

ABESIT



LIBRARY NOTICE

ABESIT/LIB./NOTICES/2018-19/06

Date: - 10th Sep.2018

TO: All Faculty & Staff Members

Subject: - Regarding Library Reprographic Section

This is to bring to the kind notice of all the users of the library reprographic section that some of you are not logging the usage of services in respective registers.

Please ensure that you do make entries, in appropriate registers, about the details of services used by you. For your convenience, here are the rules & regulation of **LIBRARY REPROGRAPHIC SECTION**, once again:

- The reprographic & cyclostyle machine is for use by faculty and staff for academic and official documents. Under special circumstances (with written permission from a concern faculty) the students are permitted to photocopy documents. These may be required only for cultural activities, workshops/seminars and similar such events.
- Photocopies of the library documents are made available for academic purpose, entirely for personal use.
- Any legal issues arising out of unauthorized reproduction / printing shall be the sole responsibility of the concerned user.
- Pen drive is prohibited in this section. For printing a document, it has to be accessed / downloaded as email attachment through respective mail id or through any common drive.
- After printing / scanning or photocopy of your documents, kindly make the entry in appropriate register.

- These all services shall only be provided between **9:30 am to 2:00 pm & 2:30 pm to 4:30 pm**. Kindly ensure that the services are used in the above mentioned time slot only, for smooth management of library.
- This service is intended for official use only and the user needs to bring his/her documents scan & photostat them him/her self (except cyclostyle).
- The cyclostyle machine is cost effective only if at least 40 copies are required.
- Digital cyclostyle machines which is placed in reprographic section will be operated by the Library staff only (except examination period), **Subjected to the following conditions:**
- Kindly make appropriate entry in the respective register for the documents to be printed.
- Make a request for cyclostyle printing any document at least **24 hours** in advance.
- In case of urgency, the request must be approved from the Director Sir.

You are requested to observe highest order of regulation in the library and help us in enhancing the level of all services rendered from the library.



Dr. Rakesh Singh Tomar
Librarian

Cc to:

1. Hon'ble Chairman sir/ Advisor Sir,
2. Director Sir, (e-mail)
3. Dy. Director sir / Dean Academics (e-mail)
4. Prof. S.B. Bajpayee- Proctor (e-mail)
5. All Hod/ In-charges (e-mail)
6. All Faculty Members (e-mail)
7. Mr. R. C. Sharma, Registrar (e-mail)
8. Mr. Nitin Jain, Head-CRC (e-mail)
9. Mr. Sanjay Vaish, Head- HR (e-mail)
11. Mr. Ravinder Yadav, Head- Services Deptt.
12. Notice Boards-ABESIT Library
13. Record Room. **(Lib.1.1)**
14. ABESIT/Library Website