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## **Different Facilities available in Library**

### **1) Download / Printing and Scanning:-**

Our PIRENS Library Provides a Printing and Scanning Facility in the library at a One Click @Rs.1/- Only for Printing. Scanning is Free of cost. No pages limitation / Restrictions for printing & scanning.

### **2) Internet Facility with Wi-Fi:-**

Our PIRENS Library offer wireless Internet Access to library patrons. Simply bring yours wireless-enabled laptop computer or other device to the library, turn it on & go. This is Free of charge and there is no waiting for an available PC.

### **3) Inter-Library Loan Service:-**

Interlibrary loan and document delivery are important adjunct to the basic library goal of access to information. The objective of ILL is to build closer cooperation between libraries and bring all communities of the world together to facilitate the exchanging of ideas and wisdom. But borrowing libraries are under obligation to consider ILL service as a courtesy and a privilege, rather than a right. Interlibrary loan (ILL) is the process by which a borrower in one library obtains books, periodicals articles or other library materials from another, sometime distant library. ILL allows broadening the scope of research by facilitating use of materials not owned by Library. In interlibrary loan at its simplest may allow one branch of a large library to borrow a book from the central library for the benefit of a requesting borrower. More complex transactions might be the case of a researcher requesting a filmed or a paper copy of a medieval manuscript from an overseas library. In either case, besides the number of steps in each procedure and needed expertise of the parties involved the philosophy as well as the procedure is basically the same.

### **4) User Orientation or Information Literacy:-**

This is an era of information and communication technology. The library users can access almost all their requirement from internet. But they don't know how to access information from internet. Even if they know the accessing methods, they don't know the websites and other details. So,

Librarian should obtain the knowledge about the internet and websites and so on. If the librarians familiar with access methods and tools from web is easy to conduct orientation. The important ideology of this paper is to discuss the essentials of user orientation, importance to conduct the orientation, users need and to inform the new resources. Generally, Librarians may follow different techniques to conduct user orientation. Orientation in academic library is very important and it supports to create the awareness among the library users about the library resources.

#### **5) Database Searching Assistant:-**

Provides instruction and assistance on how to access subscribed online databases, the use of the Internet, Online Public Access Catalog (OPAC), and other multi-media and web based facilities. Also prepares instructional access guides, video/online tutorials and information sheets concerning electronic resources and databases.

#### **6) Participation in Resource Sharing Networks:-**

Resource Sharing Tool and Technology Resource sharing technology cannot work effectively unless appropriate tools are developed. These tools include the creation of standard bibliographic databases such as union catalogues of books and periodicals, union lists of serials, bibliographic databases of articles and other types of materials such as CDs, video recordings, sound recordings, theses and dissertations. It is important to develop these tools which also include full text of books, articles and other material. It becomes necessary to use the methods and tools that help in quick identification and delivery of documents. Areas for Resource Sharing Today resource sharing involves several activities such as interlibrary loan, cooperative acquisition, specialized purchasing programmes, centralized processing, shared cataloguing, sharing of bibliographical data, centralized periodical collection for loan purposes, cooperative 7 microfilming, preparation and maintenance of Union Catalogue and Union List of Serials. By various means of co-operation libraries all over the world can certainly run their operations smoothly and satisfy majority of readers. There are many ways and means to overcome the problems discussed above. Following are the areas of resource sharing:

**Inter-library loan Service** This service is to provide documents as well as information available to every reader whatever he needed and wherever it is available. If some document is not available in one library, an arrangement is made to procure this for the reader, from any other library of locality, region or country. The practice of inter-library loan is confined mainly in big cities because the document can be easily located, procured and returned. **Cooperative Acquisition** While purchasing the books and periodicals all the libraries has to go through purchasing channels and formalities in purchasing like selection, placing the orders, reminders to

the suppliers, passing the bills, arranging the foreign currency for periodicals. The libraries of a same region or locality can team up to become a central agency for purchasing of books and periodicals for all the libraries of the region. This way multiple copies of the books can be purchased on behalf of other libraries and on these are distributed as per requirements of each library. Such a practice is beneficial to member libraries in saving the labour of member libraries, brings down the cost of acquisition and can have maximum discount and lot of timesaving is also there. Centralized /Co-operative Cataloguing Libraries are always facing problems of funds and to reduce the cost and to save the time centralized and cooperative cataloguing the best scheme. Under centralized cataloguing, a central agency or single library does the cataloguing job while in co-operative cataloguing, two or more libraries share the work, Machine Readable Catalogue (MARC) is the best example of centralized cataloguing. This improvement of quality and standers with uniformity and saving of time Co-operative Storage Programme In every library there are thousands of books and non book material which are seldom or little used and storage capacity in any library is limited. For this co-operative storage can be done. Cooperative Reference and Information Services The importance of reference and information services in any library can't be under-estimated. In research libraries such a service is essential. These days, when the means of telecommunication and computers are available everywhere, providing such a service through internet, telephone or fax, should be fully fruitful. Sharing of Equipment A reprographic facility is the best way as many costly and rare documents of libraries need to be conserved through microfilming or through scanning. There is no need to purchase equipment by all the libraries this can be done on co-operative basis. Main frame Computers are needed for automation in libraries. It is costly so every library cannot purchase. Co-operating libraries can use such a computer on a time-sharing basis. Exchange of Staff There is shortage of expert manpower in the field of library software and operations. Library staff for such specialized jobs is not easily available. It is being felt by all the libraries that expertise of such personnel can be fully exploited by exchange of staff from one library to other. Such experts can train the staff members of other libraries. Translation Services are necessitated The published work in foreign languages can be translated in to the local or deism language. For this, research publications can be translated on co-operative basis. The services of translators can be sought by co-operating libraries by pooling resources Preparation of Bibliographies/ Databases Now a day's every library is in process to computerized, so a computer databases on likeness with interest can be created. Libraries can prepare the bibliographies and exchange these among the co-operating libraries.

## **7) Special Incentive Scheme:-**

### **PIRENS Library Book Bank Scheme:**

#### **Book-Bank Section**

Book Bank Scheme for Only PIRENS Institute's Students

1. This is a Semester – based scheme.
2. A student must be a member of the library to available this facility.
3. A student has to apply in the prescribed form, available in the Institute website / Library within the notified time limit.
4. The four subject books are available under this scheme are displayed in the library.
5. Students have to enclosed attested copies of parent's Income certificate / Pay slip, Mark list and caste certificate (Only for Reserved Category Students)
6. One book per subject will be issued as per availability.
7. The book must be returned on or before last day of his / her theory examination of each semester. Delay in such case will be fined Rs. 2/- per book per day.

#### **For EBC/OBC/BC Category Students:**

1. Annual income limit prescribed under the Scheme.
2. Students will have to pay 1/10th cost of books issued to them. This is non-refundable.

#### **For SC/ST Category Students:**

1. Books will be issued free of cost for SC/ST category students which parents annual income limit prescribed under the Scheme.

#### **NOTE:**

Extra books available in this scheme may be issued to the remaining applicants irrespective of their parent's income and caste, at the discretion of the authority.