



Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai

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LIBRARY MANUAL

Prepared by

Library Department

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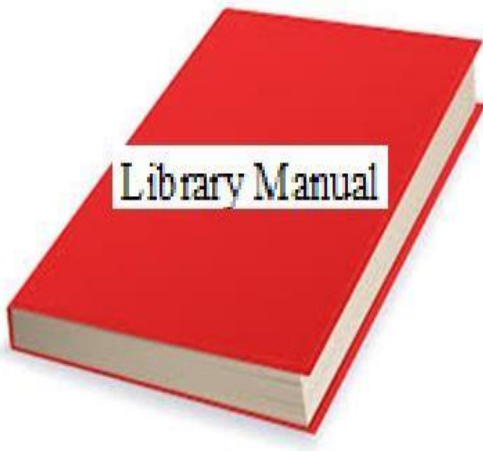
Website: <http://www.viva-technology.org/new/library/>

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What is Library Manual?



A library Manual is a source of information of a library, which comprises Library policies, Best practices, Services, facilities, Rules & Regulations, etc. which help to understand the Library's mission and vision towards the user's oriented services through its collection of books, other media, and specialized services.

1. Library Introduction



A library plays an important role in supporting the academic programs of the institute. It identifies, evaluates, procures, processes, and makes available learning resources to the faculties, students for their teaching, learning, and research purpose.

The manual touches upon all important functions of a Library and describes the clear policy of; various activities of the library, like collection development, facilitation of information services, and management of other academic and research support through specialized services, etc.

2. Library Committee

The Library Committee is the designated faculty advisory body for the development of policy-making and planning of the library.

Name of the Member	Designation
Dr. Arun Kumar	Principal & Chairman
Prof. Archana Ingle	Member (EXTC)
Prof. Bhushan Save	Member (Electrical)
Prof. Lissy Jose	Member (Civil)
Dr. Niyati Raut	Member (Mechanical)
Dr. Ashwini Save	Member (Computer)
Dr. Ajazul Haque	Member (FE)
Prof. Chandani Patel	Member (MCA)
Prof. Karishma Raut	Member (AIML)
Dr. Devshree Ugvekar	Librarian & Secretary

The nominated members shall hold the designation for two years respectively, and shall be eligible for reappointment. Duties and functions of the Library Committee:

- To frame general rules for the management of the Library
- To advise the Librarian regarding general library development
- To prepare the annual budget of the library
- To allocate funds, from the sanctioned annual budget of the library,
- To prepare Annual Report, Activities and achievements of the library
- To perform such other duties as may be assigned to it by the Academic Council.

3. Library support staff

The library support staff is involved in all library operations at all levels. They manage libraries and contribute very specialized expertise in some specific field.



Sr No	Staff	Designation	Responsibility
1	Dr. Devshree Ugvekar	Librarian & Information Head	Administration & Research Support
2	Mrs. Hemangi Goradkar	Assistant Librarian	Collection development & Technical Section
3	Mr. Ramesh Wangad	Peon	Technical Processing, Question Paper, Syllabus, Periodical section
4	Mr. Vaibhav Sawant	Peon	Circulation & Shelf arrangement, House Keeping

The Complete roles & responsibility of the library staff is decoded in the Standard Operating Procedure (SOP). Library staff must abide by their assigned duties.

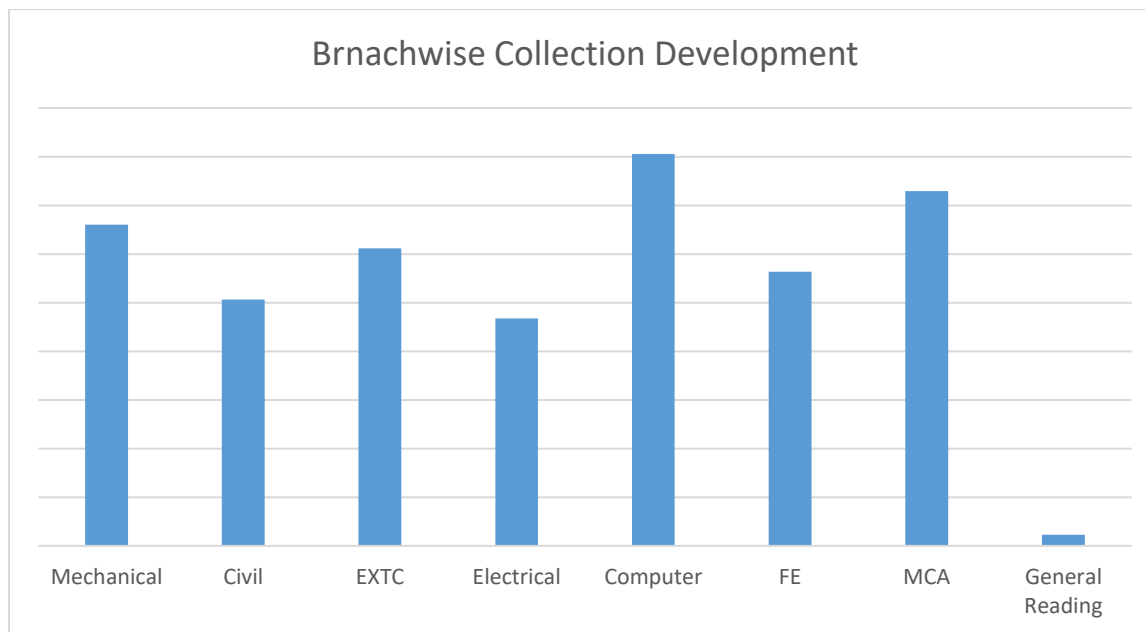
4. Library Budget

Library budget means the financial allocation to procure documents and provide access to Information Resources. The present annual library budget of the library has the following components:

- ✓ Library Fees from Students.
- ✓ Revenue generated by Library
- ✓ Development Fund

5. Library Collection development

At present, Institute Library has 2100+ books that cover Engineering specialization courses like Electrical, Electronics & Telecommunication, Mechanical, Civil, Computer, AIML, General Reading, and Aptitude Test for competitive exams.



6. Library Policies

Library Policy can simply defined as a guide to the operations and management of a library. It serves to maintain standards and avoid irregularities in library activities. It is used to measure the extent to which a library performs its functions and meets its objectives as well as its systems and services.

Following are the list of policies: Acquisition Policy, Circulation Policy, Inter-library Loan Policy, Weeding out Policy, Access to the Library Website and Digital Library Code of Conduct, Anti-plagiarism Policy.

6.1 Acquisition Policy And Procedure

The library staff conducts user study through regular observation, casual interaction, and by referring borrower's statistics, books on demand benefit the library to raise the books orders.

❖ Purchase and use of current titles, print:

The library follows the following methods for purchasing new titles or journals.

- The Library procures books as prescribed in the syllabus from time to time, and is approved by the University of Mumbai.
- The library procures the books, which are duly recommended by teachers and students through the 'Requisition Form'.
- The librarian crosscheck the availability of books and get the quotation from vendors, prepare comparison chart and submit to the purchasing approval committee.
- After receiving approval librarian prepares the purchase order and inform the vendors regarding the confirmation order, and purchases books as per requirement.

❖ Subscription of Journals / E-journals /Online Resources:

Print and Online journals are subscribed to meet the requirements of students and faculties for projects and research works.

Approval and Ordering:

- *Availability of funds:* ensure that requisite funds are available for the purchase of the item.
- *Performance of the book vendor:* response to the correspondence, speed of supply, adherence to the terms and conditions
- *Updating the panel of vendors* from time to time based on the performance of the vendor is a continuous activity and the best-performed vendors will received the confirm orders.

6.2 Circulation Policy

Circulation policy defines the loan rules when an item is checked out. It provides lending services and facilities for the return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk.

Membership:

The bonafide students and staff members automatically become a member of a VIVA library for borrowing reading materials. However, students and staff members have to collect their library cards from the library for any kind of transaction.

Loan privileges

Category	No of books allowed	Issued for
Faculty	10	Entire semester
Faculty Pursuing Higher Studies	Extra 10	15 Days
Non-teaching staff	2	7 Days
Degree Students	4	7 Days
M.E. Students	4	1 Month

Overdue charges:

The books issued to the library users against the library card have to be returned in time. A fine of Rs. 5 per day is charged for the period the book is kept after the due date.

Loss of books:

In case of any loss of a library book by the borrower, the book may be replaced with the same Title and Author. In case of the non-availability of books, the price of the book may be paid as per the library rules.

Fine Collection:

Collected fines are to be maintained in the fine receipt book and submitted to the accounts department quarterly for the annual accounting.

6.3 Inter-Library Loan Policy

An interlibrary loan is a transaction in which library material collection is made available by one library to another upon request and on mutual collaboration.

I. Purpose

The purpose of interlibrary loan services is to obtain library materials for our patrons that are not available in our Library for a constructive period.

II. Interlibrary Borrowing

A. The reader needs to request the title in writing. The participating library needs to submit the request in writing if the demanded collection is available in the Library then the collection will be shared on ILL.

B. Loan Materials

1. The following materials are usually available for interlibrary loan:
 - a. Books
 - b. Photocopies of periodical newspaper articles.
2. Most libraries will not ordinarily lend the following types of materials:
 - a. Rare or valuable material, including manuscripts
 - b. Bulky or fragile items that are difficult or expensive to ship
 - c. The material in high demand at the lending library (i.e. “best sellers,” recently published items, etc.)
 - d. Audio-visual materials

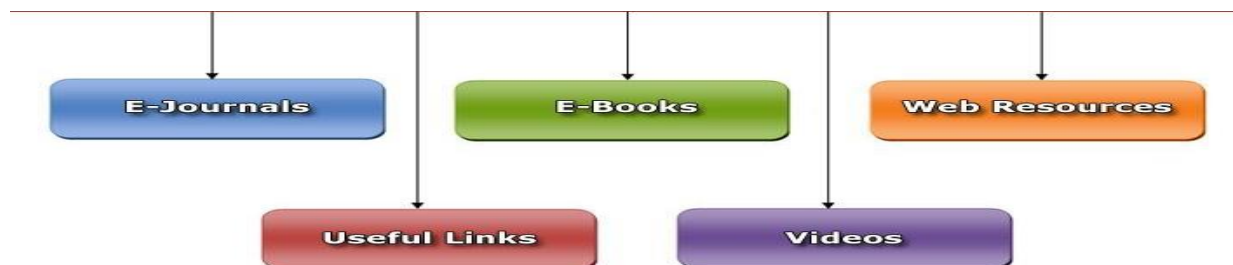
3. Borrower's Responsibilities

Each user is responsible for checking the collection available in the library before requesting it on an inter-library loan.

III. Loan Period

1. Maximum one month and further renewal on request.
2. No over dues charged.

6.4 Access To The Library Website & Digital Library Code Of Conduct



Electronic resources such as e-journals, e-databases, e-books, etc. are made available by the Library for academic use only. These resources can be searched, browsed and material may be downloaded and printed as a single copy of the article as is done in the case of printed library material. Downloading or printing a complete book or an entire issue or a volume of one or more journals (systematic downloading) is strictly prohibited. Please be aware that systematic downloading will cause the publisher to block the entire community of users @ VIVA Institute of Technology from accessing these resources.

Library Website is made available for the VIVA patron at <http://www.viva-technology.org/new/library/> . Patrons can access the digital library collection through their viva-technology.org domain id provided by the institute.

Digital Library: Acceptable Use and Code of Conduct

- ❖ Make an entry in the digital library register before accessing Digital Library
- ❖ Do not download movies or songs
- ❖ Do not remove lan cord, keyboard, and mouse from the computers
- ❖ Do not save any document on the digital library desktop
- ❖ Take care of your belongings
- ❖ The library will not be responsible for any data loss
- ❖ Please inform the library staff in case of any computers problem
- ❖ Please keep the digital library clean
- ❖ Maintain silence in the digital library
- ❖ Do not install any software without any prior permission from library staff

6.5 Weeding Out Policy

The weeding out of books / magazines is a continuous activity of the library staff. The books are usually discarded on the following grounds.

- ✓ Old edition
- ✓ Not in a good physical condition
- ✓ Out of syllabus

The library staff prepares a list of outdated books. This list is prepared department/ subject-wise and sent to the concerned department/faculty to go through the same and approval. After receiving final approval from Principal and library committee members, the discarding process shall be conducted by library staff.

Discarded books will be updated in the database and remarks with “W” will be made in the Accession Register.

The scrapped books or library materials are sold to the contractual vendor of the institute.

6.6 Anti - Plagiarism Policy

Plagiarism is not a new concept, it is driven for a long time when literature takes place in the form of manuscripts, and day by day it's become crucial due to the advancement of information and communication technology. Easy availability and accessibility of information, open access culture, and huge data at a single mouse click tempted users towards plagiarism. "Copy Paste" is the preeminent feature in the digital world making it the easiest way to plagiarize. To control over such misconduct activity UGC published a policy on **"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions in 2018"**.

Engineering institutes are dedicated to the experienced-based technical study, and hence it is required to publish a research-based paper to contribute to societal development. To promote academic integrity VIVA Institute of Technology developed an Institute-level Anti-Plagiarism policy under which various programs are conducted to create awareness and promote the research culture. The policy covers the indepth concept of plagiarism, their consequences and how to avoid it in simple manner.

Objective of the Policy

- ✓ Create awareness about ethical use of information,
- ✓ Teach and maintain academic integrity at professional level
- ✓ Set up a systematic mechanism to verify the content and ensure the document plagiarism free
- ✓ Follow the UGC regulation 2018 for the betterment of the research output

Description of a plagiarism

According to Oxford English Dictionary "The practice of taking someone's work or ideas and passing them off as one's own".

Merriam Webster Dictionary defines “The act of using another person’s words or ideas without giving credit to that person”.

In simple words, plagiarism is stealing someone’s ideas without attribution. Following several types of plagiarism considered by the researchers explains here to give you to deeply understanding and pay attention to academic misconduct.

What is considered as Plagiarism?

- Word-to-word plagiarism: used word as it is without changing any word.
- Paraphrasing: copy text and use a few words without changing the meaning of the sentence.
- Verbatim: copied the complete sentence as it is.
- Plagiarism of ideas: used other’s ideas and claims as their ideas
- Plagiarism of authorship: claimed for someone’s work as his/her work
- Failed to give acknowledgment
- Self-plagiarism: used own content and failed to mention
- Ghost-writing: paid for writing from outside

What if Plagiarise?

- It loses self-respect and reputation
- You limit your creative skills
- Huge loss in the manner of lower grade or fail loose degree, suspension of studies for a certain period, paper retraction
- It degrades the reputation of the institution
- It is unfair to the original author

- Negative effects on lifetime career endeavors

How to avoid it?

- Be attentive toward academic research work
- Plan academic / research work
- Use Citation Style Manuals
- Do not forget to cite
- Mention the quotes
- Use Reference Management Tools
- Access authentic information sources
- Use a plagiarism checker to rectify the content
- Developed academic and professional skills
- Ask for help from writing centers, research cells, reference librarians, subject mentors, and English and communication professors.
- Attend the Information Literacy Program organized by the institute
- Acknowledge all the help you get
- Study the expectations from institutions departments, professors, and publishers while doing academic work
- Read, understand, and follow “Academic Policies” declared by the institution.

Plagiarism Verification Service and Awareness Session

The Institute library has perpetual licensed access to Plagiarism Checker X software to verify the documents received for plagiarism detection. The patron of the institute needs to submit their document with the request application available on the library portal. Librarians generate

the report of the document through the plagiarism detection software and revert to the patron. The similarity index is permissible as per the UGC regulation 2018.

All the departments shall conduct a guidance session on Plagiarism Awareness / Academic Integrity / Academic Writing / Research Publication Ethics etc. in collaboration with the library.

The following resources were referred to prepare this document

- Pandit Deendayal Upadhyay Central University Library Haryana
<https://library.cuh.ac.in/plagiarism-policy/>
- Plagiarism Efforts to combat with it <https://slp.org.in/IJLINK/volumes/IJLINK-V2I1-8.pdf>
- The Hongkong Polytechnic University policy on “ Academic Integrity about Plagiarism and How to avoid it”
https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Plagiarism_Booklet.pdf

7. Library Services

The Library services/facilities include Circulation Service, Reference Service, Online Library Service, Recommendation of library material, Current Awareness Service (CAS), Inter Library Loan Service, Photocopying / Printing Service, Orientation and Information Sessions, Selective Dissemination of Information (SDI).

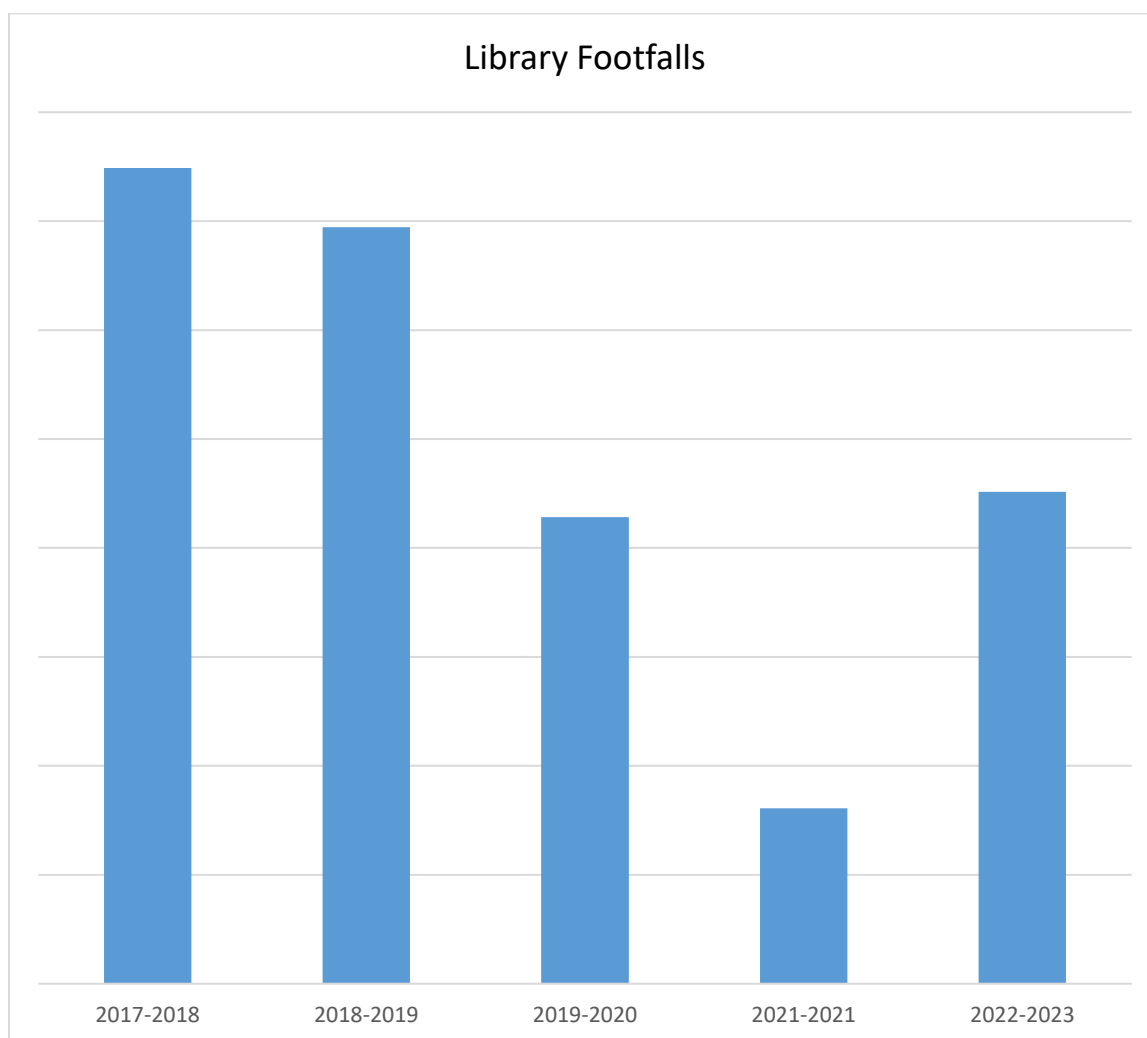
7.1 Library Working Hours & Library

- ✓ Monday to Friday: 8.30 to 4.30 p.m.
- ✓ Saturday, Sunday & Bank Holiday: Closed

7.2 Usage Statistics of the last five years

Library keeps the records of every footfall to measure the reach of library services and facilities. This record consists of library check-in, Issue/Return circulation statistics, Digital Library access, and Website access for e-resources.

2017-2018	2018-2019	2019-2020	2020-2021	2022-2023
37448	34724	21415	8047	22577



***Average no. of Library usage**

7.3 Library Orientation and Information Literacy Program

Every year an orientation and awareness program is conducted for the students regarding the library rules, its facilities, and services. Information literacy programs are conducted for students to make them more familiar with the library and increase the access of printed as well as offline or online library collection more efficiently.



7.4 Circulation of Books

Home lending service or circulation of books for home reading is a core of all library services. Books are circulated among faculty, non-teaching staff, students, and research students. The circulation section has been automated and uses barcode technology for quick service to the readers. The following privileges are provided.

Category	No of books allowed	Period
Faculty	10	Entire semester
Faculty Pursuing Higher Studies	Extra 10	15 Days
Non-teaching staff	2	7 Days
Degree Students	4	7 Days
M.E. Students	4	1 Month

7.5 Reference Service

The Library has a good number of reference books like Dictionaries, encyclopedias, Yearbooks, Handbooks, Books for Competitive Examinations, and many more. These reference books are consulted or referred to frequently by students and staff members. If the book is not available in the institute library, Reference service staff check the availability of collection with VIVA networking libraries, and if the required collection is available staff guide or make arrangements for the same for their users.

7.6 Current Awareness Service (CAS)

To create awareness among the readers about library activities, the library displays a cover of newly acquired books, a list of periodicals subscribed by the library, current contents of periodicals, and newspaper clippings about the college information. The CAS service circulated through the library account registered email id of patrons.

7.7 Inter-Library Loan (ILL)

Resource sharing is the fundamental practice behind the Inter-Library Loan service. This service was adopted for students and staff members. Books from the libraries of sister institutions can access on a request basis, as well as VIVA Degree College Library has an Institutional Membership of the British Council Library and American Resource Centre, Mumbai. Through VIVA library networking the staff can make available the documents to their user on request.

7.8 Selective Dissemination of Information (SDI)

Selective Dissemination of Information (SDI) is a specialized service to their users who are requested up-to-date information on their areas of research and interest. Users specify their information needs by using the SDI form & the library staff must quote the “information phrase” in their system so they can serve pinpointed & latest information to their users.

8 Library Facilities

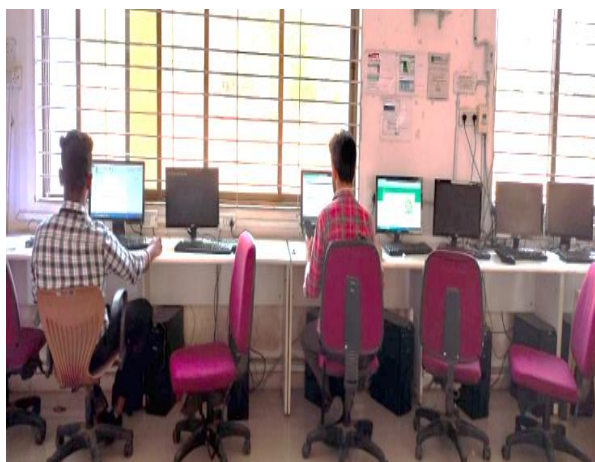
Library facilities means specific spaces and facilities provided by the library to their patron to make effective utilization for academic use.

8.1 Reading Room

The Reading Room facility has been provided to enhance the learning ability of the students. The Library Reading Room can accommodate 160 seating capacity of students and is available Monday to Friday 8.30 am to 4.30 pm.

8.2 Digital Library

There are 15 dedicated computers with 10 Mbps speed internet facility is provided for students and staff members. The library has an Institutional Membership of the National Digital Library (NDLI), and the library webpage redirects to well-known Open access journals, NPTEL videos, OpenCourseware of well-known institutes, etc. Digital Library's motto is to set up an ICT-based facility for users for accessing the information available on the internet for study and research purposes to complete assigned works.



8.3 Photocopying and Printing Service

Photocopy & Print out of documents is available in the library or college premises on request for staff members and students. Photocopy facility at reasonable rates available in the library.

8.4 Softcopies of Syllabus, Question Papers, and E-Resources

The syllabus and Question Papers are digitized and stored by the library for student reference. The links are provided on the Library Website <http://www.viva-technology.org/new/library/> and other e-resources for remote access. To access all the digitized stored collection patrons need to log in with their institutional email id.

8.5 WEB OPAC

Web OPAC is the Online Public Access Catalogue that allows users to check library collections using the Internet. Users search a library catalog principally to locate books and other material available at a library. https://vit.vivacollege.in/staff/book_search.aspx#

Search Book

BASIC

ADVANCED

Connect To: Viva Engg

Select Category:

Search By:

Book

Title

thermal engineering

Search

Refresh

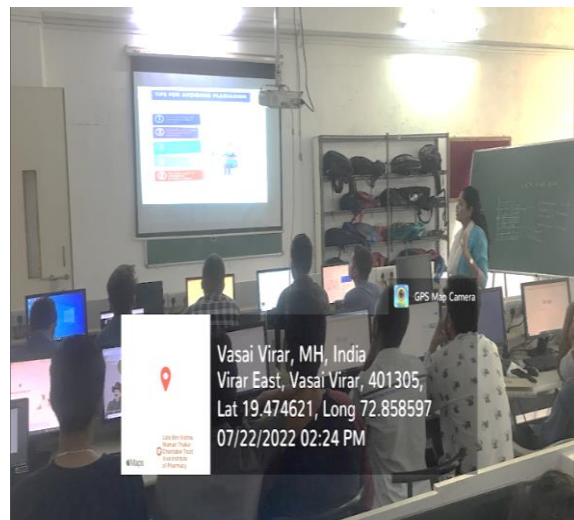
Book (11)

AUTHOR	TITLE	CALLNO	PUBLISHER	YEAR	KEYWORD	ISBN No.	LANGUAGE	Book Count	
Kothandaraman, C. P./DOMKUNDWAR, S.	COURSE IN THERMAL ENGINEERING		Dhanpat Rai PUBLICATION	2008	MECHANICAL, THERMAL ENGINEERING		ENGLISH	10	Details
KHURMI, R. S./GUPTA, J. K.	TEXT BOOK OF THERMAL ENGINEERING		S. CHAND AND COMPANY PVT. LTD.	2015	THERMAL ENGINEERING			10	Details
KHURMI, R. S.	TEXTBOOK OF THERMAL ENGINEERING	621.402/KHU/GUP	S. CHAND AND COMPANY PVT. LTD.	1978	THERMAL ENGINEERING		0	20	Details
Kumar, Ajoy/Sah, G. N.	THERMAL ENGINEERING		Narosa PUBLICATION	2010	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
RAJPUT, R. K.	THERMAL ENGINEERING		Laxmi PUBLICATIONS	2005	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
RAJPUT, R. K.	THERMAL ENGINEERING		Laxmi PUBLICATIONS	2010	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
Rajput, R. K.	THERMAL ENGINEERING		Laxmi PUBLICATIONS	1993	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
SOMASUNDARAM, S.L.	THERMAL ENGINEERING		New age international	2006	MECHANICAL, THERMAL		ENGLISH	16	Details

9 Best Features

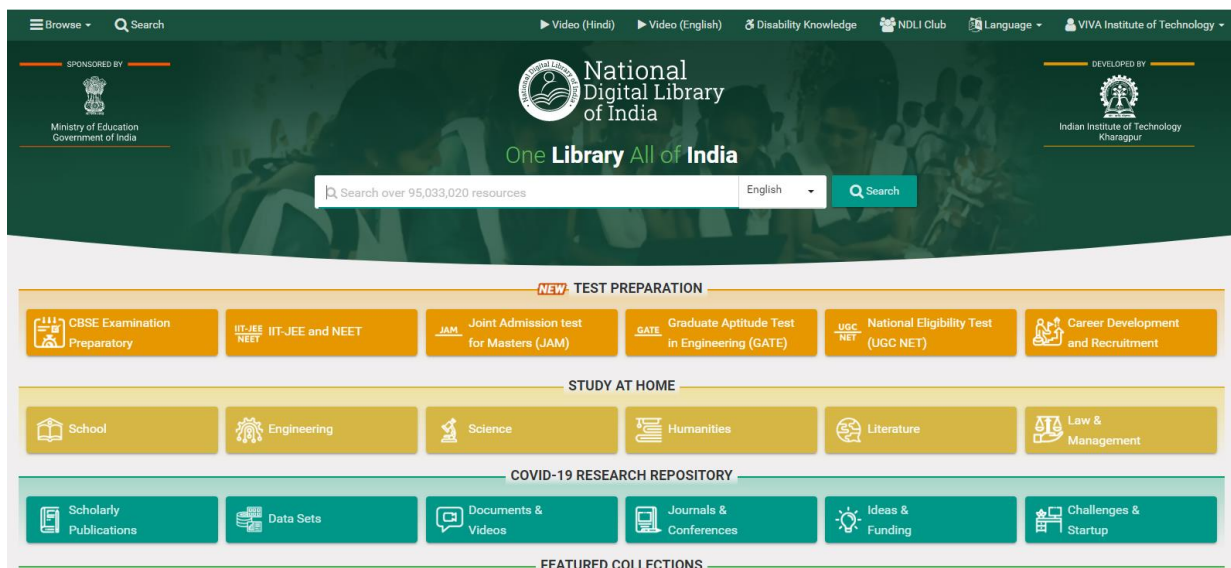
9.1 Academic Writing / Research Support & Information Training

An Engineering stream itself has a research base innovation practice. Every student/researcher must have a brief idea of information searching, repackaging skills, and various information sources for effective compilation and presentation of research for the betterment of society. The library designs a training pattern for students and trains them through hands-on sessions. According to the UGC Promotion of Academic Integrity draft, academic institutions should implement this practice to make them aware of the pros and cons of plagiarism practice. The library department covers all research-related topics, via-theory, and practical sessions, and it gets an immense response from all the departments of engineering. Till date 900 + students attend the sessions organized by the departments in collaboration with library and received positive response from the students. It seems significant rate of plagiarism reduction in their project and research publication with proper arrangement, citations, and list of references.



9.2 NDLI Membership and Club Activities at VIVA Institute of Technology

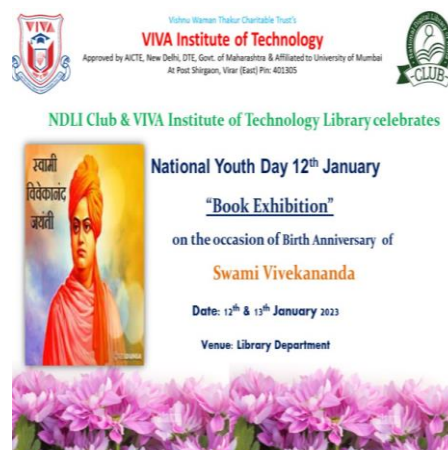
VIVA Institute of Technology is a proud member of the National Digital Library of India, developed by the Ministry of Education to provide 24X7 digital library access to the nation's users. The National Digital Library has numerous types of collections in multiple formats like PDF, HTML, and Video-Audio Material by IIT eminent experts from different fields. VIVA Institute of Technology Library NDLI Club has around 869 members registered for NDLI to explore collections and participate in events organized by NDLI.



<https://ndl.iitkgp.ac.in/>

ID: users@viva-technology.org

Password: users@123



9.3 Plagiarism Detection Service and Consultation

Library Department has licensed access to “**Plagiarism Checker X**” software to detect text similarity, and it received good responses from our institute as well as trusted community users. Following some Q&A

Q: What is Plagiarism Detection and Consultation?

A: Plagiarism Detection service is the service where manuscripts are scanned through plagiarism detection software to check text similarity. Similarly, Research Consultation is provided to rectify the PD report mistakes, such as Reference style and management, Citations, technical suggestions to improve the quality of research, and so on.

Q: Who can avail of this facility?

A: Anyone from the VIVA Trust community user can approach the library for PD service.

Q: How to avail of this facility?

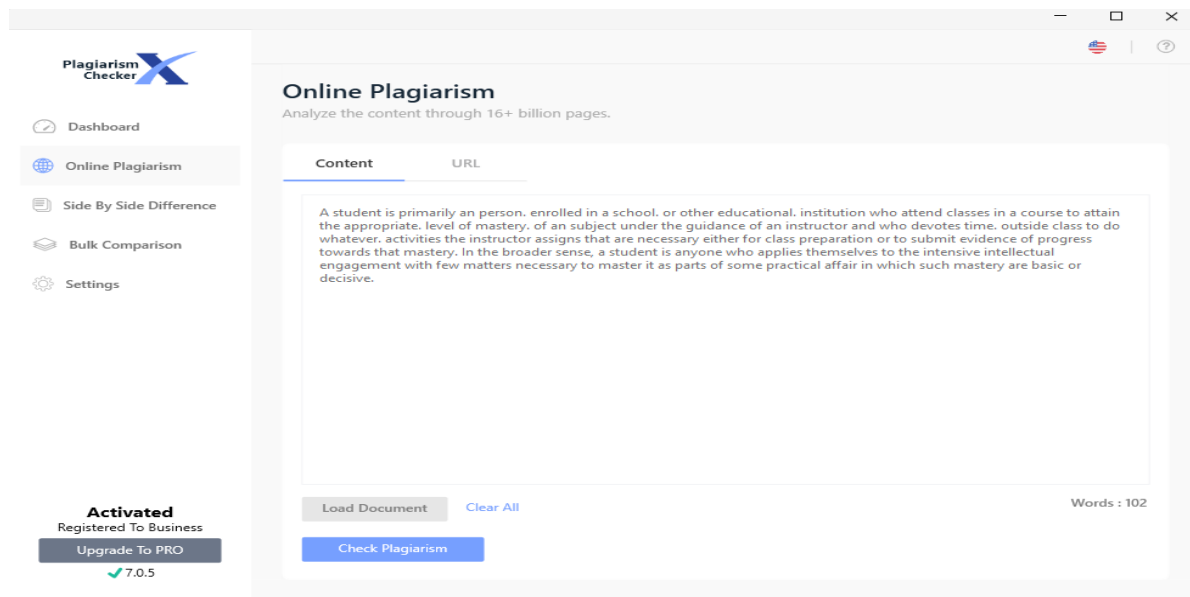
A: The user keeps ready their complete manuscript in MSWord or PDF file for similarity checking and sent a mail to library@viva-technology.org official email id.

Q: Time reserved for Plagiarism detection report?

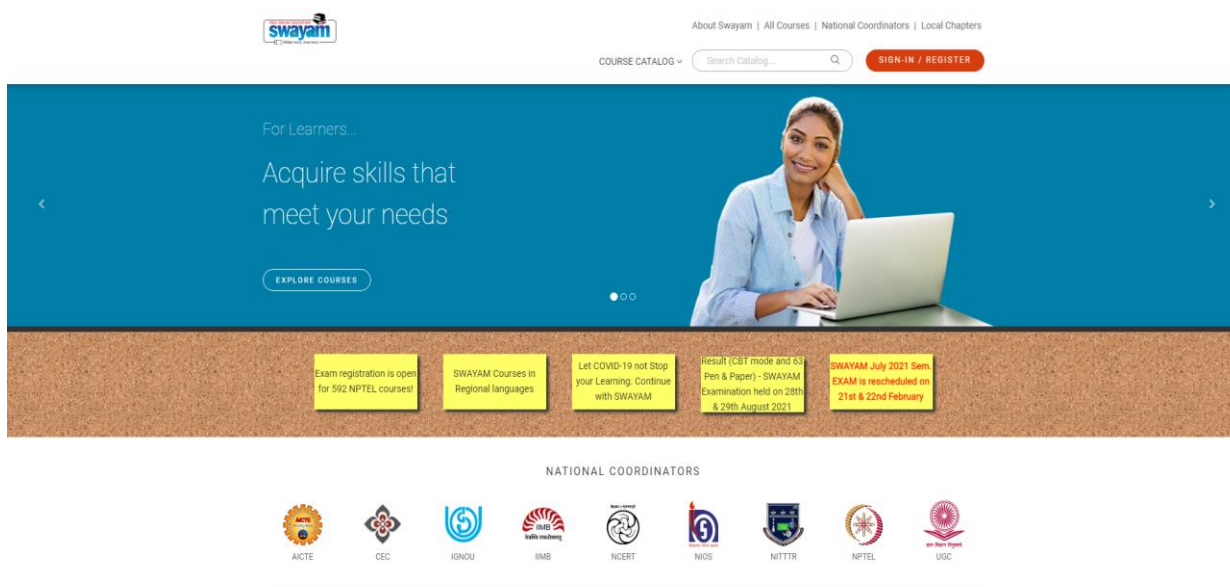
A: Usually, it will take one day or two days to generate a similarity report, depending upon the queue of PDS requests received from the patrons.

Q: PDS Report format?

A: PDS report format received to the users in a PDF format with similarity detection percentage as well as a detailed report of similarity found.



9.4 Web-based Resources



<https://swayam.gov.in/>



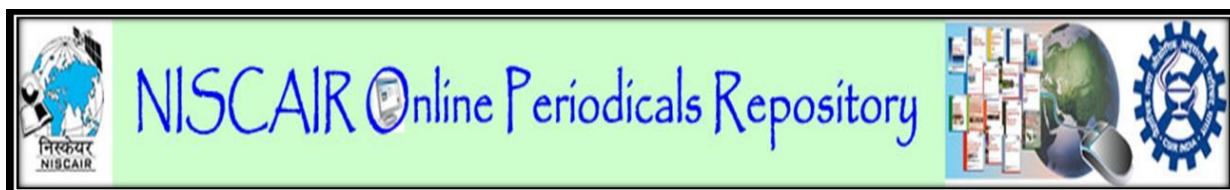
NPTEL provides E-learning through online Web and Video courses in Engineering, Science and humanities streams. The mission of NPTEL is to enhance the quality of Engineering education in the country by providing free online courseware.

Web Address: <http://nptel.ac.in/>



MIT Open CourseWare makes the materials used in the teaching of almost all of MIT's subjects available on the Web, free of charge. With more than 2,200 courses available, OCW is delivering on the promise of open sharing of knowledge.

Web Address: <http://ocw.mit.edu/index.htm>



NISCAIR Online Periodicals Repository (NOPR) captures, distributes and preserves digital research products. Here you can find articles, working papers, preprints, technical reports, conference papers and data sets in various digital formats. Content grows daily as new communities and collections are added to NISCAIR Online Periodicals Repository (NOPR).

Sub-collections within this group

- ❖ Natural Products Repository
- ❖ Popular Science Magazines
- ❖ Research Journals

Access full text articles from research journals published by CSIR-NISCAIR!

Web Address: <http://nopr.niscair.res.in/handle/123456789/1>

Open Access Journals Search Engine (OAJSE) Search for Articles in Open Access Journals

Journals Starting with : 1-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Subjects

A : Acoustics | Agriculture | Allergy and Immunology | Analytical Chemistry | Anatomy | Anesthesiology | Animal Sciences | Anthropology | Archaeology | Architecture | Arts | Astronomy
B : Biochemistry | Biology | Biotechnology | Botany | Business and Management
C : Cardiovascular | Chemical Engineering | Chemical Technology | Chemistry | Civil Engineering | Commerce | Computer Science | Construction | Cytology
D : Dentistry | Dermatology
E : Ecology | Economics | Education | Electrical and Nuclear Engineering | Electricity | Electronics | Environmental Engineering | Environmental Science | Environmental Technology | Ethnology
F : Forestry
G : Gastroenterology | Gender Studies | Genetics | Geography | Geology | Geophysics and Geomagnetism | Gynecology and Obstetrics
H : Heat | History | Hydraulic Engineering
I : Industrial Engineering | Inorganic Chemistry | Instrumentation | Internal Medicine
J :
K :
L : Languages and Literatures | Law | Library and Information Science | Linguistics
M : Manufactures | Mathematics | Mechanical Engineering | Media and Communication | Medicine | Microbiology | Migration | Military Science | Mining and Metallurgy | Multidisciplinary | Music
N : Neurology | Nuclear Physics | Nursing | Nutrition and Food Sciences
O : Oceanography | Oncology | Ophthalmology | Optics and Lights | Organic Chemistry | Otorhinolaryngology
P : Pathology | Pediatrics | Performing Arts | Pharmacy and Materia Medica | Philosophy | Physics | Physiology | Plant Sciences | Political Science | Psychiatry | Psychology | Public Health
Q : R : Religion **S :** Science | Social and Public Welfare | Social Sciences | Sociology | Sports Science | Statistics | Surgery
T : Technology | Therapeutics | Transportation **U :** Urology
V : Visual Arts **W : X :**
Y : Z : Zoology

Web address: <http://www.oajse.com/>

10 . Library Rules and Regulations

- All new comer students are requested to attend Orientation Program organized by the library, to understand services, facilities, rules & regulation of the library.
- Library staff followed the duty rules assigned by the institute, patrons are expected to follow library rules and avoid arguments / misbehaved with the Library staff.
- I-Card compulsory while entering in the library.
- All library users entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint.
- All readers are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings.
- Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Readers should not mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- Students are advised to bring their own Reading Cards while using the Library.
- Students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Students are advised not to issue Books to others on their names.
- Students requested to maintain silence, discipline and dignity of the library.
- Do not move arranged chairs from the digital as well as reading room facility.
- Mobile phones / Headphones / Bluetooth are strictly prohibited in the library premises.
- Beverages and Eatables are not allowed inside the library.

- No visitor or guest is permitted to use the Library without the prior permission of the Librarian.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- The Librarian reserves the right to call back any issued book/item at anytime.
- Books are issued to students for overnight on their Readers Card only.
- There will be a fine of Rs. 5.00 per day per book, if not returned on the due date.
- Delay in receiving or the loss of Library Card, a fine of Rs.100/- will be charged.

11. Future Projects

- Web Based Services
- Architectural Beauty
- Networking of Viva Libraries

SWOC Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">❖ Trained and Motivated Staff❖ Spacious Library❖ Very Good Collection with Diverse Subject❖ Activity based learning centre	<ul style="list-style-type: none">❖ Non-Awareness about Library Services among students
Opportunities	Challenges
<ul style="list-style-type: none">❖ Web based Services❖ Use of Technology for Resource Sharing and Consortia❖ Networking of VIVA Libraries	<ul style="list-style-type: none">❖ Adoption of Changing Technology❖ Changing Needs of Users❖ Information Overload / Big Data❖ Well design of Library

