



Rayat Shikshan Sansthas

**Dr. Babasaheb Ambedkar Mahavidyalya ,**

Aundh Pune -67.

**Chitale- Tulpule Library**

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## **Library Policy**

Library of Dr. Babsaheb Ambedkar Collge , Aundh Pune is known as Chitale-Tulpule Library. The Library is the “**Heart and Soul**” of the college and plays an important role for designing the career of students. This College has been keenly interested and devoted to develop its Library as a Learning Resource Centre.

Building of library is located at ground floor and reading room of library is located at basement floor with the 25 seating capacity Various reference books, encyclopedia, journals; periodicals are made available to users of library. The library also provides e-journals and e-books though N-list programme. The library is divided in various sections, Issue-Return section, Stacking Area, Spacious Reading Hall, Newspaper Section, Digital Library section, Photocopy section, Periodical section For the smooth functioning of library used the MKCL’s Libreria Software

## **Vision**

The vision of library is

*“To develop and enhance the capability of the library resources and services in meet the demands of the curricular, instructional, and research programs of the college”*

## **Objectives**

- To develop the quality library collection
- To develop the reading habits among library users



- To upgrade and develop the library with ICT enabled services.
- To provide user centric service

## Library Staff

| Sr. No. | Library Staff        | Designation       | Qualification         |
|---------|----------------------|-------------------|-----------------------|
| 01      | Mr. Badrinath Dhakne | Librarian         | M.L.I.Sc. M.Phil, NET |
| 02      | Mr. Dilip Paliwal    | Library attendant | B.A.                  |
| 03      | Mr. Anil Mate        | Library attendant | 9 <sup>th</sup>       |
| 04      | Mr. Rohan Kamble     | Library attendant | B.A.                  |

## Library Timings

- Monday to Saturday : 9.30 am to 5.00 pm
- During Vacation : 10.00 am to 5.00 pm
- Library Close on Sunday and Circulars of per Govt. of Maharashtra and SPPU.

## Library Services & Facilities

- Issue-Return of Books
- Reference Service
- Referral service
- Institutional Repository
- NLIST
- E-Books, E-Journals, E-databases
- Download and Printing Service
- Open Access to Staff and PG Students
- Information Deployment and Notification
- Reading Room Facility
- E-Library
- Inter Library Loan
- Online Public Access Catalogue (OPAC)
- Syllabi and Question Papers



## Library Membership Policy

Following person is eligible for membership of the Library

- A student who is admitted in the college.
- A teacher ( Regular, Full Time, Part Time, CHB, Contributory)
- A person who is in the management of college and Rayat Shikshan Sanstha, Satara.
- Administrative staff of the college
- Alumni of the college
- Any citizen from the society with the prescribed fees and deposit of the Rs. 500/- with the permission of the head of the institution.

## Collection Development Policy

- Collection development is collaborative work of all stakeholders of the library.
- Selection of reading material is driven by the need of teacher, students, researchers. Stakeholders demand the new reading material to the library.
- Library advisory committee allot the budget to the subjects and type of reading materials in its first annual meeting. Review of expenditure is done in every meeting of the library advisory committee.
- Selection of the reading materials is based on
  - Demand: demand of the reading material and copies of the required for text and reference books also.
  - Currency of the content
  - Adequacy off the current holding of the subject area
  - Availability of the resources
  - Cost
  - Type of material
- Based on the demand and available budget library purchases the books and reading materials.



## Book Issue Return Policy

- Student is eligible to barrow 2 books for one week , he/she can renew /extend the books for another one week depend on the availability and demand of the book he/she barrowed..
- Teacher is eligible to barrow the 20 books for one months. He/ She can renew /extend the book for another one week depend on the availability and demand of the book he/she barrowed.
- Alumni/Citizen is eligible to barrow 1 book for 15 days. Preference will be given to the student and teacher before issue to the Alumni/citizen.
- If the book /reading material is returned after the due date, Rs.1/- per day will be fined from the user.

## Library Reading Material Weed-out Policy

Weeding-out outdated collection is very necessary to keep library up-to-date, for space saving and to create space for the latest collection in the library.

- Head of the institute/Principal will form a committee consists of a faculty member from each specialization area, members of the library committee and the librarian.
- Library staff will assist the committee and the librarian in preparing the list of outdated books .
- Weed out committee prepare the list.
- Following reading materials are considered for weed-out.
  1. Books, which were torn off, whose pages were teared off, or which were mutilated Old syllabus text books
  2. Books which is not use in future if latest edition is available
  3. For subjects where new policies or rules changes every year e.g. taxation, old editions for more than two years will also be included in the list.



4. Areas like Computers/Information Technology all books related to obsolete technologies/software/hardware will also be included in the weed-out list after a gap of three years.
5. A book banned by the government ,court and any other authority.

- Committee members recommend weeding-out of the collection from the library to Library advisory committee.
- After the approval of Library Advisory Committee, List is send to Auditor and Secretary Rayat Shikshan Sanstha, Satara.
- Audit Committee verify physical availability of such books to avoid inclusion of books stolen from the library in this list Once audit committee is satisfied, Auditor approve the list.
- Approved list is put before the Managing Council of Rayat Shikshan Sanstha, Satara. Managaing Council discuss and approve or reject the weebout list of the books.
- After the approval of Managing council library update entries in the Accession Register and in library automation software mentioning reasons and date of weeding-out of any book.
- The weeded-out collection may either be donated to some other needy library or may be disposed as per the standard policy of the institute.

### Library Advisory Committee

Library Advisory committee is formed at the commencement of every academic year . Head of institution is the chairman and librarian is secretary of the library advisory committee. All heads of the departments are member of the committee. Principal can nominate any stakeholder as a member in advisory committee

### Library Advisory Committee (2022-23)

| Sr. No. | Name                   | Designation |
|---------|------------------------|-------------|
| 1       | Prin. Dr. Arun Andhale | Chairman    |
| 2       | Dr. Ramesh Randive     | Member      |



|    |                          |                        |
|----|--------------------------|------------------------|
| 3  | Dr. Prabhanajn Chavan    | Member                 |
| 4  | Dr. Bandopant Kamble     | Member                 |
| 5  | Dr. Rajendra Raskar      | Member                 |
| 6  | Mr. Sushilkaumar Gujar   | Member                 |
| 7  | Dr. Savita Patil         | Member                 |
| 8  | Mr. Santosh More         | Member                 |
| 9  | Mrs. Partiksha Shinde    | Member                 |
| 10 | Mr. Badrinath Dhakne     | Secretary              |
| 11 | Miss Megha Kamble (FYBA) | Student representative |



**Librarian**  
Dr. Babasaheb Ambedkar College,  
Aundh, Pune-411 007.



**PRINCIPAL**  
Dr. Babasaheb Ambedkar College,  
Aundh, Pune-67.