



Know Your Library



To understand the library policies, this document will be helpful for the Students & Staff members in using the library facilities at their best

Working Hours

9:00 am to 5:30 pm

Working Days

Monday to Saturday. (Except On College Holidays)

Using the library

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Access and privileges

Who can access library

- Students
- Faculty/Staff

All the above can access the library at working hours and are strictly expected to display the Id cards while entering the library at the entry

Suspended Privileges

For Students

Students borrowing privileges are blocked when students are not registered for the current semester/ found misconduct /for not paying library General fees/other fees before due date

For Faculty/Staff

When the previous books which were taken are not returned/renewed.

Borrowing privileges can be blocked for several reasons including unpaid bills, failure to respond, Fee dues etc.

Borrower responsibilities

Keep your email address up to date

Library notices are sent via email (pydah+), so you need an active email address listed in your library account.

Don't lend out your ID card

Do not let other people use your library card .Borrowing privileges are not transferable and are subject to withdrawal if abused. You're responsible for everything checked out in your name.

Handle library materials carefully

Exercise utmost care while handling library materials. If you damage an item, you'll need to pay for its repair or replacement. Fines are assessed according to the severity of the damage. Do not attempt repairs yourself.

Respond to overdue and recall notices

You'll receive a recall notice when a library or another borrower needs an item you've checked out. You must return the recalled item by the due date on the notice.

Return Books when on extended absence

If you are going to take leave for more than a week, you are expected to return all library items or arrange for them to be returned by someone else if they are recalled.

Respect the library and other patrons

Libraries and the library staff are facilitator and are committed to provide an environment suitable for reading, study, and activities in support of campus research and instructional programs. Maintaining a pleasant and productive environment required so that all individuals can conduct themselves thoughtfully and responsibly.

Library conduct

Ringling cell phones are not acceptable. Cell phones must be switched to silent mode.

Laptops or tablets are permitted only on prior approval from librarian. No other electronic gadgets are permitted.

Water, Food and other beverages are not permitted.

Refrain from any disruptive activity, loud or excessive talking, or behavior that distracts or intimidates other patrons and staff.

- Do not occupy library space in an inappropriate manner, such as napping or loitering.
- Do not use library computers to view, violent images, or other offensive visual materials.

Search Books

Books can be searched easily with the help of the digital library systems connected in college network and can access the ez library software by using the following userid, password for verifying the book's availability/author availability /Quantity

Reserved/Reference Books

Reserve books/ items are divided into two categories

- a. Library owned
- b. Instructed owned

Library owned

On the request of faculty/instructor a copy is made available at library as a reference book and it cannot be allowed for borrowing purpose.

Instructor owned

These books are allowed only for the faculty /instructor as short time lending, who is dealing the subject for the current year.

Borrow

1. What do I need to borrow a book?

For new students/staff:

On receipt of prescribed application form by the librarian he/she will be accepted to utilize the library services

For existing students/staff:

On displaying valid ID card he can utilize the services

2. **At what time can I borrow a book?** On all working days
3. **How many day can I borrow a book?** Each book can be borrowed for a period of 7 days
4. **What is the late fee after crossing due date for a borrowed book?** Rs. 5/- per day will be charged per book
5. **How many books can I borrow?** 2 Books
6. **Can my friend use my library account to borrow a book?** No
7. **Reference books can be issued?** No
8. **Can we allowed to carry our own materials/notes for reading purpose in library?** No

Renew

Library Books/ items may be renewed multiple times, but once the limit is reached, the items must return before it can be checked out again.

Books may be renewed in any of two ways: In person, via email

In person:

In person you can visit circulation desk and confirm your renewal and get the renewed due dates.

Via email:

Email the librarian, requesting the renewal. Include the students/staff identification/ Pin No and accession No for the items you wish to renew.

On receipt of renewal continuation only the request will be considered. In other case the student/staff all liable to pay the overdue fee.

Blocked from renewing:

- Books on demand or on reserved category cannot be renewed.
- Books requested by another user to be held (reserved) cannot be renewed
- Books recalled from you cannot be renewed

Return

All borrowers are responsible for books checked out under their names until the Books/ items have been returned.

In person, the borrower should submit their pending before the due date at circulation desk.

Hold/Reserve

When the Books/items you want is already checked out to another borrower, you can place a hold or Reserve by logging in to the online form or you may also reserve in person by placing a request at circulation desk.

Hold /Reserve presents the current borrower from reserving the items but does not charge the original due date.

If there are multiple requests for single Book/items the request are hoped in the order received and In both cases will email you when the items are returned, and you will have 3 days to pick it up.

Recall

On urgency librarian may ask the borrower to return the book to the library.

Lost items

- Report lost items immediately to the librarian. Replacement charges vary by Book to Book. But typically include a replacement fee and a non refundable fee.
- Replacement fee will be charged from the user as per the existing book cost.
- Non refundable fee will be charged Rs.100/- per book.
- The overdue fee may also charged be till date it is reported.
- The books which are not available in market and demand important will be charged three times the book as both replacement fee.

Replacing an item yourself:

Librarian may accept an exact replacement of lost items. Librarian will determine whether or not to accept a replacement items.

Replacement items must have the same rule as the lost book same format and be in an unused condition.

And the Non refundable fee will be charged Rs.100/- per book

Connect from off campus

- If you have a web login ID can login into the library no due.
- See a list of items checked out to you, and their due dates.
- View your outstanding late fees
- Search the required & available book
- See the past history of books used

Unidentified Book

If you can't find an Book/Item on the shelf and search no due doesn't indicate that the items is checked out, ask for help at circulation desk.

If the items/books are found: You will be notified in 3 days via email from the date of receipt of your complaint

If the items/books are not found: within a week if you didn't receive any communication from librarian, you can log a complaint to principal through email notifying the acquittance register or through a drop box.

Suggest a Purchase

“We routinely order all titles published and recommended by the University /State board. Please be sure that we don't have the title in our library before you suggest us”.

Either through following [link](#) or at circulation desk you can directly submit your suggestion form or fill the annexure- 1 attached and drop it in the feedback box at the college

No Due Certificate

No due certificate for students:

Course completed Students : after the completion of course period the NOC will be issued to the students only the clearing of all the dues, after return of book, return of BBS books till date.

Discontinued Students: On receipt of advices note from the principal regarding cancellation/discontinuing the course the proposal may be considered on clearing all the dues/fines on date.

No due certificate for Staff:

On receipt of advice note from the principal regarding the discontinuation of Job, NOC may be given on clearing or returning the entire book/Items borrowed.

Feedback

Send us the valuable suggestions or feedback about the library to feedback@pydah.co.in or leave your comments in the feedback box in the campus

CONTACT

For B.Pharm/M.Pharm Courses Contact

The Librarian
Pydah College of Pharmacy
Kakinada - Yanam Road, Patavala, Andhra Pradesh
email: libpharma@pydah.co.in

For Polytechnic/B.tech/M.tech Courses Contact

The Librarian
Pydah College of Engineering
Kakinada - Yanam Road, Patavala, Andhra Pradesh
email: libengg@pydah.co.in

Suggest a Purchase

“We routinely order all titles published and recommended by the university /state board. Please be sure that we don’t have the title in our library before you suggest us”.

SNO	TITLE & AUTHOR	DEPARTMENT	REASON / JUSTIFICATION

Description (if any) like publishes, year, version etc) _____

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Whether recommended by University/state board: Yes/No

Name of the Requestor : _____ Pin/Id No _____

Department : _____ email Id: _____

Signature

Date: