

		<b>ST.FRANCIS INSTITUTE OF TECHNOLOGY</b>	
DOC. NO.-SFIT/LIB/-P-01/REV6			
ISSUE NO.:- 1	DATE: 01.03.13	Page   1	
TITLE :-CENTRAL LIBRARY PROCEDURE		REV. :- 6	DATE:- 01/01/2017

## CENTRAL LIBRARY PROCEDURE

### 1.0 Purpose

To establish & maintain a system for orderly procurement, storage, issue of books & reading material to ensure optimum usage & benefit to SFIT students and Staff members.

### 2.0 Scope

This procedure is applicable to all functions related to Library activities.

### 3.0 Responsibility

Librarian is responsible for implementation of this procedure

### 4.0 Objectives

- a) To comply 100% with UM & AICTE norms.
- b) To ensure stock variance is less than 2% of total books stocked
- c) To ensure no budget variation within +/- 5%.
- d) To ensure obsolete books (which are neither in the syllabus nor required for only reference) are withdrawn & stopped from active circulation.
- e) To ensure 50% foot falls/usage of Library facilities by students & staff.
- f) To provide resources/ reading material beyond syllabus to staff and students

### 5.0 Description

#### 5.1.Budget

5.1.1 Budget for the financial year is based on the following factors and priorities:

- a) Book Collection as per AICTE norms
- b) Subscription to journals as per AICTE norms
- c) Guidelines as per the University of Mumbai syllabus
- d) Recommendations from faculty members
- e) Changes in the University of Mumbai syllabus
- f) Book Bank
- g) Additional requirements for increase in the number of books as per recommendations from the Librarian
- h) Exigency Amount

5.1.2 Librarian submits the budget proposal to the Director through the Principal.

5.1.3 Review possibility of budget allocation and sanction with the Director.

5.1.4 If budget proposal is approved, Librarian is intimated by the Director through the Principal.

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- 5.1.5 If budget proposal is not approved, check for budget cuts and review the same.
- 5.1.6 Get approvals from the Director and the Accounts Department.
- 5.1.7 Keep track of utilization of the sanctioned amounts periodically.

## 5.2 Acquisition / Procurement of books / reading material

Acquisition / procurement of reading material are guided by the HODs of the respective departments.

### 5.2.1 Material received through requisition

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	This procedure shall start with the Librarian communicating / requesting to the HODs, faculty and staff (as applicable) at the beginning of every academic year for submission of the current library materials within a defined timeframe. Upon determination of the current library materials required and counter-checking with the existing stock, the library shall ensure completion and signing of Book Requisition Form from the concerned authorities	Faculty / HOD/ Principal / Director / Librarian SFIT/LIB/F02/Rev0
2	Requisitions are serially numbered by the Library Staff commencing from 01 for each financial year.	Librarian SFIT/LIB/F02/Rev0
3	Check the sanctioned budget for books against the amounts as approved by the Director. Exception: In cases, where no planned budget is available, special sanction from the Director is taken.	Director / Librarian Sanctioned Budget
4	Duly Approved Book requisition forms are submitted to the Deputy Director / Purchase Department for procurement of books and a copy is retained with the Library.	Deputy Director / Librarian
5	A copy of the Purchase order as per the Book Requisition Forms is maintained by the Library.	Office / Librarian Copy of Purchase Order

## 5.3 Journals

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	The librarian circulates the lists of existing journals and the journals to be procured to the HODs in the months of September / October every year. In case of any addition or deletions to the existing list, the HOD of respective departments submits the duly approved Journal Subscription Form to the Librarian.	Librarian / HOD/ Principal / Director SFIT/LIB/F03/REV0
2	Requisitions are serially numbered by the Library Staff commencing from 01 for each financial year.	Librarian SFIT/LIB/F03/Rev0

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3	Check the sanctioned budget for Journals against the amounts as approved by the Director. Exception: In cases, where no planned budget is available, special sanction from the Director is taken.	Director / Librarian Sanctioned Budget
4	Duly Approved Journal Subscription forms are submitted to the Deputy Director/Purchase Dept. for procurement of Journals and a copy is retained with the Library.	Deputy Director / Librarian
5	A copy of the Purchase order as per Journal Subscription forms is maintained by the Library.	Office / Librarian Copy of Purchase Order

## 5.4 Book Bank

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	Library operates a Book Bank for the benefit of students.	Librarian
2	A list of text-books is prepared by the LIB staff and submitted to HOD and then forwarded to the Director for approval.	Librarian / Director SFIT/LIB/F02/Rev0
3	Duly approved Requisition Form along with the list of books for Book Bank is submitted to the Purchase Department / Deputy Director for procurement of the same.	Deputy Director / Librarian
4	Students are required to submit duly filled Book Bank Application Form to the Library.	Students / Library Staff SFIT/LIB/F06/Rev0
5	Apart from the purchased books, the Book Bank also stocks donated books. The person donating the books is required to submit the Statement of Library materials Donation form for records.	Librarian SFIT/LIB/F-08/REVO
6	Book Bank books are made available to students on a first-come-first serve basis.	Librarian
7	Students are allowed to retain the book bank books for the entire current semester as well as one more week from the commencement of the new semester. In case they fail to do so, a fine of Rupee one per day is levied till the book is returned.	Librarian

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## 5.5 Receipt of books

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	On receipt of the books from the Supplier, the quantity, condition of books and exact title mentioned is verified as per the Purchase Order by the Library staff and the duplicate copy of the bill is duly stamped, signed and returned to the supplier.	Library Staff External Document
2	If there is a change in the title of the books supplied, HOD is contacted for approval of the books. If HOD and / or faculty do not approve the above books, the books are returned back to the supplier. If the book is damaged, it is sent back to the supplier for replacement.	Library Staff / HOD
3	After technical processing of the books and entry in the software, the bill is endorsed with the Goods' Seal on its reverse, which is signed by the Librarian followed by Principal and Director. After verification by the Dy. Director the bill is forwarded to the Accounts Department for payment.	Librarian / Principal / Director Goods Seal

## 5.6 Stock and display – Classification and accessioning

### 5.6.1 Books

Sr. No.	ACTIVITY	RESPONSIBILITY/ RECORD
1	Classification of purchased books is done according to <u>Dewey Decimal Classification (20<sup>th</sup> edition)</u> by the Library staff. In many cases, DDC (21 <sup>st</sup> . edition) and Library of Congress Catalog are consulted.	Librarian External Document
2	Library staff makes an entry in the library software (LibSuite 6.5 – serviced by Network Administrator) where every book is assigned a unique accession number. The details of the book with the bill reference are entered in the software.	Librarian System Generated
3	Two copies of the Accession No. Barcodes are printed using the Argox Barcode Printer, one for the title page and the second one for the cover page.	Librarian
4	Stamping is done as per following procedure - Accession No. seal is stamped on Title page, Preface, Contents, First Page of the Chapter, Page no. 51, 101, ..... and last three pages on the left hand side. Institute seal is stamped on the three sides of the book except the spine.	Librarian Accession No. seal

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5	If the book is to be taken in the stock of the Book Bank, "Book Bank" seal is stamped on the title page of the book on the top right hand side.	Librarian Book bank seal									
6	If the book is to be taken in the stock of reference books (syllabus mentioned), seal of "Library Reference Copy" is stamped on the three sides of the book.	Librarian Library reference copy seal									
7	If the book is to be taken in the stock of reference books (syllabus related), seal of "Reference Copy" on pink sticker is pasted on the spine of the book.	Librarian Seal on pink sticker									
8	<b>Book Cards</b> and <b>Due Date slips</b> are printed using the LibReporter software.	Librarian									
9	Labels are pasted on the spine / cover of the book containing following information. Bar code labels are pasted on the Title and Cover pages of the book.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <table style="border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">XXX.XXX</td> <td style="border-left: 1px solid black; padding-left: 10px;">→</td> <td>Classification No.</td> </tr> <tr> <td style="padding-right: 10px;">XXX</td> <td style="border-left: 1px solid black; padding-left: 10px;">→</td> <td>First three alphabets of author's surname</td> </tr> <tr> <td style="padding-right: 10px;">XXXXX</td> <td style="border-left: 1px solid black; padding-left: 10px;">→</td> <td>Accession No.</td> </tr> </table> </div>	XXX.XXX	→	Classification No.	XXX	→	First three alphabets of author's surname	XXXXX	→	Accession No.	Librarian Label – sticker
XXX.XXX	→	Classification No.									
XXX	→	First three alphabets of author's surname									
XXXXX	→	Accession No.									
10	Whenever a book is procured as a replacement for the lost / damaged one, the classification No. / Accession No. are maintained as per the original book. Steps are followed. Exception: If the replaced copy is of a different edition or there is a change in the title, a new Accession Number is to be allotted to the book.	Librarian									
11	One copy of a new title is kept on display for a week after processing. The status of such books is changed to "On Display" in the library software.	Librarian									
12	Arrangement of books is done subject-wise (classification no. wise).	Librarian									
13	A list of "New Arrivals" is uploaded on the Institute's website.	Librarian									
14	List of books available with the library can be accessed through the Online Catalog – WebOPAC.	Librarian Online Catalog									

## 5.6.2 Journals

Sr. No.	ACTIVITY	DOCUMENT / RECORD
1	Records of receipt of journals and magazines (print) are maintained in the Library software.	Librarian
2	Cover page and Contents page of the journal is stamped with the Institute seal.	Librarian Institute seal (Round)
3	Serial No. of the journal (P xxxx) along with receipt date and receiver's sign are written on the top left hand side of the journal	Librarian

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4	Journals and magazines are displayed on the Periodical Rack.	Librarian
5	Current Journals are displayed on the Display Rack.	Librarian
6	Access to e-journals is provided in the Institute only.	Librarian

## 5.7 Issue, Retrieval and Preservation of books

### 5.7.1 Membership

Library Membership Form and Card are issued to the Faculty and Staff. SFIT/ LIB/F-01/REV0

TYPE OF MEMBERSHIP		Pre-requisites	No. of library cards	Issue Period
<b>GENERAL MEMBERSHIP</b>	STUDENTS (UG)	Stamp-size photos – 3 Passport size photo – 1 PID Number	2 library membership cards 1 library reference card	2 books for 7 days each. 5 books for the day.
	STUDENTS (ME)	Stamp-size photo – 1 Passport size photo – 1 PID Number	1 library card	3 books for 7 days each. 5 books for the day for reference.
	STUDENTS (PHD)	Stamp-size photo – 1 Passport size photo – 1 PID Number	1 library card	1 book for 15 days. 5 books for the day for reference
	U.G. FACULTY	Copy of Appointment letter Passport size photo – 1 Employee ID	2 library membership cards	10 books for one semester.
	FACULTY TEACHING BOTH UG & PG COURSES	Copy of Appointment letter Passport size photo – 1 Employee ID	2 library membership cards	15 books for one semester.
	NON-TEACHING STAFF	Copy of Appointment letter Passport size photo – 1 Employee ID	2 library membership cards	5 books for one semester.

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<b>SCHOLAR'S CARDS MEMBERSHIP</b> SFIT/LIB/F-04/REV0		Stamp size photos as required	1 <sup>st</sup> Topper – 3 extra library cards 2 <sup>nd</sup> Topper – 2 extra library cards 3 <sup>rd</sup> Topper – 1 extra library card	7 days for each.
<b>ACTIVE USERS CARDS</b>		Maximum numbers of transactions across all documents.	Students are entitled to 1 extra library membership card. Staff is entitled to one extra library book.	7 days for the following month.  1 month.
<b>STAFF PURSUING HIGHER EDUCATION</b>	Teaching	M.E., M.Tech., M.Phil., Ph.D., MBA	15 documents (inclusive of books, project reports, CDs, periodicals)	One Semester
	Non-teaching	B.E., M.E., M.Tech., M.Phil., Ph.D., B.Sc., MBA	10 documents (inclusive of books, project reports, CDs, periodicals)	One Semester

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	This shall start with the library receiving a member of staff intending to be registered as a library member. The staff is given a Library Membership card based on their Employee ID. Library Membership form and cards are issued to students at the beginning of First Year Engineering (preferably) or as and when requested..	Library Staff SFIT/LIB/F-01/REV0
2	Till PID numbers are received from the office, Library gives a temporary library card to FE students and SE lateral entry students.	Library Staff
3	On receiving the PID numbers of the students and employee ID of staff, barcodes are generated and pasted on the Library membership cards.	Library Staff
4	After procuring the cards, staff members are asked to sign on the Library Membership Form.	Library Staff / Staff Members

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## 5.7.2 Issue and retrieval

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	Issue / Return are done manually or by using the Library software.	LibSuite 6.5
2	While issuing books, members fill up the issue card (Book Card) by writing their PID no., signature and the issue date which is then kept in the Library Membership Card.	Book Card Library Membership Card
3	Borrowers <b>are requested to</b> check the book for any markings, missing pages etc.	Student / Faculty
4	The return date / due date is stamped on the date slip by the Circulation Counter In-charge.	Library Staff Due Date Slip
5	Members cannot borrow the same title against their library cards. This particular control is exhibited by the library software – LibSuite 6.5 version.	System Generated
6	Reference books are issued to members against the reference card which they are supposed to return on the same day failing which a fine is levied on the defaulter.	Library Staff
7	When a book is returned by the library user, the Circulation Counter In-charge ensures that the book is in proper condition and the library rules are adhered to by the borrower.	Library Staff
8	In case the book is damaged or lost, the information is entered in the catalog after filling-up of the <u>Lost/Damaged Document Form</u> by the person responsible for the same.	Librarian SFIT/LIB/F-05/REV0
9	Damaged copies are removed from the Stacks and are out of circulation.	Library Staff
10	In case of loss, a replacement copy is requested or the current cost of the book is recovered (with overdue charges, if any) from the person responsible and a bill / receipt is issued.	Library Staff
11	If the book is not returned within the stipulated time, fine is charged as per rules.	Library Staff
12	Library users are allowed to borrow any periodical (Journal / Magazine) against their Library Membership Card. They are also permitted to photocopy an article after taking the periodical (Journal / Magazine) for reference. An entry is to be made in the Library Software.	Library Staff

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13	List of overdue books from students is generated on a weekly basis using the library software and the defaulters are intimated through e-mail and or phone	Librarian
14	In the case of Loss of the Library Membership card, students are issued a Duplicate Library Membership cards on submitting the application for the same in the prescribed format.	Librarian SFIT/LIB/F-07/REV0

### 5.7.3 Stock verification and preservation of books

Stock Verification is generally carried out in the month of July as per the following guidelines:

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	Complete physical verification of books has to be done every year.	Library Staff
2	If some of the pages of a book are missing and / or tattered, the same pages are replaced by photocopying the matter from another available library copy.	Library Staff
3	If the book is damaged but can be re-used, it is sent for binding after changing the status in the catalog.	Library Staff
4	Book Supports are stacked on every shelf to maintain the books in good conditions.	Library Staff
5	Binding of books is undertaken on a bi-annual basis.	Library Staff
6	Dusting of books is carried out periodically	Library Staff
7	Fire Extinguisher is provided in the Library.	

### 5.7.4 WITHDRAWN / WEEDING OUT

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	The withdrawal of books from circulation is authorized by the Librarian, the Library Committee and the HODs of respective departments.	Librarian / Library Committee / HOD
2	If more than 5% of the pages of a book are damaged / spoilt, missing or if books become obsolete, then the books are withdrawn / weeded out. An entry is to be made in the library software and the Weeding out Register.	Librarian

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3	Books are withdrawn / weeded out after the annual stock verification. However, this may not be an annual activity done every year, but shall be done <b>at least once in three years.</b>	Librarian
---	---	-----------

### 5.7.5 Guidelines for Weeding out other reading materials :

- Newspapers are withdrawn after two months.
- Journals are withdrawn after 10 years after obtaining due consent from the respective HODs..
- Technical Magazines are withdrawn after 5 years.
- Non-Technical magazines are withdrawn after 3 years.

### 6.0 Barcoding of books and user's membership cards

Barcode Printing:

⇒ Barcode on the book is the Accession Number of the Book.

⇒ Barcode on the library cards is the PID/ Employed ID number of the student/ Staff respectively.

Sr. No.	ACTIVITY	RESPONSIBILITY / RECORD
1	Select Agrobar Icon	Library Staff
2	Select Example icon and click	Library Staff
3	In Example Icon, right click on Number > select properties > select "counter" in Data Source, if barcode are serially required. If only one bar-code is required, then select "fixed" in Data Source	Library Staff
4	In Text Properties, Font: PPLA Font 4(14pt) Expand Height -1 Expand Width - 1 Rotation - Normal Data Source: Fixed or Counter (select whichever required) Option Coordinate and size<0.001 inch> X coord: 37 Width: 62 Y coord: 33 Height: 21 Field Name: Text 1	Library Staff

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## 8. List of registers

REGISTER TITLE	Responsibility / Retention
Accession Register – Books	Librarian / Permanent
Accession Register – Book Bank	Librarian / Permanent
Record of Dailies	Library Staff / Permanent
Binding Register	Library Staff / Permanent
Library Usage Register maintained on-line as a soft copy	Library Staff / Permanent
Digital Library Usage Register	Library Staff / Permanent
Stock of Computers and related equipment	Library Staff / Permanent
Weeding out Register	Library Staff / Permanent

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# ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGG. COLLEGE)

Mount Painsur, S.V.P. Road, Borivli (W), Mumbai - 400 103

## CENTRAL LIBRARY Library Membership Form

SFIT / LIB / FOI / RENO

Form No: SFITLIB/MEM/\_\_\_/20\_\_

Affix recent,  
passport size,  
colour photo

Regular Membership / Alumni Membership

Fresh Membership / Renewal

Name (First Middle Last Name)	
Date of Birth	
PID	
Year of Enrollment	
Year of Graduation (for alumni members only)	
Branch	
Current Address	
Permanent Address	
Landline No.	
Mobile No.	
E-mail ID	
Website / Blog	
Orkut/Facebook/Twitter Badge or ID	



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## BOOK REQUISITION FORM

Form No.:

Year:

Name of the teacher:

Designation:

Class for which recommended:

No. of Students:

Title:

Author:

Publisher:

Mention whether Text book or Reference book:

No. of Copies Recommended:

Signature:

Date:

*[In case of multiple titles, kindly attach the list as a separate sheet.]*

-----  
No. of Copies available in the Central Library:

Cost of the book:

Signature of Librarian:

Date:

-----  
Approved By:

Name	Designation	Department	No. of Copies Recommended	Signature & Date
	Head of Dept.			
	Principal	-		
	Director	-		

Remarks, if any:

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SFIT/LIB/F-03/REV 0

## JOURNAL SUBSCRIPTION FORM

Name of the teacher:

Designation:

Class for which recommended:

SN.	Title of the Journal / database	Publisher	ISSN	Origin	Media (P / E)	Frq.	Website	Price
1								
2								
3								
4								
5								

Approved By:

Name	Designation	Department	Signature & Date
	Librarian		
	Head of Dept.		
	Principal		
	Director		



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Form No.: SFIT / LIB / F-04 / REV 0  
CENTRAL LIBRARY

## SCHOLAR'S CARD FORM

Form No.:                      Year:

Name (IN BLOCK LETTERS)	
PID No.	
Year and Branch	
Semester	
Rank	
Local Address:	
E-Mail ID:	
Telephone no.:	
Signature of the applicant	

\*\*\*\*\*

Approved By:

Name	Designation	Signature & Date
	Librarian	

Number of library cards given: 03 / 02 / 01

Validity of the card: From                      to

Receiver's Signature:

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SFIT/LIB/F-05/REV 0

## LOST / DAMAGED DOCUMENT FORM

Form No.:

Year:

### USER INFORMATION

User Barcode	
Name (Surname, First Name)	
Address	
Phone numbers Residence Mobile	
E-mail ID	
Signature	

### ITEM INFORMATION

Specify Lost item (Book/CD/DVD/Journal/Magazine/Project Report/Syllabus/Question Papers)	
Acc. No. (barcode) of the document	
Call no.	
Title of the document	
Author (s)	
Publisher	
Year of Publication	
Issue Date	
Due Date	
Date reported loss to the Library	

### FOR LIBRARY USE ONLY

Total No. of days	
Fine due Receipt No.	
Total amount to be paid (cost of the book + Fine)	

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Signature of library staff

SFIT/LIB/F-06/REV 0

## BOOK BANK FORM

Form No.:                      Year:

NAME:

(Surname)

(Name)

(Middle name)

LIBRARY CARD NO.: \_\_\_\_\_ COURSE: U.G. / P.G.

BRANCH: IT / COMP / EXTC

SEMESTER: \_\_\_\_\_

PHONE No.

E-Mail ID:

DATE: \_\_\_\_\_

I wish to procure the following books according to the rules of the Book Bank.

SN.	Author	Title of the Book	Acc. No.	Cost
1				
2				
			Total	
(Rs.)				

Student's Sign. & Date

Signature of Library Staff

### (To be filled on Receipt of Book-Bank Books)

I have received the above mentioned books. I hereby state that I agree to abide by the rules of the Book Bank. The books given to me are in good condition. I agree to return it back in the same condition. I also agree not to write anything on the book or underline anything. The books will be returned back by me on or before the due date

Receipt Book / Number:

Student's Sign. & Date

Signature of Library Staff

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TITLE :- CENTRAL LIBRARY PROCEDURE    DOC. NO.-SFIT/LIB/P-01/REV3    Date :01/07/15    Issue No.: 01

SFIT/LIB/F-08/REV 0

## STATEMENT OF LIBRARY MATERIALS DONATION

Form No.:                      Year:

I am donating \_\_\_\_\_ to the SFIT Library with the  
(number) (items, e.g., books, journals)

understanding that they will be added to the collection if they meet library needs. If not, the items may be disposed of in any manner deemed suitable by the Library.

I understand that by signing this form, I relinquish all ownership rights to the materials specified, and that these materials **will not be returned to me** if they are not added to the Library's collection.

Donor's Name: \_\_\_\_\_

Donor's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_

E-Mail ID: \_\_\_\_\_

Signature of Donor with Date  
\_\_\_\_\_

A list of items donated should be attached or items should be listed on the back side of this form.

Signature of the Librarian  
\_\_\_\_\_

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# St. Francis Institute of Technology

TITLE :- CENTRAL LIBRARY PROCEDURE | DOC. NO.-SFIT/LIB/P-01/REV3 | Date :01/07/15 | Issue No.: 01

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