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CENTRAL LIBRARY
Frequently Asked Questions

1. How do I become a member of the Library?
For the faculty they required Head of the Departments permission latter for new membership and the student they required original fee receipt along with 2 passport size photograph for new library membership.
2. How do I search books in Catalogue (OPAC)?
Go to library home page. There is a link Search Catalogue (OPAC). Enter a word or words from title or subject or author of a book you like to search. Press enter. It will list all books matching the words you input.
3. How do I know what e-books are available / accessible to AVCOE users?
Go to library home page. Click on **Institutional Repository**. The system will list all the e-books available in library.
4. How do I borrow books?
Go to the library, pick up the books you like to borrow, carry these books to the Circulation Counter. Give your library card. The library staff will assist you in getting these books issued to you.
5. What are the issue/return (of books) timings of the Library?
09.00 am – 5.00 pm on all working days
08.00 am –1.00 pm Saturdays
6. How many books can I borrow?
All the users are issue the books according to library policy.

Sr. No.	Category	Books	Duration
1.	Faculty	5 books	1 Month
2.	FE Students	2 books	10 days
3.	SE Students	2 books	10 days
4.	TE Students	3 books	10 days
5.	BE Students	4 books	10 days
6.	MBA Students	4 books	10 days
7.	Advance Learner Students	5 books	10 days

7. Is there a fine for late return (Over-due) of books?
Yes, a member is required to pay late fee, Rs. 1.00 for per book per day will be charged, if he/she fails to return the books within prescribed period of time.
8. How / where do I pay Library dues?
Library dues (late fees/cost of lost books etc) can be paid in cash at the Account Section.
9. How do I replace a lost book (What am I required to do for a lost book)?
Immediately declare the book as lost on prescribed application form. The latest procurement cost will be intimated to you, to pay for the cost of book.
10. How do I recommend a book for purchase in the Library?
Faculty and Students can recommend books for purchase by the library. Go to library and take a Book Suggestion Form. Fill in all the details in respect of books recommended for purchase. Forward the completed Form to the library through concerned Head of the Departments. Students must approach their faculty / Course teacher to recommend the books for them.
11. What types of documents are kept in the Reference Collection?
References collection mainly contains encyclopedias, handbooks, dictionaries, directories, atlases and some rare collection books.
12. Can the Library borrow documents from other libraries?
Yes, the Library can borrow books and copies of articles on inter-library loan from other libraries.
13. Are E-RESOURCES accessible to all the users?
E-Resources are accessible only to AVCOE students, faculty and staff within the campus.
14. Whom should I contact if I do not get access to a particular E-RESOURCE or want to learn more about E-Resources?
Please contact Asst. librarian for Periodical Section / Reference Section. They will provide you assistance / help in using the e-resource.
15. Can you tell me Photocopy availability and charges per page?
Yes, Photocopy facility is available in the library. Photocopy charges are 1.00 Rs per page.

Librarian