be moved, modified or tampered with without permission from the librarian**

### **BORROWING PROCEDURE**

- ❖ **Borrowing period is strictly between 8:30 am and 02:00 pm**
- ❖ **A user must be a registered student in the current term to be able to use the library services**
- ❖ **All students must present their college ID before borrowing any library materials**
- ❖ **Library materials may not be removed from the library unless the library staff has properly issued them out**
- ❖ **Students are allowed to borrow a maximum of two books for a period of one week**
- ❖ **All borrowed materials must be returned on or before the due date**
- ❖ **Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students**
- ❖ **Students with overdue materials and overdue fines will not be allowed to use the library services**
- ❖ **All reserve materials must be returned at the specified time**

**The following materials can only be used within the library**



❖ **Reference books (i.e Encyclopedia, Dictionary, Research projects)**

❖ **Newspapers**

❖ **Journals and magazines**

### **DAMAGE/ LOSS OF LIBRARY MATERIALS**

❖ **All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing**

❖ **Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books**

❖ **Lost books must be reported to the librarian immediately and replaced or paid for within 30 days**

❖ **Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library**

### **OVERDUE CHARGES/ FINES**

❖ **General collection books** **Rs.3 per day**

❖ **Books not returned at the end of the term** **Rs.500 per book**

### **Book-Bank Facility**

**Only for SC category students: Two semester books (Set) issued to students for one year. Students will be submits all the set of books before the final semester exam of their respective classes.**

### **EXCLUSION FROM THE USE OF THE LIBRARY**

❖ **The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations**

- ❖ **The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users**

**Admission: The following people are allowed to use the library:**

- **All registered students of this college**

**Borrowing: All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.**

**Loan periods: The length of time that books may be borrowed is as follows:**

**Students: Two books for one week; renewable once**

**Library fines: Fines of Rs. 3/- per volume per day are charged for the late return of books with a regular two week loan period.**

**Damage and loss of library materials: Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs. Marking of books and other library materials will be regarded as damage.**

**NB: These rules and regulations are subject to review by the library committee from time to time**