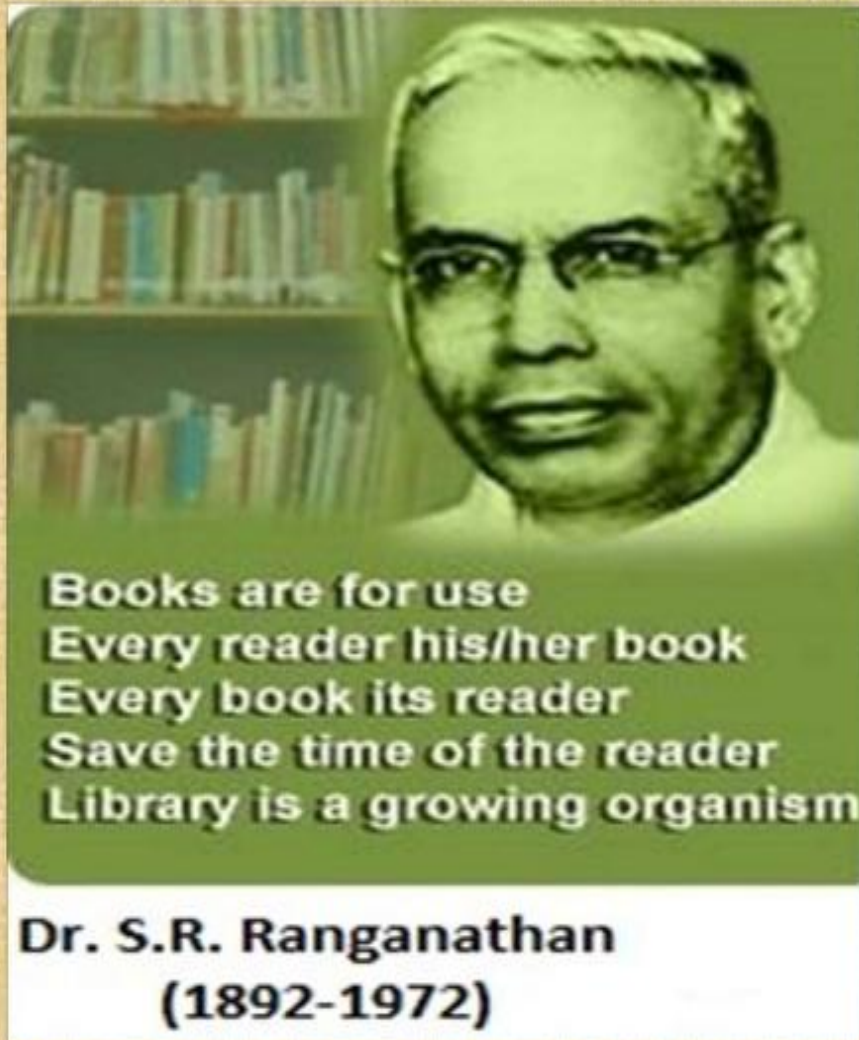


# CENTRAL LIBRARY

**FATHER OF LIBRARY SCIENCE**



Aryan Institute of Engineering and Technology has an excellent library for the benefit of students, faculties and researchers. The library has a large collection of books covering various branches of engineering and technology, Science and Humanities, Literature and its related fields.

The library is located in a separate building known as “CENTRAL LIBRARY”. It is equipped with reading halls with reference collections.

Total Area of the Library : 1980 sq. ft.

Total seating capacity : 100 sq. ft.

Total Nos. of Books : 15000

Total Nos. of Titles : 1400

Total Nos. of Books in Book Bank : 500

Total Nos. of e-journals : 02

Total Nos. of Printed journals : 22

Total Nos. of Magazines : 16

Total Types of News Papers per day : 8



- ❖ Internet Facility is available in Library.
- ❖ The Library details are computerized by **Aryan Intra** software.

**WORKING HOURS OF CENTRAL LIBRARY**

<b>MONDAY TO SATUR DAY</b>	9 A.M. TO 9 P.M.
<b>HOLIDAYS &amp; SUNDAYS</b>	9 A.M. TO 1 P.M.

The Central Library is closed during the declared holidays.

**CIRCULATION TIME**

<b>WEEK DAYS</b>	9 A.M. TO 5 P.M.
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## MEMBERSHIP

Membership is open to all the staff and students of AIET.

## MEMBERSHIP CATEGORY

CATEGORY	NO OF BOOKS ISSUED	DURATION
Teaching Staff	06	Full Semester
Student member	03	15 days

N.B.: Additional *two books* shall be issued to those students who secure SGPA of 8.0 and above on request.

## ISSUE AND RETURN OF BOOKS

- Books other than reference books will be issued to student member for a period of 15 days only.
- For teachers the loan period is one full semester.
- Reference books, Encyclopedias, Hand books, Dictionaries, Periodicals, Student Project Reports, Dissertations, Theses and Back volumes will not be issued and those are only for **REFERENCE PURPOSE.**
- For renewal, books have to be presented physically at the library counter.
- Members, before leaving the issue counter must verify whether the books are in good condition or not and damage if any should be reported to the Librarian failing which the student will be held responsible.
- Absence will not be accepted as an excuse for the delay in the return of books and it will be dealt according to the Library rules.
- Members are advised to return/renew the books on or before due date marked in the library card.
- A borrowed book should be returned on the due date, failing which a penalty of Rs.10/- will be collected as fine per day.



## **LOSS OF BOOKS**

- ❖ Loss of books if any should be reported to the library immediately and it should be replaced with a new copy along with a levy of overdue charges if any.
- ❖ In case the borrower is unable to replace the books that are cost, he/she will be levied a penalty three times the cost of the book plus overdue charges, if any.

## **GENERAL**

- ❖ All members should display their identity card preeminently and it should be produced at the time of the issue of book or using the library facilities.
- ❖ Personal books, g\files and other articles (except a small notebook or loose sheets of papers) are not allowed inside the library members have to deposit their personal belongings at the property counter near the entrance.
- ❖ Silence should be observed strictly inside the library.
- ❖ Use of cell phones inside the library is prohibited.
- ❖ Misbehavior in the library will lead to cancellation of membership and also lead to serious disciplinary action.
- ❖ Any marking and writing inside the book by the student is strictly prohibited. If any damage/markings is found, the member should replace the book.
- ❖ Not mentioning anything contained in these rules, the decision of the authorities of institute in all matters shall be final and finding.



## LIBRARY COMMITTEE

- ❖ Library has an **advisory committee** in the name of the library committee headed by the Chairman of the library committee.
- ❖ The library has **online e-journal** subscription for staff and students to access through **SPRINGER**.
- ❖ The library fully automated by “**KOHA**” software.

## SUPPORT PROVIDED BY THE LIBRARY STAFF

- ❖ Guidance is given to students who compete in various competitive exams, quiz, essay etc.
- ❖ Library takes the photocopies of the advertisements given in the newspaper, internet and displays it on the notice board that helps the students.
- ❖ **Current Awareness Service (CAS)**:-Newspapers clipping service to make them aware of what is happening in their concerned field.
- ❖ **New arrival display**: - This regular exercise helps the students and staff to know the books added in a particular subject in a particular year.

