HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY
Coimbatore 641 032, Tamilnadu, India

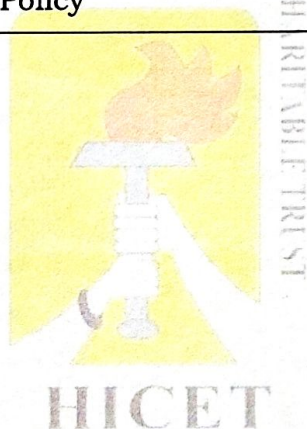Phone: 0422 4242424, website: www.hicet.ac.in

LIBRARY POLICY

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LIBRARY POLICY

1. VISION

To promote intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance.

2. MISSION

To provide excellent information resources, deliver quality services and facilities to meet the research, teaching and learning needs of the Institution.

3. OBJECTIVES

- The primary objective of a library is to provide the right information at the right time in the right form to its users.
- To maintain the standard and reputation of the college through excellence in library services.
- To meet the requirements of academic needs of UG / PG students, research scholars and staffs of the institution.
- To provide appropriate and comfortable ambience for the library users.
- Develop and maintain effective and efficient infrastructure to provide and deliver information services.
- Support and enhance teaching and learning processes by delivering and promoting the effective use of information resources.
- Provide an information rich environment that supports and encourages excellence for research scholars.
- To provide a well-organized collection of books, periodicals and electronic media, this meets the instructional needs of the students and faculty in

order to support the courses. To maintain a current and useful library collection reflecting the needs of all courses.

4. LIBRARY USAGE POLICY

- Library working time on all working days : 8 AM to 8 PM
- Complete silence is to be observed in the Library
- Members are required to deposit their bags / belongings at the property counter.
- Usage of mobile phones is totally prohibited inside the library.
- However they are advised not to leave valuable things outside the library.
- Users must scan their ID card in the system kept at the entrance while entry / exit to record their entry into the library.
- All books must be returned on or before the due date.
- 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 with overdue charges. If the book has ceased publication, then amount equal to thrice the price of the book has to be paid.
- If the book is not returned by the member, then triple cost of book will be collected from the concern member.
- The books are to be left on the reading table and not to be replaced in the shelves after reading or reference.

Maximum number of books that can be borrowed is as follows:

Users category	No of books	No of days
Students: Under Graduate Post Graduate/Research Scholars	 3 4	 15 15
Teaching Staff	7	One semester
Non-Teaching Staff	2	30

- The (final year) students should return the books to the library for obtaining No dues Certificate.
- Books should be borrowed and returned from the library personally
- Books returned after the due date will be charged an overdue charge of Rs. 1/- per day.
- Books may be returned on all working days. Absence from the institution shall not be an excuse for any delay in returning the books.
- Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted and it has to be replaced. If any Book or Journal is brought out of the library without proper entry, serious action will be taken.
- Underlining, scribbling and or tearing of pages or any other type of mutilation of books and journals etc.., mishandling or misuse of computers will be punishable.
- The library is under surveillance with the aid of video cameras.

5. LIBRARY COLLECTION DEVELOPMENT POLICY

- The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- 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.

6. LIBRARY INTERNET USAGE POLICY

- The Library follows the internet usage policy of the college. Use of VPN (Virtual Private Network), Proxy servers, and private firewalls, tunneling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library. Strict disciplinary action will be taken against those who engage in such activities.

- The library working hours are similar for students as well as teachers. Policies and practices regarding the use of resources and services are to support free and open access to information.

- The library provides internet connections for students and staff to engage in research and communication.

- Computers can only be used under the supervision of the Library staff.

- The library attempts to exhibit a physical environment which is conducive to learning for students, teachers and staff.

- The library organizes its resources and information in accordance with the relevant international standards.

7. LIBRARY COMMITTEE POLICY

- Recommends purchase of books and periodicals.

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