



# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Library & Learning Centre Policy

The Library and Learning Centre (LLC) at Atmiya University serves as the intellectual hub of the institution, providing students, faculty, and researchers with access to extensive resources and services that foster academic excellence and lifelong learning. It is equipped with modern infrastructure, digital resources, and a dedicated team to ensure seamless learning experiences for its users.

### Objectives

The library policy is designed to:

1. Provide comprehensive access to resources that support teaching, research, and learning.
2. Promote the use of digital and traditional resources in an integrated manner.
3. Ensure adherence to regulatory and accrediting body standards, such as AICTE and PCI.
4. Encourage scholarly communication and collaboration.
5. Establish an Institutional Repository to showcase and archive the University's scholarly output.

### Scope

This policy applies to:

- Students, faculty, and staff of Atmiya University.
- Physical and digital resources, including books, journals, multimedia, and the Institutional Repository.
- Services provided by the library, such as information literacy programs, circulation, and interlibrary loans.

### Key Policy Provisions

#### Membership and Access

- All students, faculty, and staff are eligible for library membership.
- Membership forms and library cards are issued upon admission or appointment.
- Users must adhere to the library's rules, including maintaining decorum and returning resources on time.

#### Collection Development





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- The library's resources include books, journals, multimedia, and e-resources, selected based on user needs and academic requirements.
- The acquisition process involves faculty recommendations and budget approvals.

## Circulation

- Borrowing privileges vary by user type (students, faculty, administrative staff).
- Overdue fines apply to late returns, and lost items must be replaced or compensated for as per library rules.

## Digital Resources

- The Institutional Repository provides access to scholarly outputs like theses, dissertations, articles, and conference papers, with restrictions to ensure copyright compliance.

## Maintenance

- Regular stock verification and weeding out of outdated or damaged resources are conducted annually.
- ICT tools and infrastructure are maintained and updated according to the University's IT policies.

## Information Literacy

- Workshops and training sessions are organized to promote effective use of library resources and information retrieval tools.

## Implementation and Governance

The Chief Librarian oversees the implementation of this policy, supported by a team of Assistant Librarians and Library Assistants. The Library Committee evaluates and approves budget allocations, resource acquisitions, and new initiatives.

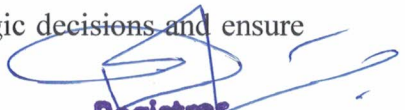
Key responsibilities include:

- Managing collections, services, and infrastructure.
- Ensuring compliance with accrediting body standards.
- Engaging users through targeted programs and outreach.

## Monitoring and Evaluation

- Regular feedback is collected from users to improve services and facilities.
- Reports such as usage statistics, budget performance, and collection status are generated periodically.
- The Library Committee reviews these reports to make strategic decisions and ensure alignment with the University's academic goals.



  
**Registrar**  
**Atmiya University**  
**Rajkot**