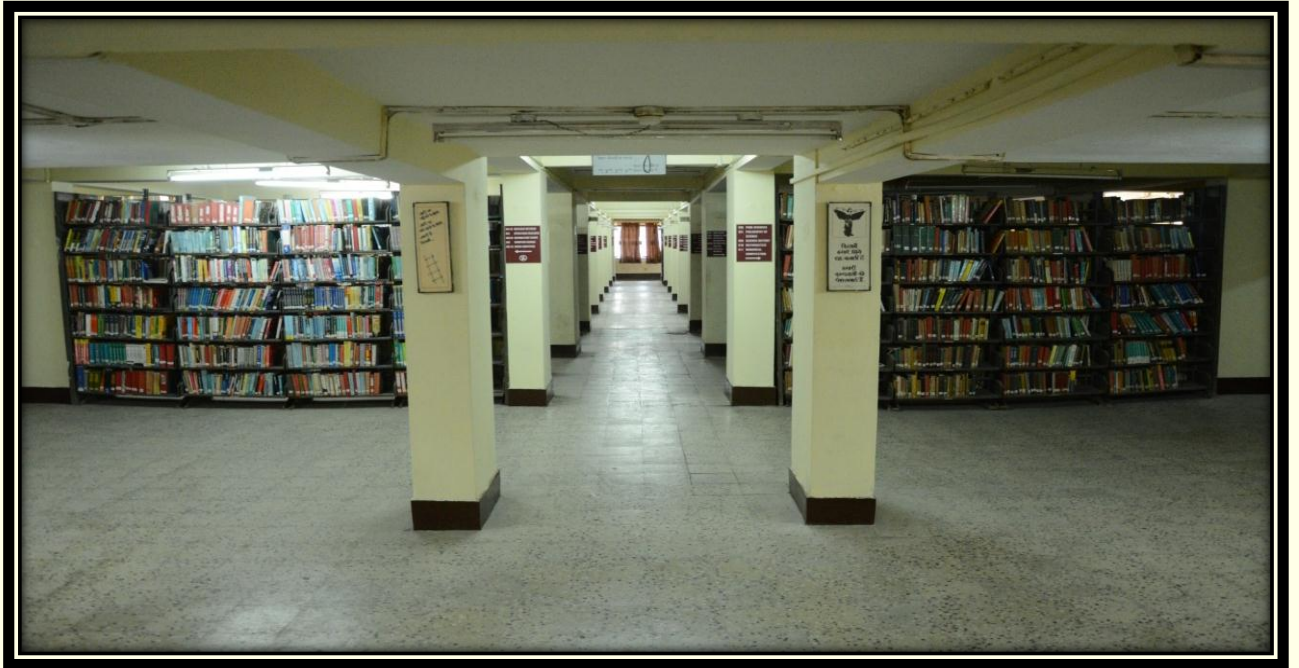# DEVI AHILYA VISHWAVIDYALAYA INDORE



# DAVV CENTRAL LIBRARY
# WELCOMES
# NAAC PEER TEAM

# DEVI AHILYA UNIVERSITY CENTRAL LIBRARY

# Library Profile

The Central Library has a sizeable collection of books and other reading material to meet the information needs of the members. The Central Library membership encompasses the UTD students, faculty members, college students, and teachers and the students appearing for the competitive examinations, and the general public of the Indore city. The Devi Ahilya University is the first university in Madhya Pradesh to start computerization of its activities and effectively coordinate with INFLIBNET and other national agencies to augment its resources. The University Central Library building is having a built up area of 30000 sq. feet to stack reading materials, reading halls, thesis collection, and periodical section.

## VISION

To address the curricular and information needs of the members of the University Teaching Departments, Students and teaching Faculty of the Affiliated Colleges of the university, Unemployed youth , who are preparing for Competitive Examinations, the General Public, who are interested in reading for the empowerment of the youth, by extending equal opportunity to all sections of the society, with increased thrust on  access  to information resources and individual commitment of its staff, for teaching-learning  resources and ethics.

## MISSION

To assist the university in producing world-class graduates and post graduates who have excellent analytical, communication skills, team-building spirit and ability to work in cross-cultural environment.

To produce researchers who can independently learn and have the ability to research and solve the problems with societalrelevance To support the faculty and students in pursuit of their information requirements byproviding traditional library and ICT Enabled services

## BASIC SERVICES

The library is open for the use of the members for Eleven Hours on all working days and for seven hours on all public holidays. However the hours are extended to twelve hours during the examination time. For the convenience of the users, the library has adopted the open access method.

## PRINT RESOURCES

The Central Library has a collection of 283083 volumes of books, bound volumes of periodicals, thesis and dissertations.  The Central Library added 58172volumes of books and other reading material after 2014. The Central Library has the special collection of Braille Books and CDS/DVDs for the use of the visually challenged students which is around 800 documents.

## SECURITY FOR LIBRARY MATERIALS

The university central library is the first library in the entire state to use RF Tags for its reading materials. The Radio Frequency Electronic Article Surveillance System has been installed in the university central library for better safety of the library holdings and to prevent the theft of books from the library. 16 Channel CCTV is also installed in the library.

## COMPUTERIZED ISSUE RETURN OF BOOKS

To facilitate faster issue and return of books and for easy tracing of the books issued all the books are bar coded, also the central library has issued **bar coded** membership cards and books are being issued through the library computers.

## DEVELOPMENT OF ELECTRONIC RESOURCES

To keep pace with the technological changes, the library has associated itself with INFLIBNET in implementing the UGC- INFONET programme for providing the access to electronic journals on intranet. At present 7417 paid scientific journals are being accessed by the members of the university. Free journal available through Inflibnet are also available on university website. Remote access of e-Journals are also possible.

## WIDER ACCESS TO RESOURCES ACROSS THE COUNTRY:

The central library is an institutional membership to many networks or databases to provide wider access to resources. The Library has got the membership for DELNET, through which considerable number of books required by the members are borrowed through Inter Library Loan.

## RESOURCES FOR THE VISUALLY HANDICAPPED:

Braille Books and Cassettes for the visually challenged students have been purchased in considerable numbers for the use of the visually challenged students. The university central library has procured as many Braille books and audio cassettes.

## ACCESS OF PLAGIARISM DETECTION SOFTWARE

Central library manage the plagiarism detection software "URKUND" provided by Inflibnet and provide access to Ph.D supervisor by providing password. The supervisor can himself check the similarity content of their scholars. Where the supervisors get difficulty central library helps in this regard.

# Hours of Operation

The library is kept open for throughout the year except for few Holidays.

## Working Hours

| Main Library | Weekdays | 09:00 am to 07:00 pm |
|---|---|---|
| Reading Room | Weekdays | 08.00 am to 08.00 pm |
| Main Library | Weekends and Holidays | 10:00 am to 05:00 pm |
| Reading Room | Weekends and Holidays | 08.00 am to 07.00 pm |

## Circulation Hours

| Weekdays | 10:00 am to 04:30 pm |
|---|---|
| Weekends and Holidays | No Circulation |

# Membership

- All the students, faculty members of the UTD and employees of the University are entitled for the membership of the library. Other than this membership the category given in the table are also eligible to get the Library membership.

Books and duration for borrowing varies accordingly to the category of the members as follows:

| Sl.No | Patron Category | Caution Money | Annual Renual | Checkouts Allowed | Loan Period | Fine Amount /day / Book Rs. |
|---|---|---|---|---|---|---|
| 1 | Regular / Self Finance Professor of UTD | 00/- | 00/- | 25 | Full Session | 00/- |
| 2 | Regular / Self Finance Associate / Assistant Professor of UTD | 00/- | 00/- | 15 | Full Session | 00/- |
| 3 | Regular / Self Finance Employee of Univ. | 00/- | 00/- | 1 | Full Session | 00/- |
| 4 | Contractual / Visiting Faculty of UTD | 1000/- | 00/- | 2 | 30 days | 2/- |
| 5 | Ph.D Scholar | 1000/- | 2000/- | 2 | 15 days | 2/- |
| 6 | UTD Regular Students and M.Phil Scholars | 1000/- | 300/- | 2 | 15 days | 2/- |
| 7 | Faculty of Govt. / Private College | 2000/- | 00/- | 2 | 30 days | 2/- |
| 8 | Other Students ** | 2000/- | 500/- | 1 | 15 days | 2/- |
| 9 | Other Students ** (Below Poverty Level) | 500/- | 40/- | 1 | 15 days | 2/- |

** Other students includes all the students of Govt. and Private College students and the students appearing for competitive exams considered as special members.

# Using the Library

## General Rules

- Strict silence should be maintained in the library
- All the students / scholars and outsiders entering the library shall keep their bags and other belongings at the entrance
- Only hand written notes, blank notebooks  and library books to be returned are allowed inside the library
- Do not leave any valuables at the check point
- Library is not responsible for any loss of personal belongings, whereas on demand library will allow you to see the cctv footage.
- Identity card is compulsory for getting access to the library. This should be presented in the electronic gate register during entry and exit, guards or library employee any time may ask you to show your identity card.
- Beverages and eatables are not allowed inside the library.
- Using Cell phones inside the library is strictly prohibited.
- No photographs of the library shall be taken without proper authorization.
- Demand and suggestion slips are available at the circulation desk for the users of library.
- Library user shall not engage in audible conversation in any part of the library.
- Books or other material taken from the stacks should not be re-shelved by the readers. Books should be left on the reading table after use.
- Deliberate tampering of RFID tags and unauthorized exit of books will invite severe penalty.
- **The librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or any other member.**

## Borrowing Rules

- The privilege of borrowing books from the library is restricted to members only.
- The members are provided bar coded identity cards.
- Identity cards must be produced for borrowing books. These cards are non transferable.
- The reader should check the books thoroughly for missing pages, chapters etc., while getting them issued.
- No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.
- Loss of Identity card should be reported immediately to the Librarian.
- Books issued will not be accepted back on the same day.
- Loss of book must be reported immediately. Late fee, if any, will be charged till the loss of book is reported.
- Books are re-issued / renewed only if there are no claims.
- Readers will be charged with fine for overdue loans @ Re.2/- per book per day; for those it is applicable.
- Reference books, Theses, CDs and loose issues / bound volumes of periodicals will not be issued, whereas on demand photocopy facility may be provided.

- Every user is requested to check the status of books outstanding against his/her name soon after a transaction in the counter.
- Discrepancy, if any, should be brought to the notice of the person in the counter immediately. Any complaint thereafter is not likely to be entertained

These rules and regulation are subject to revision / updation from time-to-time without assigning any reason.

# Library Collection

The Library has a rich collection of books, journals, non-book materials, backvolumes, reports, pamphlets reprints and e-resources in various subject discipline like Home science, Science, Humanities, Education, Business Administration Engineering and technology. The total collection of library as on 31st March 2018 is as follows:

| Library Collection | | | Data as on 31.06.2019 |
|---|---|---:|:---:|
| 1 | **Library Collection (Books)** | | **(Print + E-Resources)** |
| | Total no. of Books | 283083 | **443083** |
| | Total no of E-Books | 160000 | |
| 2 | **Library Collection (Theses)** | | **(Print)** |
| | Total no. of Ph.D. Theses | 6276 | **8166** |
| | Total no. of M.Phil. Dissertations | 1890 | |
| | **ThesesUploaded on Shodhganga** | | **(E-Theses)** |
| | Total no. of Ph.D. Theses(regularly increasing) | 1730 | **1730** |
| 3 | **Library Collections (Journals)** | | **(Print + E-Journals)** |
| | Total no of Journals  (Print) | 70 | **20879** |
| | Total no of Back Volumes of Journals (Print) | 13254 | |
| | Total no of Journals  via E-ShodhSindhu | 138 | |
| | Total no of E-Journals (Subscribed) | 7417 | |
| 4 | **Total Library Collections (Books +Theses + Journals)** | | **472128** |

User Data
- Average number of books issued/returned per day `          70/75
- Number of reference enquiries (users) on an average per month          85
- Average number of users who visited/documents consulted per  month          9840
- Compiling the information on number of Log- ins into the E-Library Services /E- documents delivered per  month.          7188

Record of how many users availed Library services for preparing for Civil Services and Defense Services examinations, NET, SET, GATE and other competitive Examinations? Give details category-wise.

**During the Year 2017-18**

**1160**

| | | |
|---|---|---|
| **Civil Services** | : | **189** |
| **Defense** | : | **131** |
| **NET** | : | **137** |
| **SLET** | : | **150** |
| **GATE** | : | **124** |
| **Bank Exam** | : | **429** |
| **Total** | : | **1160  (2018)** |

# Library Sections

Present details of infrastructural facilities in the Library

**Library Building Area** : **30000 Sq Ft Library (G+ 2 Floors)**

The various sections in the library are formed which ensures the users for easy and quick access to resources.

| S.N. | Facility | Floor |
|---|---|---|
| 1 | Stack Hall cum Main Reading Hall | Ground |
| 2 | Librarian Office | Ground |
| 3 | Circulation In charge Office | Ground |
| 4 | Payment Counter | Ground |
| 5 | Property Counter | Ground |
| 6 | RFID Security Gate | Ground |
| 7 | Circulation Counter | Ground |
| 8 | New Arrival Display | Ground |
| 9 | Online Public Access Calalogue (OPAC) / Computer Room | Ground |

| 10 | Center for Students with Special Needs | Ground |
|---|---|---|
| 11 | Catalogue Facility | Ground |
| 12 | Women Emergency Room | Ground |
| 13 | Electronic Thesis & Dissertation Lab  (Under Development) | Ground |
| 14 | Photocopy Service | Ground |
| 15 | Drinking Water | Ground, Second |
| 16 | Women Toilet | Ground, First, Second |
| 17 | Men Toilet | Ground, First, Second |
| 18 | Self Book Reading Room | First |
| 19 | Reference  Book Section | First, Second |
| 20 | Rare Books / Text Book Section | Second |
| 21 | Periodical /Magazine Section | Second |
| 22 | Back Volume Section | Ground |
| 23 | Thesis Section | First |
| 24 | Acquisition Section | First |

# Library Advisory and Purchase Committee (LAPC)

The library shall be managed and administered by a Library Advisory and Purchase Committee. The LAPC is responsible for the performance of its duties and the exercise of its powers. The function of the LAPC  is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

## Composition

Library Advisory and Purchase Committee consists of the following members

| S.No | Composition | Status |
|------|-------------|--------|
| 1 | Vice Chancellor  nominee | Chairman |
| 2 | Three Professors from UTDs  / Institute nominated by the Vice Chancellor | Member |
| 3 | Librarian | Member Secretary(ex-officio) |

The members of Library Committee, shall hold office for a period of one years, which may be extended for maximum three years.

## Frequency of Meeting

The committee shall meet at least two times in an academic year (April- March) or as required.

## Quorum

One-third of total membership in the committee shall form the quorum.

## Duties of Library Advisory & Purchase committee

- Advising in Planning and Organizing the Library;
- Recommending acquisition policy, Library budget and Library rules for approval and for the purchase of books, e- books, journals, and e-journals in departmental library and to central library;
- Suggesting for improvement of services;
- To suggest changes in the departmental Library with an aim to make it more user-friendly and academically useful.
- To monitor / evaluate, from time to time, trends and developments in information technologies, networking library automation, library cooperation etc. and to make recommendation for the adoption
- Evaluate the suggestions from the library users.
- Any other function as and when needed for the management of library.

## Meeting Notice

The Member Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee. Urgent meeting may be called on short notice.

## Minutes of the meeting

Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

# Staff

| S.N. | Name of the Faculty | Designation | Qualification | Email ID |
|---|---|---|---|---|
| 1 | Dr.AjayKumar(Prof) School of Phy. Edu. | Prof. Incharge Cen Library & SOLIB (Additional Charge) | Ph.D (Phy.Edu) | head.cl.dauniv@gmail.com 9302237716 |
| 2 | Dr. Tushar Banerjee (Lecturer), School of Life Sc. | Deputy Prof. Incharge Cen Library & SOLIB (Additional Charge) | Ph.D. (Life Sc.) | tushar.banerjee@gmail.com 9826725959 |
| 3 | Shri. Virendra Joshi | STA | M.A M.Lib | 9630791667 |
| 4 | Smt. Vineeta Parmar | Lib Asst. I | B.Lib | 9826947885 |
| 5 | Shri. Ram Singh Raghuvanshi | Lib Asst. I | M.Lib | 9926490022 |
| 6 | Shri. Siya Ram Atal | Lib Asst. I | M.Lib | 9755067835 |
| 7 | Shri. Rajendra Mishra | Lib.Asst. II | B.A. | 9827319844 |
| 8 | Shri. Shailendra Tiwari | Lib.Asst. II | B.A. | 9165007229 |
| 9 | Shri. Yogendra Jarolia | Counter Clerk | M.Com M.Lib | 9425351929 |
| 10 | Shri. Premlal Baiga | Book Lifter | B.Lib | 7697529269 |
| 11 | Shri Akansh Panjre | Book Lifter | 12th | 7415683001 |
| 12 | Shri. Dinesh Bhurlekar | Photo Copy Operator | BA | 8109644386 |
| 13 | Shri. Vinay Desai | Gardener | $8^{th}$ | 9926489944 |
| 14 | Smt. Kamla Gujar | Peon | $8^{th}$ | 9644166506 |
| 15 | Shri Ramchandra Baniya | Peon | $4^{th}$ | 9827444152 |
| 16 | Smt. Jyoti Bharti | Peon | BA | 96991823502 |

| 17 | Smt. Devvati Baiga | Peon | 12th | 7617373676 |
|----|--------------------|------|------|------------|
| 18 | Smt. Tara Bai | Peon | 5th | 9826684592 |
| 19 | Smt. S.Sarvan | Peon | 5th | N/A |
| 20 | Shri. Manish Verma Self Finance (SOLIB) | Peon | 11th | 8358990349 |
| 21 | Shri. Manish Chidavade | Sweeper | 10th | 7566445460 |
| 22 | Shri. Lokesh Kalyane | Sweeper | 5th | 9753327866 |
| 23 | Shri Subhash Waskle (Hourly Basis) | Computer Operator. | Diploma in Computer Sc. BE | 9752135687 |
| 24 | Shri Visual Korde (Hourly Basis) | Computer Operator | B.Com | 8103836715 |
| 25 | Shri Shubham Desai Out Sourcing(SOLIB) | Typist | 12th | 7869580036 |