

ASANSOL ENGINEERING COLLEGE



Vivekananda Sarani, Asansol,
West Bengal, 713305

LIBRARY RULES

LIBRARY RULES

1. Library Identity card will be issued to every student.
2. In total SIX books will be issued to every student, THREE books from the Book Bank per Semester & THREE from general Circulation Section retainable for a maximum period of 30 days.
3. Entry to the Library is restricted to the bonafide users only on production of valid identity card/Library identity card at the security check point. Entry with bags, folders, boxes etc. in the library is not allowed.
4. Visitors are allowed only with valid identity on college working days during Library working hours.
5. Only books will be issued to the library members from the Circulation Section of the Library.
6. Reference copies, CDs, Journals, Magazines are not lent to anyone; however, these can be used in the Reading Room of the Library on the basis of temporary issue.
7. The readers should check the book thoroughly for missing pages, chapters, pictures etc., if any while borrowing the book.
8. No book in damaged condition will be accepted from the borrower.
9. Borrower should not write.; mark or otherwise disfigure books of the library.
10. The books which are already issued can be requisitioned at the Circulation Counter which will remain valid for 7 working days from the date of return.
11. One user can put maximum 2 claims that will remain valid for 7 days from the date of return.
12. The Library reserves the right to recall any issued book before the due date.
13. The users are not allowed to bring the books issued to them inside the library unless they want to return them.
14. The borrowing facility can be withdrawn restricted in case of misconduct by any user.
15. Loss or damage of a book must be reported to the Librarian immediately and the library will collect the current price of the lost item or it may be replaced by a new one.
16. For the loss of bar-coded Library ID card, readers have to deposit Rs. 50 for a duplicate ID card
17. FINE: The fine beyond the due date of return will be Re. 1.00 per books per day.
18. Library Timings: 8.00 AM to 8.00 PM

19. Issue & Return of Books: 10.00 AM to 5.00 PM (The timing & working days may be changed as per requirement)

SERVICES AVAILABLE

Reference Section: The central library maintains a separate reference section consisting of a large numbers of reference books. Readers can use those books in the library reading room which is a place of peace and silence with a seat capacity of 156.

Digital Library: The Central library of Asansol Engineering College is one of the richest technical libraries in the state with a modern digital library. It has a large number of electronic resources eg. e-books, e-journals, e-databases etc.

E-books: All the books published in the copy right year 2005, 2006 and 2007 by Springer E-journals.

IEEE ASPP ONLINE JOURNALS PACKAGE:

IEEE online journals (190 journals) are available through this package which covers Electronics and Communication Engg, Electrical Engg, Computer Sc. and Engg and other branches.

Video Library: The Central library has a collection of more than 800 video CDs consisting of series of class room lectures delivered by the faculty of IIT Kharagpur and IIT Delhi. All the CDs are stored in a CD/ Mirror server and are available through the campus wide LAN.

OPAC & Web OPAC: The central Library offers computerized catalogue search services through the Web OPAC (Online Public Access Catalogue). Bibliographic details of more than 65000 books are available through this interface. In addition to all those services, Central Library of AEC all provide facilities like book bank, photocopying etc.