JB Institute of Technology

Library Policy

Regarding: Membership, Rules and procedures followed in the institute's library

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Library of an institute being one of the most important organ JB Institute of Technology recognizes the essential need of the library not only as a learning resource center but also as an information center for new and advance knowledge. JBIT is committed to provide all the resources, physical, digital and informative to the students and staff and also to other stakeholders. The resources and services are designed and updated to meet the specific needs of the members of the JBIT community.

The mission of the library is to achieve the dual goals to provide access to the information and to assure the up to date resources such as books, journals, magazines, old previous question paper of the universities and government notifications.

Membership, Rules and procedures followed in the institute's library

- All the regular students of the institute will be the members of library by default. In addition membership will also be opened for all teaching & non teaching staff of the institute and any other person associated with the institute or granted permission by the competent authorities.

- All the stakeholders who are interested to use the library services of the institute are required to leave all their belongings (bags, umbrella, printed books etc.) in the open racks near the entrance gate before entering in the library.

- Student is expected to posses with himself /herself the valid identity card of the institute to get entry in the library. Only notebooks, calculator and mobiles in silent mode are allowed to carry into the library.

- The Library Assistant at the entrance of library is authorized to examine everything including belongings that passes into and goes out of the Library. Unauthorized admission will not be allowed.

- Library is fully automatic and all kind of issue / return of books is fully computerized.

- The library timings will be observed from 09:30 AM to 05:00 PM similar to timings of the institute.

- Library cards will be issued to all the students of all the classes of the institute in the beginning of every session by the librarian.

- Only registered members of the library / institute as per norms stated above will only be entitled to avail the facility of transaction (borrowing/returning) of books.

- During Examination time, one copy of a personal book is allowed in the library (other than library documents) during library hours, that too be in the notice of library attendant.

- Open access system is followed in the library of the institute wherein the students are allowed to go directly to books' racks and select the required book of their choice for issue & reference.

- After selection of required book of his/her choice, the student has to move to the issue counter with his/her library card to get the book issue. No reference book will be issued to any stakeholder.

- Reference books / periodicals like journals bound volumes and magazines, project works of old students etc. are to be referred within the library premises and will not be available for issuing.

- The student will be completely responsible for the book/s borrowed and are advised not to borrow damaged or with torn/missing pages book/s and are further advised that he/she must ensure about the book before borrowing.

- Similar procedure is followed during return of the book/s at the library counter. The returned book will be entered in the computer.

- A fix number of books i.e. 04 are being issued to each student for a maximum of 15 days at first instance. He/she may get them reissued within that time period.

- The book/s may be reissued if the same will not be in demand and reissue will only be done after the physical presentation of the book/s.

- Book bank facility is maintained in the library for the benefit of all students of first year of all the classes of the institute that all the books required by the newly admitted student for all the courses to be studied by these students will be provided by the institute's library for the whole academic session to be returnable after completion of their first year.

- Faculty members may keep 03 books for maximum 30 days and all other staff of the institute can keep 02 books for maximum 30 days.

- Students are advised not to issue books to others against their names. This is illegal and students may be liable for disciplinary action.

- In case the book/s are lost / damaged or not returned by any stakeholder, the concerned will have to replace the same with the latest edition of the new book/s, otherwise he/she will have to pay double the printed cost of that book/s checked by the library staff from the record.

- If the book lost / damaged is one of the volume of a set the member will have to compensate for the cost of the whole set or replace with new one complete set. Photocopies / old books will not be accepted as replacement.

- An overdue charge of Rs.02- per day / per book for the overdue books issued from the library will be charged from the students after the permissible time limit. "No Dues"- certification will be cleared from the library only after the library dues are fully paid up upon completion of the program.

- Books removed from the book shelves of the library by any stakeholder, if not required for reference, should be kept on the book trolley or on the table nearest to the shelves. Please do not try to shelve them yourself.

- Beverages, eatables, drinking, smoking and usage of cell phones are strictly prohibited inside the library.

- All the stakeholders using the library should not deface, mark, cut, mutilate or damage library resources.

- All library users are required to maintain a dignified silence in the library and avoid disturb others present in the library.

- The theft of Library resources like books, journals, magazines etc. will be viewed very seriously and the concerned will be liable for disciplinary action by the authorities may be in the form of loss of library membership / fine or both.

- Library of the institute provides the e-learning resources in the form of digital library for the staff and the students. This facility includes the use of 12 computers place in a separates region of the library provided with a speed net and asses of e-books & e-journals for the academic purposes throughout the working hours of the library.

- Our digital library has been member of paid e-resource books and periodicals in addition to a large no. of about 1600 free e-book facility.

- Online chatting, playing of games and browsing of social networking sites are strictly prohibited and for defaulters, disciplinary action may be initiated.

- Changing the settings, user ID, and unplugging the desktop etc. of the computers are not permitted and may be considered as punishable offence.

- The Reprographic facility is also available in the library and all the students of the institute are permitted to that Xerox copies by Xerox machine placed in the library by paying a nominal amount /payment.