



Sandip Foundation's
Sandip Institute of Engineering & Management
At Post : Mahiravani, Trimbak Road, Nashik – 422 213

Library Collection Maintenance & Utilization

Maintenance of Library Collections:-

Library collection includes maintenance and organizations of books, Cleaning, pest control and Processing of New Items labeling, Bar-coding, enter the details in Accession register as well as in software etc. The Library collections are arranged according to subject wise using the Dewey decimal classification. All collections are continuously and organized in such a manner that one copy of each title is available in the reference section; other copies are placed in the self-service loans section (stack section).

Utilization

Users are divided into the following categories which is proposed in the following table-

Category of Membership	No. of Books	Duration (days)
Faculty & Non teaching staff	10	One Semester
Student FE (through Book Bank)	08	One Semester
Student FE	02	07 Days
Student SE,TE	03	07 Days
Student BE	04	07 Days

Renewal of Books:-

If the books are not demanded by other users, keeping period could be renewed.