

Dr B. C. Roy Engineering College Library System

Gateway to Knowledge Resources

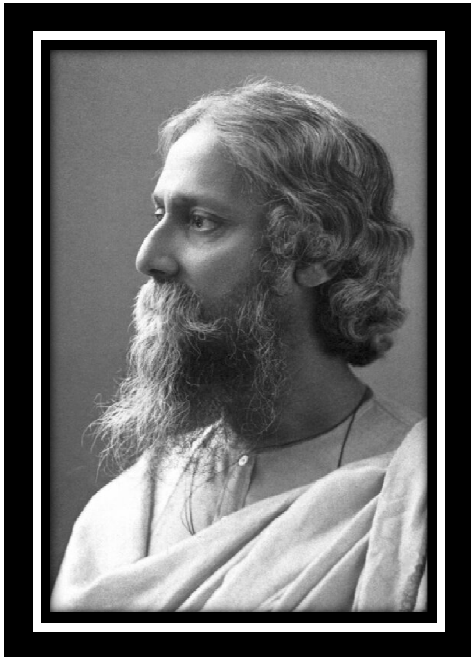
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Dr Meghnad Saha Central Library
Estd 2007



Dr B. C. Roy Engineering College
Jemua Road, Fuljhore
Durgapur – 713206, West Bengal



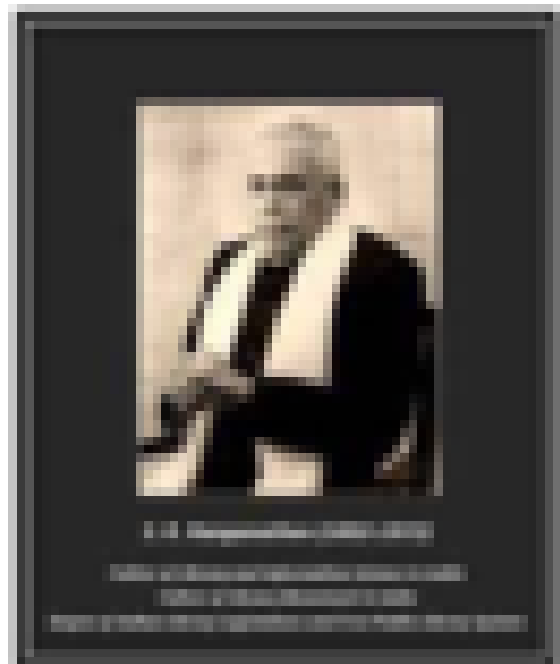
“The highest education is that which does not merely give us information but makes our life in harmony with all existence.”

Rabindranath Tagore

The Five Laws of Library Science

1. Books are for use
2. Every reader his book
3. Every book its reader
4. Save the time of the reader
5. A library is a growing organism

S.R. Ranganathan



“The only thing that you absolutely have to know, is the location of the library.” – Albert Einstein (1879-1955)

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Section 1: The BCREC Library System – A brief history

The founders of the Dr B. C. Roy Engineering College were visionaries par excellence. Since the inception of the College in the year 2000, they realized the need for a well organized library system to support the reading and learning needs of its key stake-holders, viz., the vibrant student community as well as the burgeoning faculty. The College Library began its modest journey in the very same year of foundation of the College in a room on the ground floor of the College Main Building. But very soon the management realized that the library needs a separate and spacious accommodation to cater to the library and information needs of its users. Accordingly, a three-storey building with 1300 sq. m. of floor space was constructed in close vicinity of the Main Building. The building was christened after the name of the noted astrophysicist Dr Meghnad Saha (1893-1956) and inaugurated by Shri V. Shyamsundar, the then MD, Durgapur Steel Plant on the 10th April 2007 as the Dr Meghnad Saha Central Library of the College.

Currently, the library and information services are available from the following locations in the College campus:

1. **Central Library** – The Central Library of the Institute occupies a very important place in the campus. It supports study, teaching-learning process and research activities. It provides a learning space for the students (UG & PG), faculty, and staff members.

Objectives:

- To acquire, organize, and update library collection to support teaching- learning process.
 - To encourage students to read beyond the requirements of the curriculum.
 - To promote students' success through the development of critical thinking and independent learning.
 - To propagate research skills and advance teaching and learning by supporting instruction.
2. **Departmental Libraries:** Libraries attached to teaching departments serve to meet the requirements for quick reference to books by the faculty members and the students.

Section 2: The Central Library Infrastructure at a Glance

The library infrastructure can be outlined as follows:

- Building: Three-storey modular RCC construction
- Building area: 1300 sq. m. [Carpet area: 1122.45 sq. m.]
- Floors: Marbled with some glazed tiles
- Space allocation:
 - Ground floor – Security Desk, Property Counter, Server Room, Reference Section Issue Counter, Reading Room (Main), Reference Collection, Librarian's Office, Electronic Library, Technical Processing Section, and WC (fitted with water purifier).

- First floor – Central Library (CL) Collection, CL Issue Counter, Silent Reading Zone for Students, Reading Room for Faculty & Technical Staff), WC
- Second floor – Book Bank (BB) Collection, BB Issue Counter, WC
- Portico – Both front (north) and side (west) porticos allow library users unhindered access to the library premises. These also provide ample open spaces for parking of vehicles.
- Garden – The well-maintained front (Rabindra Udyan) and rear (Banabithi) gardens give relief to the tired eyes and stressed minds. Placement of indoor plants helps to keep the indoor atmosphere of the building both healthier and happier.
- Access to the building:
 - Ground floor – Through staircase and ramp (for physically challenged persons)
 - First and Second floors – Through two staircases (one in the north-side and the other on the west-side of the building).
 - Lift – A lift with the capacity to carry up to 5 people has been installed in the library.
- Ventilation:
 - Windows and exhaust fans – Adequate numbers of large windows on all sides of the building keeps the building well ventilated, supplemented by exhaust fans wherever necessary.
 - Ceiling and pedestal fans – Fitted in adequate numbers in all functional areas of the building.
 - Air conditioners – Presently, the electronic library section, the server room and the Librarian’s Office are air-conditioned.
 - More open spaces – Internal architecture of the building has made it possible to have more open spaces devoid of unnecessary partitions, resulting into better movement of air and people.
- Lighting:
 - Glass-paned windows and doors – Allow ample natural light during daytime.
 - Fluorescent/LED tube lights (some concealed) – Allow artificial light as and when required.
- Shelf space:

Floor / Shelf space	Ground Floor	1 st Floor	2 nd Floor	Total
Shelf space (in sq. m.)	124	326	320	770

- Seating capacity (Reading Room): 84 (Students) + 15 (Teachers) = 99
- Furniture:

Sr. No.	Item	Type/Location	No.	Total
1.	Chairs	Revolving	07	124

		Armless		109		
		Arm, Fiber		08		
2.	Tables	1 each in Librarian's office, Circulation & Security Counters (with drawers)		08	54	
		Computer table	Single-user	04		08
			Multi-user	04		
		Readers' table	Big	19		38
			Small	19		
3.	Service desks	1 each in Reference Section, Security Desk, and Cloak Room		03	03	
4.	Book shelves	Open		228	247	
		Closed		19		
5.	Book trolleys	Steel with wheels		04	03	
6.	Almirahs	Steel, Covered		07	07	

- Equipment:

Sr. No.	Item	Type	No.	Make & Model
1.	Computers	Desktop PCs	19	HP Compaq/Pro, HCL
2.	UPS	Offline/Standby	14	APC, Fiji
3.	Printers	Laser Printers	01	HP LaserJet 1022
		Barcode Printers	02	Toshiba
4.	Scanners	Flat Bed Scanners	01	Canon CanoScan LiDE 300
		Barcode Scanners	02	Unitech & SYMBOL (Motorola)
5.	Photocopiers	Digital Copier	01	RICOH Aficio MP 1600Le
6.	Intercom	Base with handset	03	Beetel Secure
7.	Fire extinguishers	CO ₂	04	S. P. Enterprise

- **Security of the collection:**

- Security Personnel – Three numbers of security guards look after the safe-keeping of Library premises and its resources.
- CCTV System – The security of the Central Library premises have been further strengthened through installation of CCTV systems.
- Safeties of materials – All vulnerable windows in the building are fitted with closely-knit wired fences to prevent theft of library materials.

- Fire prevention – Fire extinguishers are fitted in all the floors of the library building.

Section 3: The Collection and Its Access

- The Library provides access to an excellent array of print, electronic, and media resources to meet the evolving information needs of the academic community. The holdings include the books and journals, syllabi, question papers and project reports. The users of the Library can access publications of all major publishers like McGraw-Hill, OUP, PHI, Pearson, S. Chand, Elsevier, Springer, ASCE, IEEE, Wiley, etc.
- The Library serves to the following categories of user as follows:

Category	Student (UG + PG)	Faculty	Staff	Total
Number (on average)	4800	280	80	5160

- The Library collection comprises of very rich **print** as well as **electronic** resources.
- A **large number** of books are added to the existing collection during each semester.

Print Collection

- The collection of printed books and periodicals is segregated into three categories, housed in the three floors of the Library as follows:
 1. Reference Books & Periodicals (print) : Ground Floor
 2. Text Books : First Floor
 3. Book Bank Books : Second Floor
- The **Reference Collection (print)** contains the following categories of books and periodicals, e.g.
 1. Conventional **Reference Books** like, encyclopedias, dictionaries, handbooks, directories, etc.

Examples: Encyclopædia Britannica (31 vols.), McGraw-Hill Encyclopedia of Science and Technology (20 vols.), World of Science (20 vols.), Modern Power Station Practice (12 vols.), Instrument Engineers Handbook (3 vols.), Welding Handbook (4 vols.), ASM Handbook (relevant volumes of the 27 volumes set), Industrial Electronics Handbook (5 vols.), VLSI Handbook, etc,
 2. **Referenced Textbooks** – As a matter of policy, a copy of every book procured by the library is kept in the Reference Collection, which can be consulted by the library patrons inside the reading room only.
 3. A **special collection of books, journals, required for appearing in the competitive examinations** (GATE, GRE, CAT, MAT, XAT, GMAT, SAT, TOEFL, etc.) to help the

prospective aspirants to hone their skills for facing these examinations confidently and successfully.

4. **General Interest Books** – The Library also possesses a selected list of books by celebrity authors, both fiction and non-fiction in English, Bengali and Hindi languages, for fulfilling the recreational and inspirational reading needs of its patrons.
 5. **Journals, Magazines and Newspapers** – The Library subscribes to a good number of current journals, magazines and newspapers, both Indian and foreign. Indian ones are mostly in print version with some in combo version (print + online). Whereas, the foreign ones are mostly in online format accessible through the portals as mentioned in the **Electronic Resources** section.
- The **Central Library Lending Collection** containing books which can be borrowed by all valid members (teachers, students, and staff) of the Library for specified periods as per the lending rules in vogue.
 - The **Book Bank Collection** comprises of mainly textbooks, which can be borrowed by a bona fide student (one book for each subject in the prescribed syllabus) for retention during the whole semester.

Electronic Resources Collection

- ✳ **Locally Accessible** – The Library has a substantial collection of **CD-ROMs / DVDs** relating to books, etc. procured by it, which can be used by the patrons using computers available in the **Electronic Library** located on the ground floor.
- ✳ **Remotely Accessible** – The Library users can access various e-resources in their areas of interest either from the **Electronic Library** or **inside the campus** including hostels on internet enabled PCs/Laptops/Mobile devices under two static IP addresses of the College. The e-resources may be categorized as under:
 - ✳ **Multi-Disciplinary E-Resources:**
 - **NPTEL** (National Programme on Technology Enhanced Learning) – The College is a Local Chapter of NPTEL.
 - **NDLI** (National Digital Library of India) – The College is and Institutional Member of the NDLI hosted by IIT Kharagpur.
 - **DELNET** (Developing Library Network) – The College is also an Institutional Member of DELNET, a very important library network which provides online access, inter alia, to a select list of online full text foreign journals, e-books, full text US patent literature, union catalogue of books, journals, theses, dissertations, etc. Its Document Delivery Service (DDS), which provides photocopies of required journal articles, chapter of books etc, is extremely useful.

✿ **Full-Text E-Journal Databases**

Sr. No	Name of the Database with URL	No. of Journals	Disciplines Covered	Back File Access	Subscription period
i)	DELNET http://164.100.247.26/	1748	Engineering & Management		2005-
ii)	IEEE-ASPP (EBSCO) http://ieeexplore.ieee.org	219	Computer Science & Engg, Electrical Engg, Electronics, Telecommunication & related disciplines	2000	2008-
iii)	Springer Nature https://link.springer.com/	530	Engg, Computer Sc, Mathematics, & Management		2022-
iv)	ScienceDirect* (Elsevier) http://www.sciencedirect.com	275	Electrical Engg, Electronics, Mechanical Engg, Civil/Structural Engg, Computer Science & Engg	2000	2010-2020
v)	Sage Pub.: https://us.sagepub.com/en-us/nam/journals	10 (P + E)	Management	Vol. 1 of all journals	2019-

**Note: Subscribed up to 31.03.2020. But still providing access to the back files.*

✿ **E-Books** – Currently, the patrons can access e-books from the following sites:

- **DELNET** – 1566 titles (Science, Engineering, Computer Science, Mathematics, & Business Management).
- **Open Access E-books** – Besides DELNET, users can access open access e-books from the following sites:
 - i) **IntechOpen** (<https://www.intechopen.com/subjects/11>) – 876 peer-reviewed open access books on various branches of engineering and technology
 - ii) **Open Textbook Library** (<https://open.umn.edu/opentextbooks/subjects/engineering>): 44 textbooks on engineering subjects.

However, in view of the AICTE mandates and the prevailing pandemic situation, the Library is planning to have an effective collection of e-books, which will be remotely accessible and beneficial to bona fide library users.

All these online databases provide access to a wealth of information to keep a user abreast of the current wave front of knowledge as well as for retrospective literature search.

LIBRARY AUTOMATION & NETWORKING

The Central Library is **partially automated** with Integrated Library Management Software, **Koha on Cloud**, used for Circulation, Cataloguing, Online Public Access Catalogue (OPAC) and Project Reports. Till now all the library books (except Book Bank) were bar-coded and books were issued to users by reading the barcode of the document. But recently we have taken an initiative to barcode the Book Bank books, so that, the automated book issue system could be introduced there as well.

Wi-Fi facility is available for accessing library resources. E-resources are accessible throughout the campus by means of network connectivity. Couple of computers are placed in front of the first floor Lending Section for **searching the OPAC**. A number of computers are made available exclusively for students in the ground floor **Students' E-Corner**.

Section 4: Library Collections & Their Growth

Library collection forms a sound foundation for efficient services. Library collection has changed from physical to digital, from atoms to bits. Libraries purchase e-journals, databases, e-books, and streaming videos.

The details of the total collections of the BCREC Library system are given below:

Subject-wise Book Collection (as on 30.06.2024)

Sl. No.	Departments	Books	
		No. of Titles	No. of Volumes
1.	CSE/IT/AIML/CSD/DS	1314	16099
2.	ECE/EIE	1374	15512
3.	EE	781	9863
4.	ME	896	10643
5.	CE	452	5795
6.	Mathematics	379	9232
7.	Chemistry	127	2570
8.	Physics	176	4685
9.	Biology	7	419
10.	Humanities	1063	2398
11.	MCA	198	7126
12.	Med. Lab Tech	1	9
13.	MBA	839	14764
Total		7607	99115

Break-Up of Holdings of Books by Different Constituent Libraries

Sl. No.	Library and/or Location	Books (No. of Volumes)
1.	Central Library (Lending & Reference)	29191
2.	Book Bank (including MCA & FMS Book Bank books)	64246
3.	Departmental Libraries	978
4.	MCA (Central Library)	1562
5.	FMS (Departmental Library)	3138
Total		99115

Subscription to Current Journals, Magazines & Newspapers

Full-text Online (through online databases)*	No. of Titles
i) IEEE-ASPP	219
ii) Springer Nature	530
iii) Sage Publications	10
iv) DELNET	1748
v) ScienceDirect*	275
Sub-Total =	2782
Print Version	
i) Journals	20
ii) Magazines	20
iii) Newspapers	3
Sub-Total =	43
Grand Total =	2826
*Note: Subscribed up to 31.03.2020. But still providing access to the back files.	

CD ROMs/DVDs

No of discs : 4109

TOTAL ITEMS / HOLDINGS	VOLUMES OF DOCUMENTS
Books	99115
CD-ROMs/ DVDs	4109
Bound Vols. of Journals	482
GRAND TOTAL:	103706

Growth of Book Collection

(At the end of each academic year, beginning 30.06.2020)

Unit	2020	2021	2022	2023	2024
CL	28744	28746	28863	28988	29191
BB	54365	54768	58625	61615	64246
DL	902	902	902	950	978
MCA	1480	1527	1557	1562	1562
FMS	3015	3015	3058	3058	3138
Total	88506	88958	93005	96173	99115
Legends: CL = Central Library, BB = Book Bank, DL = Departmental Libraries, MCA = Master of Computer Applications, FMS = Faculty of Management Studies					

Section 5: **Organisation of the Collection**

The organisation of library collections has had an enduring history. The description of books through cataloguing has played a significant role in identifying, locating and finding the required item on library shelves. However, the volume and diversity of digital information resources now available, with ubiquitous access to the web, has brought new challenges to libraries

The various steps followed by the BCREC Central Library in organizing the library collections are as follows:

PRINTED BOOKS

- ✿ **Selection** – Majority of the books procured by the Library are done on the basis of recommendation of or requisition received from individual teaching departments of the college. Besides, the Central Library also purchases certain categories of books like, reference books, books and magazines of general interest, etc.
- ✿ **Ordering** – Once the list of books to be procured is finalized by checking the bibliographic details of each title and verifying the same with the existing collection, purchase orders are forwarded to enlisted vendors.
- ✿ **Technical Processing of Books**
 - ✿ **Accessioning** – On arrival of books in the library from suppliers, the consignment is first verified physically and then sent to the Technical Processing Section. Books are entered in printed accession registers, separately for the Lending Section, MCA, Book Bank, Reference Section, and departmental libraries.

- There are separate registers for books received as gifts and specimen copy from publishers/authors.
- ✦ **Classification** – Books in the library are classified by Dewey Decimal Classification, 21st ed. (DDC21).
- ✦ **Cataloguing** – Cataloguing of books are done by following Anglo-American Cataloguing Rules, 2nd ed. (AACR2).
- ✦ Accessibility to the book-collection of the library is provided through an **Online Public Access Catalogue (OPAC)** on several computer terminals spread over the library. The OPAC allows a user to search the library book database by author, title, subject, ISBN, accession number, etc.
- ✦ Holdings of the library books (except Book Bank) are **computerized and bar-coded**. But recently we have taken initiative to barcode the entire collection including the Book Bank.

PRINTED JOURNALS, MAGAZINES & NEWSPAPERS

- ✦ **Procurement** – The Library subscribes to a number of current journals, magazines, and newspapers of both topical and general interest. Magazines and newspapers are usually supplied by local vendors.
- ✦ **Processing** – On receipt of fresh issues of each title, these are recorded in a separate accession register and placed on the display shelves. Once a volume is completed these are sent to the selected binder for binding into hard-cover volumes. After receipt of the bound volumes from the binder, the volumes are checked, and if found right, these are entered into a Bound Volume Journal Register and shelved in specific location.

Section 6: **The Library and Information Services**

The Library currently provides the following services to its clientele from **8.00 AM to 8.00 PM** on all working days.

- ✦ **OPAC Service** – The computers kept in the ground floor **Students' E-corner** and first floor **Lending Section** allow the library patrons to get information about library holdings.
- ✦ **Book Lending Service** – Books are issued to all bona fide members of the library as per their entitlement from the Lending Section and Book Bank (exclusively to students).
- ✦ **Reference & Information Service** – Library has a strong collection of resources (both print and online) including access to a plethora of **open access educational resources** (e.g., MERLOT, DOAJ, DOAB, Internet Archive, HathiTrust Digital Library, Digital Library of India and the like) to fulfill the users' queries relating to various learning and information needs. Besides, the library has arranged for display of recently procured books and printed journals & magazines.
- ✦ **Document Delivery Service:** The library arranges photocopies of articles from old learned periodicals to faculty members for R&D purposes. If needed, such requests are forwarded to utilities like DELNET, NISCAIR, etc., who provide the PDF copies of the same either free of cost or on payment of the required charges.

- ✳ **Inter-library Loan Service** – Earlier the library used to be an institutional member of the British Council Library, Kolkata, wherefrom books were borrowed on loan. Currently this service is available through DELNET.
- ✳ **Reprographic Service** – Photocopies of library items are provided to patrons on payment of nominal charges keeping in mind the provisions of **Indian Copyright Act 1957** (including its latest amendments).

Section 7: Library Finances

Libraries are not revenue earning institutions. Most of them are service components of academic and other institutional bodies. Hence they have a special obligation to manage their finances with great care and judiciousness. Library finance includes both the funds appropriated to a library and its expenditure. Libraries depend heavily on a continuous supply of funds for organizing their activities, programmes and services, that too for a longer period and in the backdrop of escalating prices of library materials.

The authorities of BCREC have taken great care in fulfilling the financial needs of the library for ensuring unhindered support of the library patrons' learning and information needs.

Budget Estimates:

The following table depicts the academic year-wise budget estimates for the library.

Sl. No.	Head	2019-20	2020-21	2021-22	2022-23	2023-24
1.	Book Bank	10,50,000	7,50,000	9,00,000	10,50,000	14,00,000
2.	Central Library books	8,00,000	6,00,000	7,00,000	7,50,000	1,00,000
3.	Bibliographic databases	12,00,000	5,50,000	12,00,000	13,50,000	10,00,000
4.	Journal (print) subs.	75,000	75,000	50,000	65,000	40,000
5.	Magazine (print) subs.	---	---	---	25,000	30,000
6.	Newspaper (print) subs.	---	---	---	---	8,000
7.	DELNET Membership	14,000	14,000	15,000	15,000	15,000
8.	Binding & Printing jobs	60,000	20,000	60,000	60,000	60,000
9.	AMCs (Xerox & Libsys)	30,000	30,000	30,000	32,000	12,000
10.	Repair & maint. (Lib. equip.)	---	---	---	---	15,000
11.	Computers & peripherals	---	---	---	2,70,000	0
12.	Anti-plagiary software	---	---	---	2,00,000	1,80,000
13.	Anti-virus software	---	---	---	---	20,000
14.	Libsys/Koha LMS	---	---	---	50,000	1,60,000
15.	AC (Librarian's office)	---	---	---	45,000	0
16.	Contingent expenditure	---	---	---	40,000	24,000
Total		32,29,000	20,39,000	29,55,000	39,42,000	30,64,000

Budget Utilisation:

Particulars	2019-20	2020-21	2021-22	2022-23	2023-24
Budget Allocation	3129000	2039000	2955000	3942000	3064000
Budget Utilisation					
1. Books					
Book Bank	795170	251388	714293	1426293	1501055
Lending Section	119170	33446	45877	78137	102495
Dept. Library	17562	0	0	14629	18533
Sub-Total	931902	284834	760170	1518969	1622083
2. Journals, Magazine & Newspapers					
Online (including DELNET*)	1209243	559879	561198	836013	910735
Print	37910	10200	102090	67540	90495
Magazine	18134	0	28105	28835	31105
Daily newspapers	---	---	---	1100	6098
Sub-Total	1265287	570079	691393	933488	1038433
3. Software Services					
Library management software	---	---	---	141600 (Libsys)	59000 (Koha)
Anti-plagiary services	---	---	---	166447 (Ouriginal)	70800 (DrillBit)
Sub-total	---	---	---	321617	129800
4. Equipment & Furniture					
Computer Accessories	---	---	---	11204	0
Barcode Printer and Scanner	---	---	---	32922	0
Almirah	---	---	---	9103	0
Book Racks	---	---	---	44860	45813
Sub-total	---	---	---	98089	45813
5. AMC, Repair & Maintenance					
Computer & Network	---	---	---	27832	112000
Photocopier (AMC)	---	---	---	7965	7000
Photocopier (Repair)	---	---	---	10537	0
AC	---	---	---	215	0
Sub-total	---	---	---	46549	119000
6. General Expenses[#]	30520	76127	25790	35785	36700
Actual Expenses (Total of 1 to 6)	2227709	931040	1477353	2954497	2991829
Notes:					
* Earlier DELNET was included under "General expenses."					
[#] General expenses cover "Printing/purchase of library stationery" and "Contingent expenditure."					

Section 8: Library Rules and Regulations

1. A student shall get **two library cards --- one card for borrowing books from the Central Library and the other for drawing books from the Book Bank.** They shall submit **two stamp size colour photographs** for affixing on these cards. These cards shall be issued at the beginning of First Semester and shall hold good for all the semesters till the end of the course concerned and hence they shall be **maintained very carefully**. They are also returnable at the time of obtaining **No Objection Certificate (NOC)**.
2. In the event of **loss of both or either of these cards** the student concerned shall report the matter immediately **in writing** to the Librarian and then get a duplicate card issued on payment of a fine of Rs 100/- (Rupees one hundred only) for each card.
3. A student may **borrow books from the Central Library** against their Central Library card as mentioned below :

Category	No. of Books		Period of Loan
	1 st & 2 nd Yr.	3 rd & 4 th Yr.	
UG Students	03	04	One month
M-Tech / MCA	04		One month
Faculty	06		One month
Staff	04		Six months

4. A student shall normally get from the **Book Bank one book for each paper and may retain them for the entire duration of a semester.**
5. A student may retain a book borrowed from the Central Library for a period of 30 (thirty) days and they may get it reissued for as many days again, provided it is not on demand by others. **The books on demand shall not be reissued in any case.**
6. **A book borrowed from the library shall be returned by the due date. Overdue fine is payable for books not returned in due time at the following rates:**
 - a. Central Library – Re. 1.00 (Rupee one only) per day after expiry of one month.
 - b. Book Bank – Re.1.00 (Rupee one only) per day after one month following the end of the semester concerned.
7. A user of the library shall use a book with care and shall not tear, underline, highlight, stain, fold or dog-ear the pages or disfigure a book in any way, nor shall write any explanatory or other notes in it.
8. **While getting a book issued, a user shall satisfy him/her that the book is in good condition. If the book is found in damaged condition at the time of its return the borrower shall make good of the damage suitably.**
9. In the event of **loss of a book by a borrower**, he/she shall immediately report the matter in writing to the Librarian and replace the book by a new one at the earliest but not later than one and half months from the date of such intimation. In the event of such a book having gone out of print/market, the borrower shall make good for the loss on payment of an amount equivalent to 200% (two hundred per cent) of the published price as shown in the Accession Register. Non-

compliance of this stipulation by a student shall attract imposition of fine for late return of books as per rules.

10. A book issued to a user may be recalled any time in the event of any exigencies.
11. Books marked “R” (Reference) shall be used in the Reference Section only. They shall neither be taken out from there nor shall they be lent out.
12. Loose issues of journals shall not be issued out on loan and shall be consulted in the Reading Hall only.
13. Both Central Library and Book Bank cards are not transferable. The holders of the cards must keep them in safe custody and they shall remain responsible for any misuse of the cards. Any student found indulging in such misuse are liable to be debarred from library facilities.
14. A user shall not bring into the library such personal belongings as bags, personal books, journals/magazines, books already borrowed from the library earlier, etc.
15. A user shall get the books borrowed by them checked against gate pass at Library check point before leaving the library.
16. A student while in the library shall maintain proper discipline including strict silence.
17. The library shall remain open from Monday to Friday (barring holidays) from 10.00 AM – 5.30 PM. Circulation counters shall however remain open from Monday to Friday from 10.30 AM to 1.20 PM and from 2.10 PM to 4.30 PM.
18. In order that the CD-ROMs/DVDs do not get damaged, they shall not be lent out.
19. A user shall enter into the library with their cell phones, if any, switched off as ringing of the cell phones causes distraction to others.
20. The students without College uniform on are liable to be denied entry into the library.
21. The students shall enter into the library with note books/exercise books only (not even with folder files, flat files, etc).
22. The students shall put their name, signature, roll no., department on the register at the check-point with time-in and time-out.
23. A student shall borrow books from the Central Library against requisition slips submitted on the day previous to the day of issue.
24. A student may borrow (one semester at a time) from the Central Library previous years’ WBUT/MAKAUT bound question papers, if available, against their college identity cards for photocopying for a maximum duration of two hours and it must be returned within the stipulated time failing which a fine of Rs 10.00 (Rs ten only) per day is payable.
25. **A student shall not keep anything valuable inside their bags left at the entrance gate.**

Section 9: Library Personnel

Library personnel organize the library collection, manage the circulation of books, work to build a more diverse and larger collection, and manage the hours of operation, membership system and various services and programme activities. Library personnel help users select appropriate databases and resources, structure effective search strategies, identify pertinent print, electronic, and media resources, and find additional assistance by referral to other resources.

The Central Library is currently served by the following personnel:

Sr. No.	Employee's Name	Designation	Qualification	Work Experience	Working in BCREC Library since
1.	Dr Subal Chandra Biswas	Librarian	M.A.(Econ.), MLIS, Ph.D.	Library – 9 yrs Teaching – 28 yrs	16.03.2021
2.	Smt. Aabira Ray	Deputy Librarian	M.A.(Phil.), UGC-NET, MLIS	Library – 24 yrs	01.08.2000
3.	Sri Tapas Kumar Ghosh	Assistant Librarian	B.Sc (Hons), M.A.(Econ.), MLIS	Library - 23 yrs	20.08.2001
4.	Smt. Soma Ghosal	Junior Librarian	M.A.(Phil.), M.Lib.Sc	Office –10 yrs Library – 19 yrs	July 2005
5.	Sri Rana Mukhopadhyay	Junior Librarian	B.A., BLIS, CITA	Office – 5 yrs Library – 15 yrs	23.10.2009
6.	Sri Judhajit Jash	Junior Librarian	M.Com., MLIS	Library – 13 yrs	01.04.2011
7.	Sri Ashis Kumar Karmakar	Junior Librarian	M.Com., MBA (HR), MLIS,	Teaching (Comp) – 7 yrs Library – 13 yrs	17.02.2011
8.	Sri Kunal Chakraborty	Junior Librarian	M.A., MLIS	Library – 12 yrs	09.01.2023
9.	Sri Ashis Bhattacharya	Library Assistant	B.A.	Library – 15 yrs	27.10.2009
10.	Smt. Indrani Banerjee	Library Assistant	M.A., MLIS	Library – 1 yr	09.01.2023
11.	Sri Dharmadas Konar	Library Attendant	Class VIII	Library – 19 yrs	01.11.2005

Section 10: The Library Committee

There is a **Library Committee** to formulate policies relating to proper upkeep of the library and to advice on various issues arising out of the same. It provides a channel of communication between the Library and the faculty, staff, and students, while also assisting in the assessment and promotion of the Library's alignment with the needs of the College community.

The committee presently consists of the following members:

Sr. No.	Name	Designation	Department	Role in Library Committee
1.	Prof. (Dr) Sanjay S. Pawar	Principal	College	Chairman
2.	Prof. (Dr) K. M. Hossain	Vice-Principal	Do	Member
3.	Prof. (Dr) Arindam Mondal	Registrar	Do	Do
4.	Dr Susanta Dutta	Professor & HoD	EE	Convenor
5.	Dr Subal Chandra Biswas	Librarian	Central Library	Member
6.	Dr Sourav Maitra	Asstt Professor	ECE	Do
7.	Dr Sourav Bhattacharya	Do	BSH	Do
8.	Prof. Chanchal Das	Do	CE	Do
9.	Prof. Ardhendu Chatterjee	Do	CSD	Do
10.	Prof. Sovan Bhattacharya	Do	CSE (DS)	Do
11.	Prof. Atin Mukherjee	Do	AIML	Do
12.	Prof. Anupam Sinha	Do	EE	Do
13.	Prof. Rakesh Biswas	Do	ME	Do
14.	Dr Moumita Pradhan	Do	IT	Do
15.	Prof. Saindhab Chattaraj	Do	CSE	Do
16.	Prof. Sayanti Samanta	Do	FMS	Do

The meetings of the Library Committee are held whenever warranted to discuss and resolve on various issues at hand.

Section 11: Best Practices & Future Plan

Best Practices

A best practice is a method or technique that has been generally accepted as superior to any alternatives because it produces results that are superior to those achieved by other means or because it has become a standard way of doing things, e.g., a standard way of complying with legal or ethical requirements. Best practices may be established by authorities, such as regulators, self-regulatory organizations, or other governing bodies, or they may be internally decreed by an organisation's management team.

The BCREC Central Library has considered the following activities/facilities as best practices for quite some time:

- Library Orientation programme
- Computerized Circulation
- Wi-Fi and LAN Connectivity
- Online Journal Access including back-files
- Local Chapter of NPTEL
- Institutional Member of National Digital Library of India (NDLI) and DELNET (IM-595)
- A strong Book Bank section (provides textbooks on each subject to each student at the beginning of new semester).
- Organize Book Exhibitions and on-site training programmes on Information Literacy and Access to Online Resources.

Future Plan

The BCREC Central Library is engaged in facilitating learning and discovery as essential partner in the educational community. We will continue to develop, organize, provide access to and preserve materials to meet the needs of present and future generations of students and teachers. Our future endeavour will be:

- To explore and implement time-tested technologies and services to deliver information and scholarly resources conveniently to users anytime/anyplace.
- To provide well-equipped and functional physical spaces where students can pursue independent learning and discovery outside the classroom.
- To make our collection more effective and efficient through adoption of well-balanced weeding out policies.



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