

### **Library - Maintenance**

- Library policy
- Sample for library maintenance - copy of purchase bills
- Copy of communications related to discarding of books

# **Sushant** **University** *soaring high*

## **LIBRARY POLICY**



# **LIBRARY RESOURCE CENTRE**

## **Library Policy**



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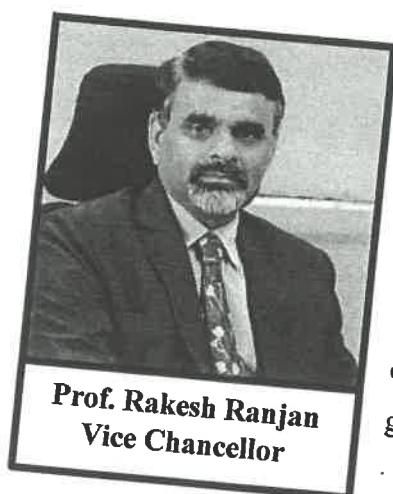


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Chief Librarian  
Sushant University, Gurugram



## Foreword



Sushant University has taken significant stride in enhancing the educational environment, with a range of initiatives focused on holistic development. These efforts have introduced fresh perspective to the university's academic programs, offering a diverse array of discipline and industry-specific curricula. By providing in-depth specializations and recognized certifications, Sushant University ensures that its students are globally competitive.

The Library Resource Centre at Sushant University plays a pivotal role in supporting teaching, learning, and research by providing essential information resources. The library policy outlines the steps involved in the development, acquisition, and distribution of library resources and services to students, staff, and authorized patrons.

Policy will be enforced by the Library Resource Centre with periodic review to remain responsive to evolving academic and regulatory requirements. The library remains committed to continuously explore innovative ways to enhance teaching and research quality by facilitating global access to information.

**VICE-CHANCELLOR**

~~Chief Librarian~~  
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## Abbreviations

<b>AACR II</b>	Anglo-American Cataloguing Rules, Second Edition
<b>ACM</b>	Association for Computing Machinery
<b>AICTE</b>	All India Council for Technical Education
<b>ANSI</b>	American National Standards Institution
<b>ASCE</b>	American Society for Civil Engineers
<b>ASME</b>	American Society for Mechanical Engineers
<b>ASTM</b>	American Society for Testing and Materials
<b>BSB</b>	Book Supply Bureau
<b>B. Tech</b>	Bachelor of Technology
<b>B. Arch</b>	Bachelor of Architecture
<b>CAS</b>	Current Awareness Service
<b>CD/DVD</b>	Compact Disk/Digital Versatile Disk-Read Only Memory
<b>CMIE</b>	Centre for Monitoring Indian Economy Pvt. Ltd.
<b>EBSCO</b>	Elton Bryson Stephen Company
<b>GIST</b>	Global Information Systems Technology
<b>HOD</b>	Head of the Department
<b>ID</b>	Identification
<b>IEEE</b>	Institute of Electrical and Electronic Engineers
<b>IHS</b>	Information Handling Service
<b>IISc</b>	Indian Institute of Science
<b>IIT</b>	Indian Institute of Technology
<b>ILL</b>	Inter Library Loan
<b>ISO</b>	International Organisation for Standardisation
<b>IR</b>	Institutional Repository
<b>JET</b>	J-Gate Engineering and Technology
<b>LMS</b>	Library Management System
<b>JSMS</b>	J-Gate Social and Management Sciences
<b>SU</b>	Sushant University
<b>LAC</b>	Library Advisory Committee
<b>LCSH</b>	Library of Congress Subject Headings
<b>MHRD</b>	Ministry of Human Resource Development
<b>MIT</b>	Massachusetts Institute of Technology
<b>M.Tech</b>	Master of Technology
<b>M.Arch</b>	Master of Architecture
<b>MS</b>	Manuscripts Collection, Micro-Soft
<b>NAAC</b>	National Assessment and Accreditation Council
<b>NIC</b>	National Informatics Centre



<b>NPTEL</b>	National Programme on Technology Enhanced Learning
<b>OCW</b>	Online Course Ware
<b>PAN</b>	Permanent Account Number
<b>PDF</b>	Portable Document Format
<b>PG</b>	Post Graduate
<b>PhD</b>	Doctor of Philosophy
<b>PIS</b>	Patent Information System
<b>R</b>	Reference Collection
<b>R&amp;D</b>	Research and Development
<b>RFID</b>	Radio Frequency Identification
<b>SDI</b>	Selective Dissemination of Information
<b>S&amp;T</b>	Science and Technology
<b>TB</b>	Text Book Collection
<b>UDC</b>	Universal Decimal Classification
<b>UG</b>	Under Graduate
<b>UGC</b>	University Grants Commission

  
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## Definition of Terms

<b>Book:</b>	Any lendable information resource held by the library
<b>Circulation Desk:</b>	The area in the library in which staff handle the loans procedure and enquiries
<b>Circulation:</b>	The total issue of library books over a specified period
<b>Collection:</b>	Any information media regardless of format that is acquired by the library
<b>Reference Services:</b>	Reference services include answering directional and general information questions and providing instruction in the use of library resources.
<b>Conserve:</b>	The provision of adequate care and maintenance facilities to ensure the long survival of library stock or archives
<b>Consortium:</b>	Group of University libraries, research institutions and Colleges who have signed a memorandum to negotiate prices of electronic resources jointly
<b>Faculty</b>	Teaching staff
<b>Fair use:</b>	The limitation and exception to the exclusive right granted by the copyright law to the author of a creative work
<b>Information Literate:</b>	A person who has the ability to know when information is needed, know how to locate and critically evaluate and use that information in an ethical manner
<b>Institutional Repository:</b>	A digital collection that captures and preserves the intellectual output of a university community
<b>Inter-library loan:</b>	Lending of materials between libraries.
<b>Lending:</b>	To give or allow the use of a book temporarily on the condition that the same will be returned.

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<b>Library Advisory Committee:</b>	A standing committee responsible for giving guidelines on Library Services and resources.
<b>Plagiarism:</b>	The presentation of someone else's ideas, word, or artistic/scientific technical work as one's own creation.
<b>Special Collection:</b>	Theses and Dissertations, Non- book materials, Rare Materials, publications.
<b>User:</b>	Any person who has been admitted to use the library.
<b>Checking in:</b>	Discharging (return) of borrowed books using and integrated library management system.
<b>Checking out:</b>	Lending of books to a library user
<b>Desensitizing:</b>	Deactivating a book by passing it through a book desensitizing machine after checking out using an integrated library management system (ILMS) so that user can carry book out of the library..

  
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## 1. Preamble :

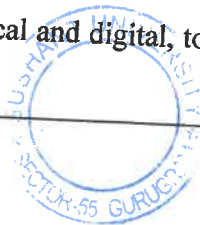
Library Resource Centre (LRC) is the backbone of academic and research activities of the university. It supports teaching, learning, research, and innovative activities of the university. The university has a Learning Resource Centre consisting of 3 fully enabled libraries spread over more than 11,148 square ft. situated in different academic blocks to facilitate access with a minimum movement of students, which can accommodate approximately 225+ readers at a time. The library is entirely devoted to the scholastic needs of students, research scholars, and faculty. It carries a wide range of publications in the areas of computer science, IT, Civil Engineering, Mathematics, Physics, Electronics, Electrical Engineering, Hotel Management, Law, Pharmacy, Planning and Development, Architecture, Design, Health Science and collections in Humanities and Social Sciences etc. LRC has been pooling the latest quality books on competitive examinations and general reading books. LRC adopts an open shelf system, which offers freedom to students to visit, browse, read, and explore any documents available on the shelves. The library has also been subscribing to over 51 national and international journals and magazines in print form. subscription to various local, regional, and national newspapers in hindi and english is the key part of the library. The LRC activities are fully computerized with the help of in-house Library Management Software, known as 'TCSion'.

Apart from print collection, LRC has subscriptions to Engineering ,Architecture, Hotel Management, Law, Pharmacy, Planning and Development, Design, Health Science and allied areas-related online databases, which offer a huge collection of full-text resources in all key areas.

LRC has been an active member of the Developing Library Network (DELNET), National Digital Library of India (NDL), and Shodhganga, utilizing its Inter Library Loan and document delivery services on a regular basis. The LRC is doing its best efforts to give quality services to its users by using the state-of-the-art facilities.

## 2. Vision :

The vision of the library at Sushant University is to provide a dynamic and innovative learning environment that supports academic excellence. It aims to offer a comprehensive collection of resources, both physical and digital, to enhance research,



learning, and development. The library strives to foster a culture of intellectual growth, supporting students and faculty in their pursuit of knowledge and scholarly endeavors. To improve the university's academic standing by offering learning materials and assisting in its transformation into a top-tier institution.

### 3. Mission :

- We aim to establish and uphold an environment in the library that fosters a desire for knowledge among the students.
- To provide quality service to the users.
- To provide access to various learning resources of all formats—books, periodicals, e-resources, etc.
- To ensure optimum satisfaction for all the users of the institute.

### 4 Values of the Library Resource Centre, Sushant University:

**User First:** To support our users, we bring passion and expertise to our work.

**Innovation:** We explore and employ innovative techniques and ideas to support our vision and mission.

**Collaboration:** We work collaboratively within and outside the institute to achieve our vision and mission.

**Inclusion:** We believe in the principle of shared growth, inclusion, and welfare of our users and staff.

### 5. LRC Objectives:

The main objectives of Library Resource Centre of Sushant University are stated as the following: -

- To educate and assist students and staff in the identification and effective use of information resources
- To preserve all collections/materials and maintain/upgrade infrastructure to enhance the quality of services
- To provide access to information resources regardless of location.
- To collect library materials in all formats, broaden and update all collections to meet the needs of programs and support teaching, research, innovation, and training.
- To automate the complete function of all processes of the library using ICT
- To provide current library materials and databases that support academic curriculum.



## 6. The LRC Advisory Committee:

This is notified for the information of all that the Library Committee has been reconstituted, as per the details given below.

### 6.1 Composition:

Dr. Saurabh Chhabra, Dean Professor, VATEL	Chairperson
Dr. Aparajita Shrivastava, Professor, SAA	Member
Dr. Dinesh Rai, Professor, SET	Member
Dr. Manu, Professor, SOL	Member
Dr. Richa Nangia, Associate Professor, SOB	Member
Ms. Vineeta Kochar, Associate Professor, SOD	Member
Dr. Amit, Assistant Professor, SHS	Member
CFAO or his Nominee	Member
Dr. Dharmendra Harit , Chief Librarian	Member Secretary

## 7. Library Resource Centre: Rules

### 7.1 General rules:

- Only registered members are allowed to use the library. Members should always carry their ID cards while using the library.
- Readers should observe silence inside the library.
- Usage of Mobile phones is not permitted inside the Library Premises.
- Readers' tickets are non-transferable.





- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- Members are themselves responsible for books issued against their lost tickets.
- Readers are not allowed to bring their personal books or any printed material in book form inside the library, for which designated room only is to be read.
- Members must show their Library Cards while entering the library, borrowing books and journals and at any time if asked to do so by the library staff.
- The belongings like bags, umbrellas, tiffin boxes, and other personal belongings etc. are to be deposited at the Property Counter at the Reader's own risk.
- Every member must sign the register available at the entrance.
- Members are free to browse the books, as there is open access in the library. Once the books are taken out of the shelves, they should not be replaced by them, as they may be misplaced. They should be kept on the table only.
- Readers should not write in, mark, scratch, disfigure, or damage books or furniture in the library.
- Network will not be provided on the laptop brought inside the library. The library shall not be responsible for the loss of laptops.
- Chewingum, pan, spitting, smoking, eating, sleeping and talking loudly is strictly prohibited in the library.
- Newspapers, magazines, and journals must be read only in the library on specific tables/stands and should not be taken out to any other reading area.
- Books and novels are not allowed to be read in the digital and journal section of the library. The reading hall should be used for the same.
- No Library material can be taken out of the library without permission.
- Anyone who violates the rules and regulations of the library shall be liable to lose the privileges of library membership.
- Notwithstanding anything contained in these rules, the decision of the Vice Chancellor of the University in all matters shall be final and binding.

## 8. Procedure for Membership:

All the members of Sushant University (students, faculty, and staff) are eligible for library membership free of cost. All the registered students/faculty members can borrow books from the library through their ID card. The books may, however, be reissued on the due date.



## 9. Lending Rules and Restrictions:

### 9.1 Circulation rules:

- Periodicals will not be issued as these are for reference in the library only.
- Students can be issued four (4) books in total for fourteen (14) days & can get them re-issued if required by the student, subject to the condition that there is no requisition for the book/pending demand.
- Faculty members can be issued ten (10) books for the semester.
- Reference books can be issued for overnight only in exceptional circumstances with the recommendation of the Dean of School/HODs.
- Students can reserve the books at the circulation counter in case those are already issued.
- Reference books, project reports, theses (dissertations), periodicals, and bound journals are not issued to students/faculty members. They are to be referred to within the library premises only.
- Project reports and dissertations submitted within the last five years are given for reference within the library only. Written permission of the Dean of School/HODs concerned is required in such cases.
- Project reports and dissertations cannot be photocopied.
- The chief librarian reserves the right to recall any book issued to the borrower even prior to the due date of return, if necessary.
- At the end of every academic session, the member will have to obtain a "No Dues Certificate" from the chief librarian, failing which he will lose his library membership.
- The borrower shall be responsible for the safe return of the books to the library. In the case of damage or loss of books, the member/staff will have to replace the lost book with a new book or will have to pay the double cost of the lost book/document.
- Stealing or damaging the property of the library or misbehavior with library staff shall be considered an act of indiscipline, which will call for strict disciplinary action, fines, and cancellation of library membership.
- The library staff is authorized to check any students' bags & belongings, if needed.
- Non-member visitors are not permitted to use the library without the permission of the chief librarian.



#### 10. Late Book Fine (Overdue charges):

- Issued books returned after the due date attract overdue charges. For textbooks, it will be Rs. 5/- per day.
- If students and faculty lost the book, then he has to pay the price of the book + an equal amount as a fine + Rs. 100.00 processing charge for each book.

**11. Clearance Certificate:** All library documents will have to be returned along with the dues, fines, etc., if any, by the individuals (staff, faculty, etc.) at the time of leaving Sushant University, and obtaining a 'clearance certificate' from the library is mandatory.

**12. Resource Suggestion:** Requests for new books, journals, CDs, or other information resources may be sent to the library with maximum ordering details available. Please use any of the following modes for ordering: - E-mail Recommendation form (accessed from Sushant University Library) Please allow a reasonable time for procurement and technical processing of the books, i.e., 20 days and 2 months for Indian and international books, respectively. Purchase of documents directly by individuals is discouraged. Duplicate copies are not accepted for the collection.

#### 13. Cyber/ Repository/E-resource/E-books/ Digital Library rules:

- Cyber Library is to be used for academic purposes only.
- Online chatting in the Cyber Library is not allowed.
- Users are not allowed to carry eatables and drinks in the Cyber Library area.
- Readers must carry their library ID card while using the Cyber Library. They must show their ID card on demand.
- Readers are not to share their net access ID and password with other students.
- Changing the settings and display of the computers kept in the Cyber Library/Reading Hall is not allowed.
- Playing games on computers is strictly prohibited in the entire library premises.
- Students should take care of their pen drives, CD/DVD ROMs, cell phones, wallets, etc.
- Browsing of dating, networking of friendship, and porn websites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.



#### 14. LRC Working Hours:

The LRC opens all days of the week under following timings:

Particulars	Timings
Working Hours	9.00 AM to 5.00 PM
Issue & Return	9.15 AM to 4.45 PM

- LRC will remain closed on holidays listed in the academic calendar of Sushant University.
- All online resources can be accessed 24x7.
- Any change in the LRC timings will be notified in advance.

For any queries, please mail at [chief librarian@sushantuniversity.edu.in](mailto:chief librarian@sushantuniversity.edu.in)

#### 15. Discipline:

- Good conduct must be observed in the library; eating, chewing, littering, spitting, and sleeping in the library; using mobile phones; improper dressing; group discussion; drunkenness; rude behaviour, etc. are prohibited.
- Improper use of the furniture, e.g., sitting on two chairs, sitting on tables, placing feet on the chair, and defacing library furniture, is prohibited.
- Silence must be observed at all times.
- Charging of electronic and electric gadgets that do not promote access to library resources is prohibited.
- Smoking and use of open fire in any part of the library is prohibited.
- Cases, parcels, overcoats, hats, umbrellas, etc., are not allowed in the library.
- Use of personal electronic/electric gadgets within the library will be allowed strictly for academic purposes.
- The library shall not take responsibility for loss or damage of personal property.
- All users leaving the library carrying books or parcels must show them to the library security officer.
- Stealing and/or attempting to steal a library book or property is an offense, and those caught will face disciplinary action.
- Photocopying, duplicating, and any other form of data transfer should conform to copyright law and appropriate licenses.
- Use of electronic devices and resources must conform to the following:



- (a) Users of laptops must maintain order and avoid distracting other users.
  - (b) Access to library networks must only be for purposes that are in line with users academic, research, and/or learning programs of LRC, SU,
  - (c) Systematic downloading of library-subscribed electronic content is prohibited.
  - (d) Misuse and sharing of electronic resources access information with non-authorized members is prohibited.
- University Librarian shall suspend any user whose conduct in the library is found to be disorderly according to these rules. Such a person shall be reported to the university authorities for further disciplinary action.

#### **16. Damage/Loss of Library Books and/or Library Property:**

- Users will be held responsible for any damage occurring to a book while in their possession and will be charged for repair. If the book is damaged beyond repair, the user will be charged in accordance with LRC rule.
- Users are responsible for ensuring that the books they borrow are not damaged before borrowing; otherwise, they will be held responsible for the damage and will be charged.
- Any defect in or damage to a book should be reported to the Circulation Librarian. Users must report at once any loss of and/or damage to books while in their possession.
- The marking and defacing of any library materials is strictly forbidden.
- Refreshments, ink bottles, and any other materials that might accidentally damage library books or property must not be brought to the library.
- Damage to the library property will be dealt with according to rules.

#### **17. Infrastructure:**

The LRC is equipped with a well-designed, state-of-the-art infrastructure to complement the requirements for reading and research. The space is fitted out and well stocked with relevant and appropriate learning and information resources, both in print and electronic. The resources are armed with the latest collection of books, journals, magazines, e-journals, e-books, and databases from globally known publishers. Our major focus is to procure online/digital learning resources, which allow users to access them anytime, anywhere, 24×7.





## **18. Future Developments:**

The Library Resource Centre is currently in the process of creating innovative research support services to strengthen research activities at Sushant University.

## **19. LRC Collections:**

The LRC has been pooling quality resources in all formats from across the world. Broadly the following resources are the highlights of the library collection.

## **20. Selection of Materials:**

The library information resources shall include:

- Resources for academic and curricular needs
- General and specialized reference materials
- Bibliographies, indexes, and catalogues
- Resources for special collections
- Materials for recreation and general interest

## **21. Acquisition:**

The library information resources shall be acquired in various ways in line with the collection development policy, with the recommendation of the library committee.

- Purchases shall depend on the library information resources budget.
- The library shall receive solicited and unsolicited gifts that are relevant to the university with the understanding that they shall be added to the collection only after they have been evaluated.
- It shall be made clear to the donor that the library reserves the right to accept or reject the gifts.
- The library shall prefer selecting from an advance list of intended gifts before accepting for shipping to avoid acquiring documents that are not relevant to programs taught.
- The library reserves the right to dispose of inappropriate gifts as it sees fit, by exchange, re-donation, or discard with the approval of the Library Committee.
- The library shall enter into and strengthen the exchange of publication programs with other institutions whenever such ventures are advantageous to the library.



- The library shall strive to enter into depository agreements with as many publishing bodies as possible in order to access the current research information, provided that there are no conditions attached.
- Library materials that may have been lost or damaged beyond repair shall be considered for replacement if they are still useful.
- All records of lost, paid-for, or replaced items must be amended to reflect the current status in the library records.
- The library shall endeavor to acquire the current edition of information materials.
- Free resources available from the internet, organizations, or individuals may be included in the library databases.

## **22. Print Resources:**

- Books
- Periodicals
- Newspapers

## **23. Specialized Print Resources:**

- Theses
- Dissertations

## **24. E-Resources:**

- E-Resources

## **25. LRC Collection:**

<b>Documents</b>	<b>Scope</b>	<b>Titles</b>	<b>Total Volumes</b>
<b>Books</b>	All areas	23114 +	54143 +
<b>E-Books</b>	All areas	3.30 Lakhs	3.30 Lakhs
<b>E- Journals</b>	All areas	11000+	11000+
<b>Print Periodicals</b>	International Journals	10	



	National Journals	34	51
	Magazines	7	
Theses	Ph. D Theses	59	59
Dissertations	PG		116
	UG		1343
Newspapers	All areas	5	14

## 26. List of Newspapers:

Sr. No.	Name of Newspaper	Language(version)
1	The Hindu	English
2	Hindustan Times(HT)	English
3	Times of India (TOI)	English
4	Navbharat Times(NBT)	Hindi
5	The Economics Times (ET)	English
6	The Tribune	English



## 27. Digital Resources

The library subscribes to databases to help users with their research and academic pursuits. The library subscribes to the E-books Collection. The LRC is an institutional member of DELNET databases, the National Digital Library of India (NDL).

## 28. E-Books:

You can access high-speed internet at workstations or use Wi-Fi to read the e-books through online databases subscribed to by the LRC available at the Reference Desk.

## 29. E-Books Portals Access:

Name of Databases	URL Link	Access Mode/Availability
Perlego e-books Collection	<a href="http://search.ebscohost.com">http://search.ebscohost.com</a>	IP Based: Campus wide

## 30. Library Membership Portals Access:

Name of Library Membership	Coverage Area	URL Link	Access Mode/Availability
DELNET	All Subjects	<a href="http://delnet.in/">http://delnet.in/</a>	Username: hraug Password: aug55
National Digital Library	All Subjects	<a href="http://ndl.iitkgp.ac.in">http://ndl.iitkgp.ac.in</a>	IP Based: Campus wise
Shodhganga	All Subjects (Thesis)	<a href="https://shodhganga.inflibnet.ac.in/">https://shodhganga.inflibnet.ac.in/</a>	IP Based: Campus wise



### 31. Digital Library:

Digital Library is an institutional repository of Sushant University. We have 15 computer systems in the digital library, including all departmental units of the Central Library.

### 32. Services:

#### 32.1 Borrowing Service:

This is the key feature of library services. To avail of lending (issue/return) service, students need to produce Identity Card of the university. The LRC lending service is fully computerized with the bar-code technology through TCSion library management software. The books can be checked out and returned under the specified library rules.

Borrowers Type		No. of Books	Loan Period	Overdue Charges
Faculty Members		10	One Semester	Not Applicable
Non-Teaching Staff		2	One Semester	Not Applicable
Research Scholar		4	14 Days	Rs.5/- Per day
PG Students		4	14 Days	Rs.5/- Per day
UG Students		4	14 Days	Rs.5/- Per day
Non Book Materials (Periodicals, Newspapers, maps, atlases)	Faculty	2	Overnight Issue	Not Applicable
	Students	2	Overnight Issue	Rs.25- per day

#### 32.2 Reference Services:

LRC users may approach the Reference Desk for getting any information or any type of assistance for using LRC resources and services. The LRC does have separate collections of reference and reserve materials for short queries, such as encyclopedias, dictionaries, handbooks, maps, textbooks, general books, etc.

#### 32.3 Reservation Service:

Book(s) can be reserved if required. However, the LRC will not keep the book reserved for more than one day, and thereafter, the same book will be issued to the next student in waiting.





# SAMPLE FOR LIBRARY MAINTENANCE

Dated May 27, 2022

Hon'ble Vice- Chancellor  
Sushant University, Gurgaon

**Sub: Regarding Write off 70 Books damaged by Termite in Central Library**

Respected Sir,

This is to bring in your kind notice that 70 Books have been found damaged by Termite in Central Library. Therefore, you are requested to permit us to write off 70 books. The list is attached herewith for your kind perusal. *The Total Cost of the damage book is Rs. 25492/-.*

With Kind regards

*Chhavi Singla*  
30/05/22  
Dr. Chhavi Singla, Professor,

*Dinesh Rai*  
30/05/22  
Dr. Dinesh Rai, Associate Professor,

*Shweta Thusoo*  
27/05/22  
Ms. Shweta Thusoo, Assistant Professor

*Bhawna Dandona*  
30/05/22  
Bhawna Dandona, Associate Professor

*Chief Librarian*  
27-05-22  
Chief Librarian, Member Secretary

*Pritam Lanka*  
27/5  
Dr. Pritam Lanka, Associate Professor

*Anjali Sehrawat*  
27/05/22  
Dr. Anjali Sehrawat, Assistant Professor,

*Sunil Kumar*  
27/05/22  
Mr. Sunil Kumar, Assistant Professor,

*Laurent Guiraud*  
30/05/22  
Laurent Guiraud - Campus Director

*Garima Parkash*  
30/05/22  
Dr. Garima Parkash, Dean,  
Chairperson Library

*Hon'ble Vice Chancellor*  
30/05/22  
Hon'ble Vice Chancellor

Pro- VC *Please be cautious in future & avoid this damage. Facility dept. may help & regularly monitor and do some treatment.*  
*Bhawna*  
30/05/22

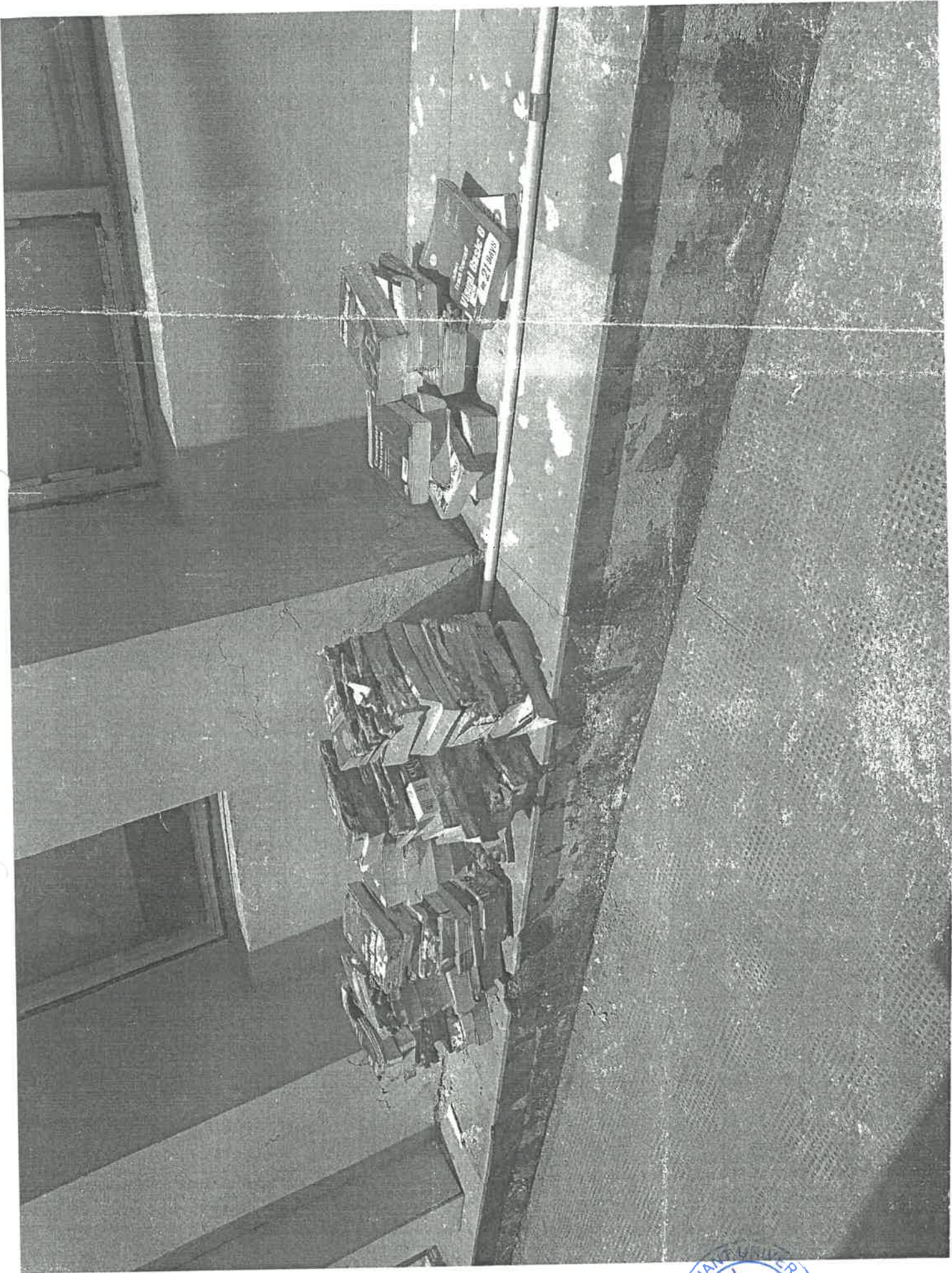
*When above books were purchased?*  
*31/05/22*

All Books are older than 10-15 Year and purchased before 2010-11.

*31/5/22*  
31/5/22









Dated May 27, 2022

## List of Damaged Books by Termite

Acc. No.	Title	Author	Publisher	Cost	
001190	Teach yourself Visual basic 6 in 21 days	Perry, Greg	Techmedia	270	708 / 10
001993	Teach yourself Visual basic 6 in 21 days	Perry, Greg	Techmedia	270	1998 / 20
003372	Data mining	Han, Jiawei	Elsevier India Pvt. Ltd.	295	2000 / 20
005982	office XP	Nelson, Stephen L.	Tata McGraw-Hill Publis	595	2002 / 20
005983	office XP	Nelson, Stephen L.	Tata McGraw-Hill Publis	595	2005 / 20
009387	Beginning relational data modeling	Allen, Sharon	Apress	499	" "
009887	Engineering Chemistry: with experiments	Rattan, Sunita	S K Kataria & Sons	285	2005 / 20
009901	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165	2008 / 20
009904	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165	2008 / 20
009907	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165	2008 / 20
009908	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165	" "
009909	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165	" "
010324	Advanced engineering mathematics	Das, H K	S. Chand & Company	499	2007 / 20
010332	Advanced engineering mathematics	Dass, H. K.	S Chand & Company	499	" "
010339	Advanced engineering mathematics	Dass, H. K.	S Chand & Company	499	" "
010344	Advanced engineering mathematics	Dass, H. K.	S Chand & Company	499	" "
010351	Advanced engineering mathematics	Dass, H.K.	S Chand & Company	499	" "
010358	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499	2007 / 20
010361	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499	" "
010367	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499	" "
010371	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499	" "
010373	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499	" "
010388	Manufacturing Technology	Rao, P. N.	McGraw Hill Education	240	2008 / 20
010390	Manufacturing Technology	Rao, P. N.	McGraw Hill Education	240	" "
010394	Manufacturing Technology	Rao, P. N.	McGraw Hill Education	240	" "
010476	Mastering AutoCad 2005 and AutoCad LT 2005	Omura, George	BPB Publications	498	2008 / 20
010480	Mastering AutoCad 2005 and AutoCad LT 2005	Omura, George	BPB Publications	498	" "



010499	Computer Programming in C	Rajaraman, V.	Prentice Hall of India	195	2007/2008
010506	C programming Language	Kernighan, Brian W.	Prentice Hall of India	125	1999/2008
010507	C programming Language	Kernighan, Brian W.	Prentice Hall of India	125	"
010509	C programming Language	Kernighan, Brian W.	Prentice Hall of India	125	"
010765	Computer networks	Tanenbaum, Andrew S	Pearson Education	310	2007/2008
013812	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2006/2007
013813	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	"
014045	Computr Network	Tanenbaum, Andrew S	Pearson Education	320	2009/2009
016277	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2006/2007
016281	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2006/2007
016283	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	"
016286	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	"
016672	Object Oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2005/2005
016674	Object Oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	"
016677	Object Oriented programming with C++	Parsons, David	BPB Publications	199	"
017157	Data communications and networking	Forouzan, Behrouz A	Tata McGraw-Hill Publis	425	2006/2009
018648	SAMS Teach Yourself Visual Basic 6 in 21 Days	Perry, Greg	Techmedia	299	2003/2010
018907	Data warehousing in the real world: a practical guide for	Anahory, Sam	Pearson Education	360	2009/2010
019085	Database System Concepts	Silberschatz, Abraham	McGraw Hill Education	480	2006/2010
019602	Computer networks	Tanenbaum, Andrew S	Pearson Education	425	2009/2010
019819	Data warehousing in the real world: a practical guide for	Anahory, Sam	Pearson Education	375	2009/2010
021948	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	2011/2011
021950	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	"
021964	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	"
021972	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	"
021984	Digital Image Processing	Gonzalez, Rafael C.	Pearson Education	575	2011/2011
021990	Digital Image Processing	Gonzalez, Rafael C.	Pearson Education	575	"
021994	Digital Image Processing	Gonzalez, Rafael C.	Pearson Education	575	"
022796	Teach yourself Visual basic 6 in 21 days	Perry, Greg	Techmedia	299	2003/2003
022803	Visual basic 6 from the ground up	Cornell		350	2003
024760	COBOL Programming: including MS COBOL	Roy		260	2007/2007
025016	Data communication and networking	Forouzan		295	2002/2002
027023	Marketing Management	Kotler, Philip	Pearson Education Asia	495	2007/2007





027105	Marketing: visual basic 6	Petroutsos	540	1998/2006
027120	Marketing: visual basic 6	Petroutsos	540	" "
027124	Marketing: visual basic 6	Petroutsos	540	" "
027330	Modern economic theory	Dewett	425	2005/2007
027464	Object oriented programming with C++	Balaguruswamy	210	2006/2008
027484	Object oriented programming with C++	Balaguruswamy	210	" "
027487	Object Oriented programming with C++	Parsons, David	210	" "
027547	Office XP: the complete reference	Nelson	595	2005/2008
029151	Teach yourself visual basic in 21 days	Perry	390	2005/2008
029170	Visual basic 6 from the	Cornell	325	2004/2004
	<b>Total</b>		<b>25492</b>	

June 27.5.22



# Library and Resource Centre

## ACTION TAKEN REPORT

03/06/2022

**Subject:** Discard of Books - Authority Approved

This note serves to confirm that, following the necessary authorization, a total of **70 books** have been discarded from the collection. This action was undertaken in accordance with established University procedures and with the explicit approval of the relevant authority on green note sheet.

The discarded titles have been duly recorded and removed from the Accession Register/inventory system.

*Ramveer*  
03/06/22

Dr Ramveer Tanwar

Chief Librarian  
Sushant University  
Date: 03/06/2022

