

PIEMR LIBRARY OPERATING POLICIES AND PROCEDURES

Well designed and State of the art Information Resource Centre (Library) is located on the Ground floor of the College building. It has been systematically and steadily strengthened. The library operations and services are fully computerized Library Automation Software and a Bar Code based circulation system is in use. The PIEMR Library is equipped with 26,000+ Books and 4500+ Titles from top rated Indian and International Publishers including Wiley, Elsevier, Mcgraw Hill, Pearson, Cambridge University Press, New Age publication and different streams. Students can search books at Online Public Access Catalogue (OPAC). The PIEMR Library is also maintains a good collection of important educational resources on Engineering, Technology and Management.

The PIEMR Library also provides Book Bank facility wherein students can get the textbooks issued for the entire semester.

Vision

To become important knowledge resource of the PIEMR to complement teaching, learning, innovation, research & personality development*of students, faculty members & all stake holders.

Mission

- To make easily available resources of knowledge.
- To encourage readers to use of the library.
- To improve ease of access by implement of modern tools of adding new resources.

PIEMR LIBRARY COMMITTEE

For the best possible development of the library there is a separate committee constituted to follow keenly the development of the library.



Aslan



Prestige Institute of Engineering Management & Research, Indore

(Approved by AICTE New Delhi, DTE Govt. of M.P. and Affiliated to RGPV, Bhopal)

No. PIEMR/2018/

Date: 31.10.2018

Committee for Library

S.No.	Name	Designation	Department	Mobile No	Sign
1	Dr. Manoj Kumar Deshpande	Chairman	College administration	7869999230	
2	Prof. Raj Kamal	Adviser	CS	9229172366	<i>Raj Kamal</i>
3	Mr. Vijendra Langdi	Secretary	Library	9827244493	<i>Vijendra</i>
4	Mr. Umashankar Prasad	Coordinator	ME	8685878460	<i>U. Prasad</i>
5	Mr. Aditya Agrawal	Member	CE	9584686816	<i>Aditya</i>
6	Mr. Kapil Sharma	Member	CS	9713280130	<i>Kapil</i>
7	Mr. Akhilesh Kandariya	Member	EC	9981870675	<i>Akhilesh</i>
8	Mr. Dipesh Suryawanshi	Member	EE	7415394970	<i>Dipesh</i>
9	Mr. Mahesh Phonde	Member	EE	9713914636	<i>Mahesh</i>

[Signature]
Director



Distribution:

1. All Heads:

BE: Mech / Civil / CS / EC / Elect Engineering / ASH

Diploma: Mech / Civil Engineering

Prestige Adroit: Career Development/Training/Placement/Entrepreneurship Division

2. Registrar Office

3. Exam Section

4. Counseling Cell

5. Sport

6. Concerned Faculty Members

7. Director office - *[Signature]*

Circulation System

LIBRARY CARDS

1. Number of books to be issued will be as under:

Category	Type of card	No. of Books	Period of Issue
Students	Book Bank Card*	Five Per Card	End of Semester Exam.
	Borrowers Card**	One Per Card	15 Days
Faculty/Staff	Borrowers Card	Maximum Seven (02 Reference) (05 Issue Section)	Six Months From Date of Issue

*List of Books in book bank is finalized by concern department semester wise.

**Other than these 5 books of book bank facility three more books is given to every student on 15 days circulation basis.

Sections:

- OPAC
- Book Display
- Book Bank Section
- Reference Section
- Circulation Section
- Periodical Section
- Journals Section & Magazines Section
- Reprography Section

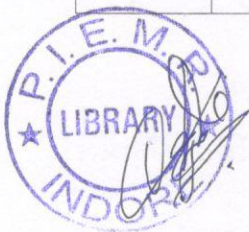
Facilities and Services

- Book Bank Facilities
- Reference Services
- Photocopy Services
- Classification (DDC)
- Online Public Access Catalogue (OPAC) Service
- E-Resource
- Previous Exam Question Papers
- Library Bulletin
- Listen to the students and try to solve it
- New Students Guidance and awareness during Counselling
- Visit Classes to inform to students about New Book and Journals
- Students are invited to give their suggestions from time to time.
- Safe and secure environment for users
- New arrivals Display



LIBRARY (PIEMR) AT A GLANCE

S. No.	Particular	Number
1	Total No. of Books (as per Acc. Register)	26,486
2	Total No. of Title available	4,762
3	Total cost of available Books (Approximately)	69,84,694
4	Total No. of Magazine	04
5	Total No. of Journals	60
6	Total No. of Newspapers	09
7	Total No. of CDs	749
8	Theses	05
9	Students Project Report	49
10	Bound Volumes of Periodicals	115
11	E journals Links	11
12	E Books	1250+
13	RGPV Consortium eLibrary	



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(Uma Shankar)