Date: July 13,2022

Institutional Policy for the Library

1) Acquisition policy and procedure

The library staff conducts user study by observation, casual interaction and by referring to the borrowers account.

2) Purchase and use of current titles and print:

The library follows following methods for purchasing new titles or journals.

a) The Library procures books as prescribed in syllabus, approved by the University of Mumbai.

b) The library procures the books which are duly recommended by teachers and students through 'Requisition'

c) The library procures books on Approval basis from various publishers and book-vendors considering the courses available in our College. The teachers are invited to approve the books by filling up the Requisition Form.

d) The Librarian, with the help of the academic fraternity, purchases books keeping in mind the trends in the various subjects and prevailing global debates, discussions, discoveries and innovations

3) E-journals/Online Resources:

a) Online journals are procured in order to meet the growth in the architectural industry.

b) Research undertaken by the students and doctoral research degrees undertaken by our teachers.

4) Ordering:

Vishnu Waman Thakur Charitable Trust's

VIVA SCHOOL OF ARCHITECTURE

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai
Website: www.vivaarch.org   E-mail : principal@vivaarch.org & admin@vivaarch.org

Shri. Hitendra V. Thakur	Ms. Aparna P. Thakur	Prof. Chakor A. Mehta
President	Secretary	Principal

i) Availability of funds: ensure that requisite funds are available for the purchase of item.

ii) Performance of the book vendor: response to the correspondence, speed of supply, adherence to the terms and conditions.

iii) Updating the panel of vendors from time to time based on the performance of the vendor is a continuous activity & the best performed vendors will be given the orders.

A. Circulation policy

1) Membership:

The bonfire students and staff members automatically become member of viva library for borrowing reading materials. However, the students and staff members have to collect their library cards from the library for any kind of transaction.

2) Loan privileges:

Category	No of books allowed	Time period
Faculty	3	Entire Semester
Degree Students	2	15 days

3) Overdue charges:

The books got issued have to be returned in time. A fine of Rs. 5 per day is charged for the period the book is kept after due date.

4) Loss of books:

In case of loss of library book by the borrower, the book may be replaced with same title with same edition. In case of non-availability of book, the books price may be paid as per the library rules.

B. Digital Library

- Electronic resources such as e-journals, e-databases, e-books etc. made available by the Library for academic use only.

- These resources can be searched, browsed and material may be downloaded and printed as single copy of article as is done in the case of printed library material.

- Downloading or printing of a complete book or an entire issue or a volume of one or more journals (systematic downloading) is strictly prohibited.

- Please be aware that systematic downloading will cause the publisher to block to the entire community of users at VIVA School from accessing these resources.

Digital Library: Acceptable Use and Code of Conduct

- Do Not Download Movies OR Songs
- Do Not Remove LAN Cord, Keyboard and Mouse from the Computers
- Do Not Save Any Document on the Desktop
- Kindly Scan Your Pen Drive
- Take Care of Your Own Belongings
- Library will not be Responsible for Any Data Loss
- Please Inform the Library Staff in Case of Any Computers Problem
- Please Keep the Digital Library Clean
- Keep Silence in Digital Library
- Do not Install any Software without Prior Permission of Library staff

C. Library rules & regulations

- Absolute silence is requested in the library.
- Use of cell phones is strictly prohibited in the library.
- Eatables are not allowed inside the library.
- Do not sleep / discuss in the library.
- Exchange or transfer of library card is not allowed
- If any book is lost, the borrower is liable to replace it.

- A late fee of Rs.5/- per day per book shall be charged for those who fail to return the book after the due date.
- The reading material, like reference books / question papers / newspapers / syllabus issued on the reading card should be returned on the same day.
- Users are responsible for the physical condition of the book.
- Vandalism of books shall be penalized.
- E-library is only for reference purpose & shall be used with due permission from librarian.
- Every student is expected to read and follow the instructions displayed on library notice board.

All the necessary decisions shall be at discretion of the authority / library committee.

Prof. Chakor A. Mehta
Principal
VIVA School of Architecture