



College Code : 70

# ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES :: RAJAMPET (AUTONOMOUS)

Approved by AICTE, New Delhi. Affiliated to Jawaharlal Nehru Technological University Anantapur

Accredited by NAAC, with 'A' Grade

Recognized by UGC, New Delhi under sections 2(f) & 12(B) as per UGC act 1956. Institutional Member of ISTE

## **LIBRARY POLICIES:-**

### **Books Purchase Policy:-**

At the commencement of fresh semester, we invite indent forms containing new titles, no. of volumes required to cater the needs of students, research scholars and faculty members. All the collected indents are consolidated and same be sent to the Principal for approval. Once it's approved, the list shall be sent to the booksellers we place an order.

### **Bill Payments:-**

When the books are received from the booksellers, they are verified with the order and provisionally accessed and entered into the accession register. Then the bills after deducting discount offered will be sent to the account section for payment. Within one month, bills will be settled.

### **Book Issues:-**

Books in collection are issued to the users of Central Library with the policy of three books to B.Tech, MCA and MBA students, four books to M.Tech students and eight books to faculty members.

### **Book Returns:-**

Students should return the library books within 14 days after borrowing them. In case of necessity, they can renew them for a period of 14 more days. Beyond that, overdue charges are collected from the students 0.50 paise per a day.

### **Loss of Books:-**

If members lose the books that they borrowed from the library, they have to replace it with a new one, otherwise they have to pay double price of the book cost.

### **Binding of Books:-**

Damaged books are collected from the stock once in a year and submitted to the Principal for approval for binding works. After getting approval from the Principal the same are sent to local binders.

  
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