

# LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

**ISO 9001:2015 CERTIFIED** 

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.

Tel. 91-22-2657 0986 / 892 Telefax: 91-22-2657 3181 Website: www.hiray.edu.in E-mail: director@hiray.org.in

	Policy Title: Library Policy						
1.	Administrative Policy Number (ARC/APN/08	(APN):	Functional Area:  Quality in functioning of Library				
2.	Brief Description of the Policy:	and Research	noting quality in Learning using library.				
3.	Policy Applies to:	*	, administrative and processes in the organization				
4.	Effective from the Date:	1 <sup>ST</sup> June, 2017.					
5.	Approved by:	Principal and I	Management				
6.	Responsible Authority	Library Comm	ittee Head				
7.	Superseding Authority	Principal and I	Management				
8.	Last Reviewed/ Updated:	7 <sup>th</sup> September	2021				
9.	Reason for the policy	Effective use of	f Library in Learning				
10.	References for the policy	UGC/ NAAC/	University/				



Library Policy: L.B.H.S.S.T's Institute of computer application

### 1.VISION

Late Bhausaheb Hiray S.S.Trust's Institute of Computer Application to serve the information needs of the staff and Students of LBHICA by providing access to information in all formats.

#### 2.MISSION

We support the mission of the college in inculcating the habit of lifelong Learning by acquiring and facilitating access to learning resources.

#### 3.OBJECTIVES

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To develop the habit of self-learning and lifelong learning.

# 4.LIBRARY COLLECTION DEVELOPMENT POLICY

- The library buys books and other learning materials which are adhere to the syllabus.
   Library also acquires reading materials of Information Technology which are useful for MCA students.
- Library will also buy printed periodicals and online database for accessing Scholarly content.
- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

#### **5.LIBRARY USAGE POLICY**

# LIBRARY RULES AND REGULATIONS FOR STUDENTS/STAFF

# LIBRARY RULES FOR STUDENTS

- 1. Students can borrow 2 book at a time for 8 days.
- 2. Student must return book to the library promptly when due failure in do so will result in a confiscation of Library card.
- 3. The books should be borrowed from/returned to the library personally and borrower should sign the book card. Transactions should not be carried out through any intermediary.

Library Policy: L.B.H.S.S.T's Institute of computer application

- 4. Reference books, and periodicals should be used in library only. Students should inform the library staff if they wish to take photocopy of these materials.
- 5. Library card is not transferable.
- 6. Use of mobile phones in the library is strictly prohibited.
- 7. Perfect Silence should be maintained in library.
- 8. Eatables are not allowed in the library.
- 9. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to the price of the book has to be paid.

# LIBRARY RULES FOR STAFF

- 1. Books will be issued for a period of one Semester and can be renewed once. Maximum number of books that can be borrowed is as follows:
- 2. Professor/Associate Professor- 4
- 3. Assistant Professor 4
- 4. Other non-teaching staff- 2
- 5. Books should be borrowed and returned from the library personally.
- 6. Transactions should not be carried out through an intermediary.
- 7. All the borrowed books should be returned on before the due date. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title.
- 8. Reference books will not be issued. They should be referred in the library only.
- 9. Personal belongings like bags, files etc. are now allowed in the library. It should be kept at the counter.
- 10. Mobile phones should be on the silent mode and talking on the mobile should is not allowed

### **6.VISITOR'S STATISTICS:**

1. The entry register of visitors (students and staff) maintained.

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# 7. PEST CONTROL:

- 1. Every attempt is made to keep the books and bookracks clean and tidy and free from dust by regular cleaning drives.
- 2. Four Treatment of Gold seal service (Cockroaches, Red & Black Ants, Silverfish etc.)

Prof. Vikram Patalbansi Dy. Director

Late Bhausaheb Hiray S. S. Trust's Institute of Computer Application President

Late Bhausaheb Hiray S. S. Trust's Institute of Computer Application



# LATE BHAUSAHEBHIRAY COLLEGE OF M.C.A. T.R.VENKATARAMAN LIBRARY

### LIBRARY IS OPEN ACESS FOR USER

# **LIBRARY COLLECTION**

Library has huge collection of Books, Text books, Periodicals, , Dictionaries, , Journals which is organised by DDC-23 classification system.

### **STACK AREAS**

- All Books are stacked in this section
- Books are classified by DDC 23nd edition and arranged subject wise
- All books are having barcode.

### **LIBRARY TIMING**

Monday to Saturday: 7.45 am to 4.45 pm

Library has equipped with Barcode, Scanner, Xerox, Camera's, AC, and Carpet

### **LIBRARY SERVICE FACILITIES**

- 1. Reference Service
- 2. Referral Service
- 3. Current Awareness Service
- 4. Reprography Service
- 5. Indexing Service
- 6. News Paper Service
- 7. Visitors need to submit their I-card and authority letter from their respective colleges at the counter.
- 8. The library can be used by them (visitors) only for reference.
- 9. Books will not be issued to visitors.



### **LIBRARY SOFTWARE:**

# **SYSTEM FOR LIBRARY AND INFORMATION MANAGEMENT:21**

Nature of automation (fully or partially):PARTIALLY

Version: 10.0.15063 build15063

**Year of Automation: 2009** 

The library operations are integrated the

# SYSTEM OF LIBRARY MANAGEMENT SOFTWARE (SLIM)

Library effectively uses the OPAC System which is the online public access catalogue which helps in connecting and exchanging information with a digital library system. Within campus. The software used is SLIM 21 for the purpose. Following is the Introduction of OPAC system, Information about the SLIM 21 software and it features. The abbreviation of SLIM is System for Library Information Management and 21 is version name. SLIM21 is integrated, multi-user, multi-tasking library information software for the Windows environment. SLIM21 helps you catalogue books, films, sound recordings, drawings, clippings, articles, reports, letters, pamphlets, serials publications i.e. all those things that contain information so vital to our organization. SLIM21 cataloguing adheres to popular international standards. Retrieval of the data is simple, fast and efficient. SLIM21 is designed and developed in modules to take care of complete functionality required for automating libraries.

LIBRARY is defined as a place in which books, manuscripts, recordings, films, or reference materials are kept for private or public uses. Typically, a library must be able to handle some housekeeping information such as acquisition, interlibrary loan, cataloging, circulation, serials management, statistical reports and references. A library management system software package is designed especially to handle such housekeeping tasks. A rapidly growing of information technology adds some features to library management system software packages such as features to handle digital media, e-book, e-journals, online public access catalog (OPAC), a feature to connect and exchange information with a digital library system.

### **DESCRIPTION OF SOFTWARÉ:**

Cataloguing is based on AACR2 (Anglo American Cataloguing Rules). You can catalogue Texts •Films cassettes •Audio / video •Maps •Slides •Articles •Books •any type of material: Standards •Software •Serial publications •Clippings •Drawings and many more. Descriptions of AACR2 areas / sub areas / other categories are available on-line. MARC fixed fields are provided. Data entry for a card is entirely menu driven. Rules of punctuation are programmed to give consistent and accurate cards. The cards are available in the standard 5" x 3" size. Analytical entries, 'See', 'See also' references and multiple catalogues are available. Unlimited number of added entries (access points) per card is allowed such as title, uniform title, main entry, multiple keywords, place of conference, etc. Any subject classification system such as UDC, DD, or CC etc. is permissible.

- Circulate with Zero Mouse Interaction
- Auto Front Desk Operations
- Schedule reminders with any frequency you desire
- Reusable and In Bulk Capabilities
- Member information



# INTEGRATED LIBRARY MANAGEMEMENT SYSTEM LIBRARY SYSTEM :SYSTEM FOR LIBRARY INFORMATION SYSTEM

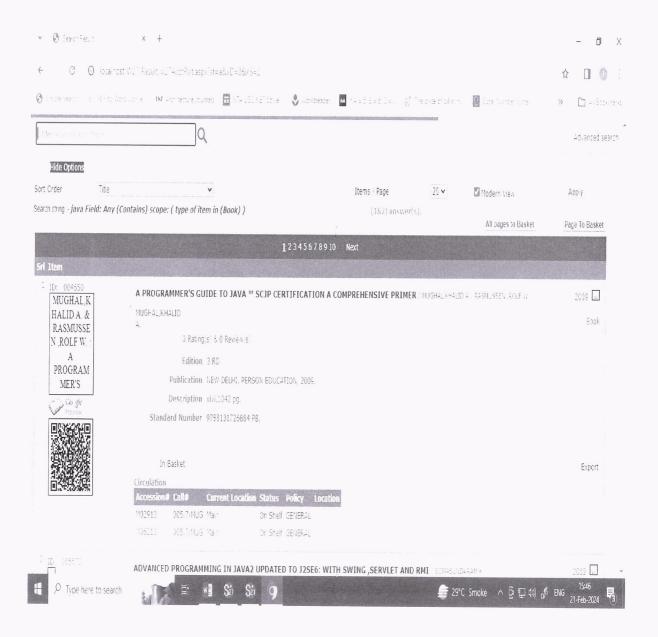


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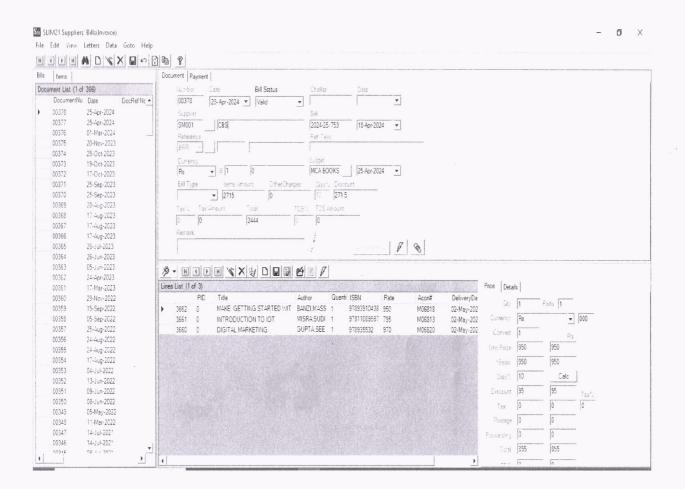
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# Online Public Access Catalogue for library users

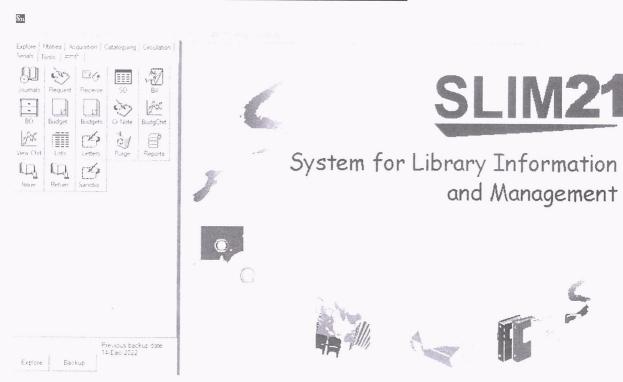


# **ACQUISITION MODULE**





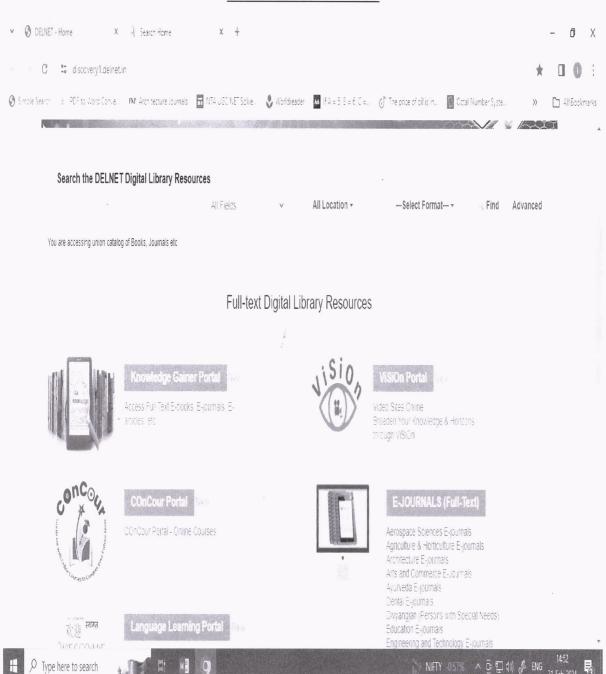
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- 2. DELNET
- 3. K-HUB
- 4. NDLI

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Computer Science(160)	Construction & Infrastructure (79)
Electrical and Electronic Engineering EEE(51)	Electronics & Communication Engineering(41)
Electrical and Nuclear Engineering (10)	Eydraulic Engineering (44)
General & Civil Engineering(115)	Manutacturing (25)
Industrial Engineering (46)	Mechanical Engineering (40)
Materials (36)	Mining and Metallurgy (20)
Military Sciences (23)	Transportation (35)
Technology (General) (65)	

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16.	CAAI Transactions on Intelligence Technology
17.	Cognitive Computation and Systems
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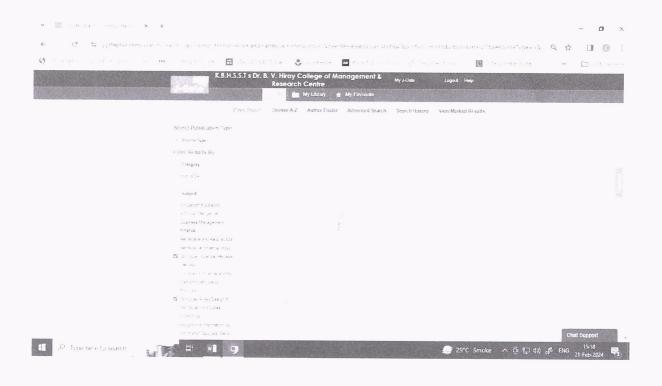
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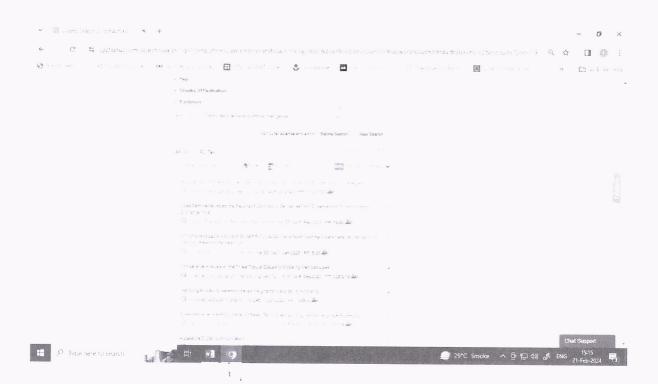




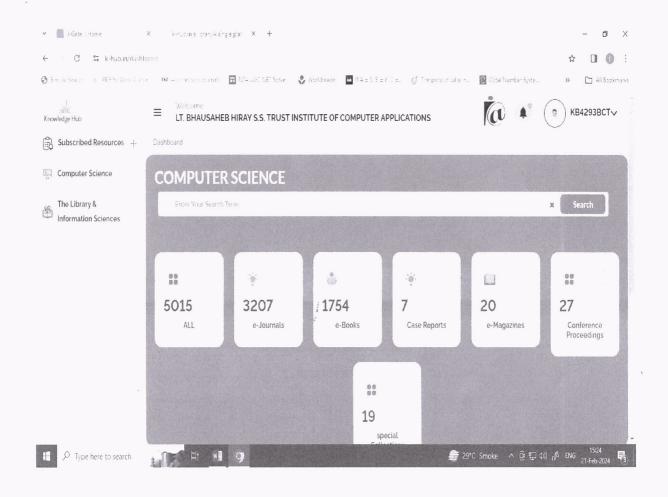


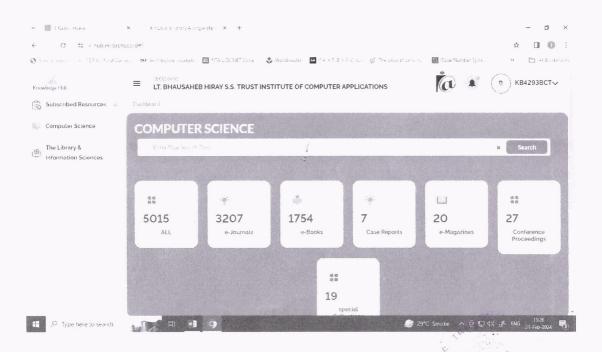
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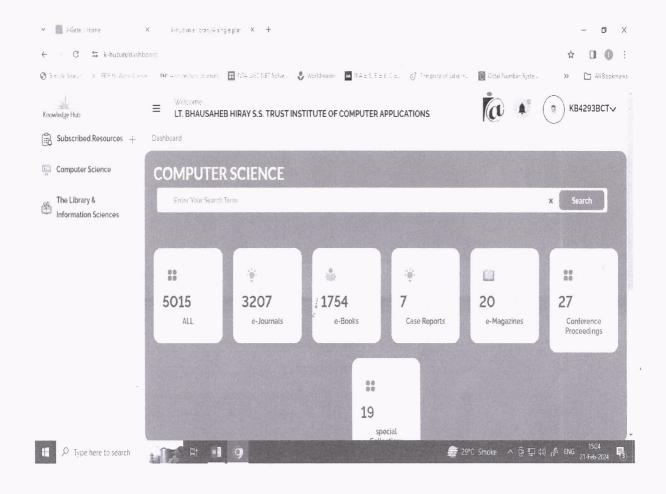
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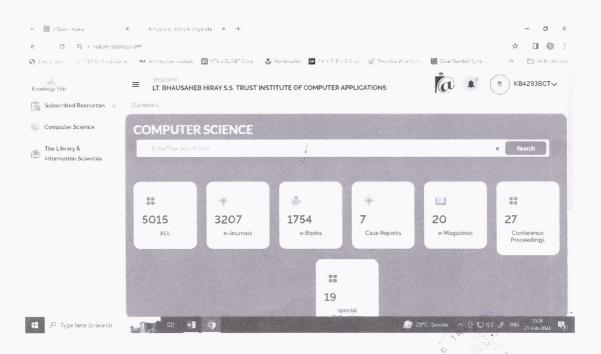






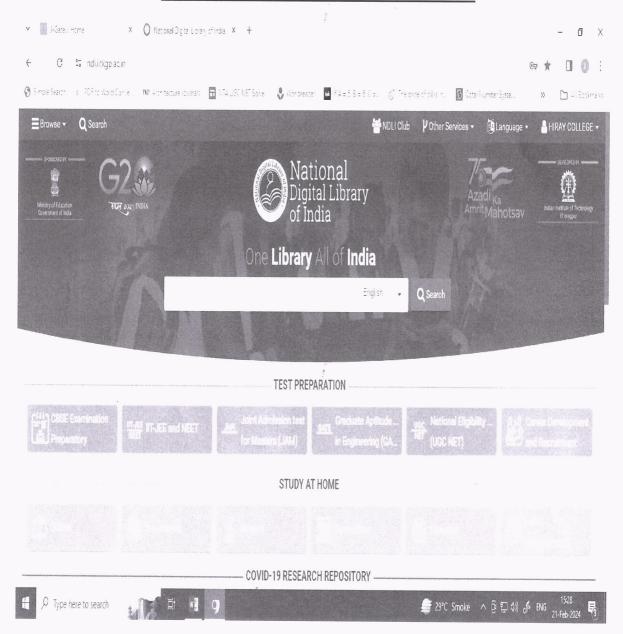
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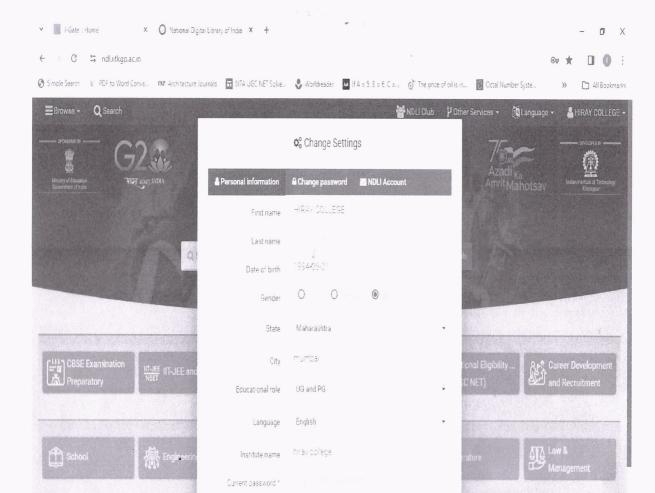






# NATIONAL DIGITAL LIBRARY





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# WEBINAR ONLINE REFERENCE MANAGEMENT TOOLS



LATE BHAUSAHEB HIRAY SMARANIKA SAMITI TRUST'S

# HIRAY GROUP OF INSTITUTES MUMBAI CAMPUS MALEGAON CAMPUS visit us on: www.hiray.edu.in

Register here: https://rb.gy/hyass2

Library at Hiray Group of Institutes invites you to join a webinar on

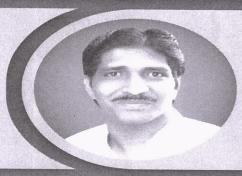
# Online Reference Management Tools

Reference management tool provides the following features:

- \* Automated creation of bibilographical entries or whole bibliography
- \* Add annotations, notes to documents.
- \* Style & accidental plagiarism check.

Date - 15TH OCTOBER, 2020.

Time - 11.15 am to 12.30 pm



# Speaker Dr. K. Praveen Kumar

Ph.D. Library & Information Science, Library & Information Officer, International Institute for Population Sciences, Specialized in Information Communication & Technology, 25 years Experience in Library Science.

# **Organizing Committee**

Ms Sulbha H.M. [Librarian] Email:

hirayslibrary2002@gmail.com hiraymbalibrary@gmail.com

Mr Bharat Jejurkar [Librarian] Email:

WEBINAR IN LOCKDOWN FROM LIBRARY

# LATE BHAUSAHEB HIRAY INSTITUTE OF COMPUTER APPLICATION

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