


QUALITY POLICY

LIBRARY




	<p>Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution Affiliated to Bharathiar University Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle) Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India Web: www.drngpasc.ac.in Email: info@drngpasc.ac.in Phone: +91-422-2369100</p>	<p>Q.P</p> <hr/> <p>LIBRARY</p>
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LIBRARY POLICY

- Library users shall swipe their Library card in the card reader while entering and leaving the library.
- Personal belongings should be left on the rack provided at the entrance of the library.
- The students should return the books within 15 days from the date of issue. One-time renewal is allowed for 15 days if the concerned book is not reserved by others.
- Library books are the nation's assets and they belong to all. All users are requested to protect library books against wanton and willful damages, mutilation, theft and other malpractice.
- Loss of books issued, if any should be reported to the Librarian immediately.
- Members must replace the book if lost with latest edition along with overdue Charges. If the borrower's is unable to replace the lost book, triple the cost of the book will be collected.
- Downloading, installing and running of software are not allowed within the facility
- One-student-per-PC policy shall be observed strictly in order to maintain order in the use of the e-Library facility.
- Stealing or attempting to steal a library document or any of the library property is an offence. Appropriate disciplinary action will be taken against the offender.
- The library will not take any responsibility for loss or damage of personal property left in the reading and baggage areas.
- Mobile phones and other electronic devices which may cause disturbances are prohibited.
- The library reserves the right to ask any person to stop using computer equipment if the library staff has reasonable grounds to believe that that person is misusing it.
- Computers are provided for the purpose of research and other educational endeavors. Misuse of these facilities will be considered penalizing and hence, ID card will be ceased and severe action will be taken.
- Students and faculty members shall be required to clear their dues from the library at the time of leaving the college. No dues certificate will be issued by the library only after returning of issued library documents / paying dues if any by students/faculty members.



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- The library provides regular membership to all the students, faculty members and employees of the Institute. After the enrolment with the Institute the student automatically becomes the member of the library.
- Dr. N.G.P. ASC is registered as authorized publisher, which helps to bring out all publications with ISBN.
- Dr. N.G.P. ASC Alumni students contributed books during their visit to the campus on special occasions to the book bank in order to facilitate the student usage.

Library Manuals

- Library Software – Main Screen
- Book Details Entry Screen
- Periodicals – Master Entry Screen
- Non Book Materials – Master Screen
- Back Volumes – Master Screen
- Book Purchase – Bill Entry Screen
- Book - Stock Verification Screen
- Members Master Entry Screen
- Members Photo upload Screen
- Members Circulation Control Screen
- Members Group Setting Screen
- Members Data Upload Screen
- Members Category Control Screen
- Members overdue and Book Lost control screen
- Members due Clearance Screen
- Book Purchase Bills Entry Screen
- Book Binding Control Screen
- E-Gate Register





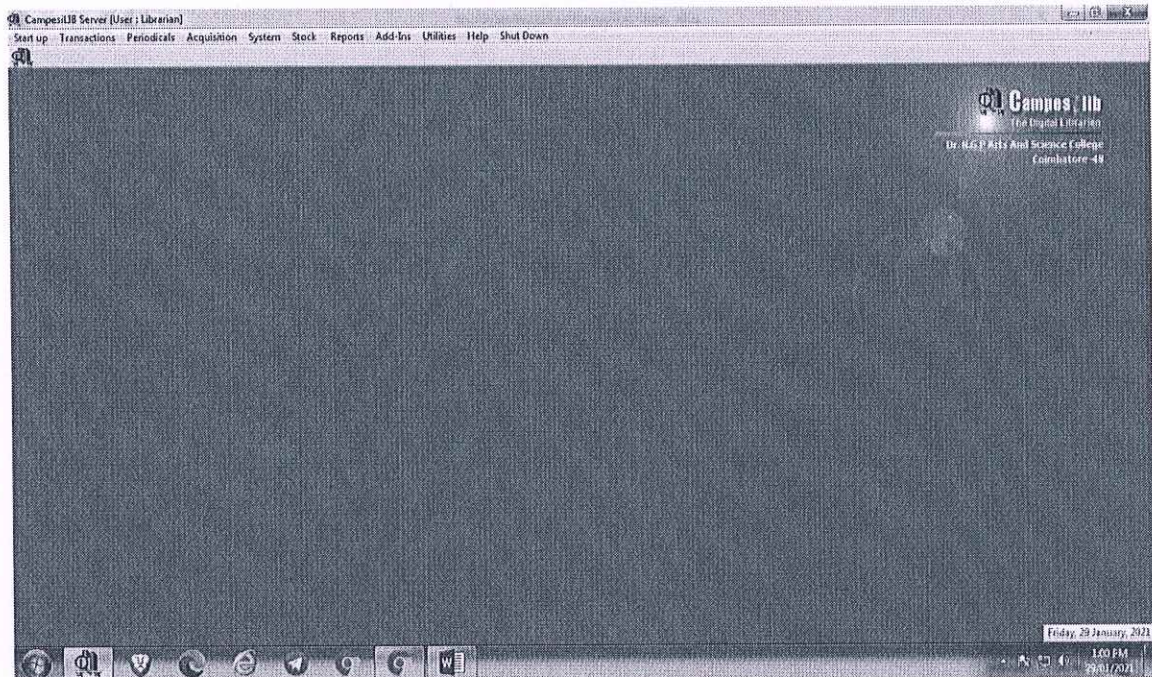
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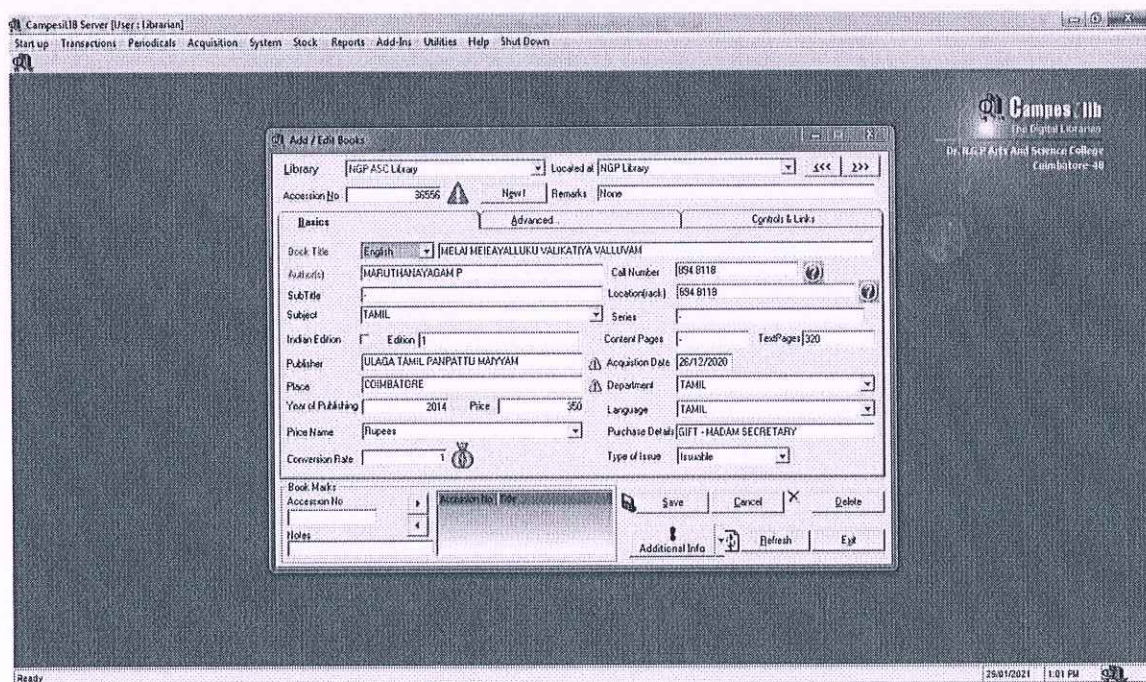
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Library Software – Main Screen



Book Details Entry Screen





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Non Book Materials – Master Screen

CamposLib Server [User: Librarian]

Startup Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

Edit Non-book Materials

Material Category: PROJECT REPORT Short Code: PR
QUESTION PAPERS QP
XEROX COPY XC

NB Material Short Code: PR
NB Material No: How I:
NB Material Code: PR Abstract:
Material Title:
Author(s)/Publisher:
Grade(s):
Keywords(s) to identify:
Location of Material:
Price: Euro
Conversion Rate: Acquisition Date:
Dissertation ID (if any):
Department Name: GENERAL

Library: NPGASC Library
Located at: BIOCHEMISTRY
Link Item: (No Link) No/Code:
Remarks:
Save Cancel Delete

Find Materials:
Category: PROJECT REPORT Search:
NB Material Title:
PR1 LABILE INFORMATION MANAGEMENT
PR2 PRODUCTION MANAGEMENT SYSTEM
PR3 ELECTRICAL INVENTORY SYSTEM
PR4 MACHINERY MAINTENANCE SCHEDULE
PR5 TRANSPORT MODULE
PR6 DIABETES MELLITUS MANAGEMENT
PR7 POWERLOOM INFORMATION SYSTEM
PR8 PATIENT INFORMATION SYSTEM
PR9 PURCHASE MANAGEMENT SYSTEM
PR10 TEXTILE MANAGEMENT SYSTEM
Load NB Material Code: Exp

Ready 23/01/2021 11:53 AM

Periodicals – Master Entry Screen

CamposLib Server [User: Librarian]

Startup Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

Add/Edit Periodicals

Periodicals: HALF YEARLY HY
Serial No: 5 How I:
Serial Code: HYS
Title: RIP - GLOBAL JOURNAL OF FINANCE AND MANAGEMENT
Sub Title:
Formal Title:
First Issue: 01/01/2017 Last Issue: 31/12/2017
Publisher Name: RES INDIA PUBLICATION
Place: NEW DELHI
Pub Address:
Edition: National International
Advanced Scope Subscription
Language: ENGLISH
Department: MANAGEMENT
Grace Period: 180 (Failed Issue Generation)
Item No: 0
Subscriber No: 0
Vendor Name: (No Vendor)
RF Active Serial Uncheck if stopped
Save View Delete Cancel Exp

Periodicals Information
RF Active Serials Only Period: HALF YEARLY
Serial Code Title Periodicity
HY2 RPE JOURNAL OF MANAGEMENT HALF YEARLY
HY3 RIP - GLOBAL JOURNAL OF FINANCE AND MANAGEMENT HALF YEARLY
HY6 RIP - ADVANCES IN FUZZY MATHEMATICS HALF YEARLY
HY7 LITERARY CRITERION HALF YEARLY
HY8 SAJOSS HALF YEARLY
HY9 FIG - INTERNATIONAL JOURNAL OF BUSINESS ANALYTICS AND INTELLIGENCE HALF YEARLY

23/01/2021 1:44 PM





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LIBRARY

Back Volumes – Master Screen

CamposLib Server [User: Librarian]

Start up: Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

CamposLib
The Digital Librarian
Dr. N.G.P. Arts And Science College
Coimbatore-48

Back Volume Control

Library: NGPASC Library Date of bind: 30/07/2001 Leaves: 5
Short Code: BV Price: 0
Serial No: 2 Price Name: Rupees
Volume Code: BV2 Conversion rate: 1
Volume Title: NATIONAL GEOGRAPHIC (JULY-JUNE 1996) Language: ENGLISH
Description: JUNE OCTOBER 1996 Department: GENERAL
Subject: GENERAL Location Library: NGPASC Library
Publisher: NATIONAL GEOGRAPHIC SOCIETY
Place: WASHINGTON
Save Delete Cancel

Back Volumes available

Volume Code	Title
BV1	NATIONAL GEOGRAPHIC (JAN-APRIL 1996)
BV2	NATIONAL GEOGRAPHIC (JULY-JUNE 1996)
BV3	NATIONAL GEOGRAPHIC (JAN-JULY 1997)
BV4	NATIONAL GEOGRAPHIC (AUG-NOV 1995)
BV5	NATIONAL GEOGRAPHIC (FEB-APR 1998)

Load Add Serial Leaves

Leaves found in the Selected Back Volume

Serial Code	Title
-------------	-------

Remove Exit

Ready 29/07/2021 11:54 AM

Book Purchase – Bill Entry Screen

CamposLib Server [User: Librarian]

Start up: Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

CamposLib
The Digital Librarian
Dr. N.G.P. Arts And Science College
Coimbatore-48

Purchase Bill Entries

Library: NGPASC Library
Control No: 1001
Bill No: 36
Bill Date: 02/08/2020
Bill Amount: 6160
Discount: 2053
No of Books: 11
Department: COMPUTER SCIENCE WITH DATA ANALYTICS
Vendor: GLOBAL BOOKS SYNDICATE
Fund: Self Finance
Scheme: Self Finance
Save as New Save Existing Delete Cancel

Bills Available

Fund: [Self Finance]
Bill date From: 01/04/2020 to 31/03/2021 List Bills

Bill No.	Bill Date	Bill Amount	Fund
999	31/03/2020	1800	Self Finance
997	31/03/2020	2065	Self Finance
998	31/03/2020	2425	Self Finance
999	31/03/2020	21978	Self Finance
1000	31/03/2020	5200	Self Finance
1001	02/08/2020	6160	Self Finance
Total		10,209.02	

Load

Update Bill No and Bill Date to Book Master (Purchase details)
☒ Increment the accession number after adding to bill

Accession No. in this Bill

Accession No.
36442
36443
36444
36445
36446
36447

< Add Remove >> Exit

04/12/2020 9:53 AM





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Book - Stock Verification Screen

The screenshot shows the 'Books - Stock Maintenance Control' window. It includes fields for Verification Library (NGPASC Library), Verification Serial No (10), Date of Verification (04/08/2019), Purpose of Verification (Annual Stock Verification 2011-2), and a list of Verification Members. The 'Previous Verifications' table shows a list of past verifications with checkboxes for selection.

Verify / No	Date	Purpose of Verification	Act
5	03/05/12...	Annual Stock	<input type="checkbox"/>
6	07/05/12...	Annual Stock	<input type="checkbox"/>
7	03/06/12...	Annual Stock	<input type="checkbox"/>
8	02/06/12...	Annual Stock	<input type="checkbox"/>
9	29/04/12...	Annual Stock	<input type="checkbox"/>
10	04/08/19...	Annual Stock	<input checked="" type="checkbox"/>

Members – Photo upload Screen

The screenshot shows the 'Edit Members Image' window. It includes a 'Select' section for Member ID and Gender, a 'Select Images: From Disk' section with a file explorer, and a 'Member ID' field. The 'Complete batch' and 'Save Selected' options are also visible.

Member ID	Gender
10	Male





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Members – Circulation Control Screen

CampeilIB Server [User: Librarian]

Startup: Transactions: Periodicals: Acquisition: System: Stock: Reports: Add-Ins: Utilities: Help: Shut Down

CampeilIB - Circulation Control

Options: Transactions

Member ID: 0/TS/1034 Counter Connected: Librarian Material Library: NPGASC Library

Open

Name: VARAJA K

Accession No. Year: 2016 Department: COMMERCE - PROFESSIONAL ACCOUNTING

Return

Type: Self Financing Category: TEACHING STAFF

Cost: ASSISTANT PROFESSOR

Alotted Quota(Book): 7 Available (Book): 7 Issue: 33 Overlight/Ret. Book: 1

Alotted Quota (Indns): 7 Available (Indns): 7 Renew: 50

☐ Do not Calculate fine From: / / To: / /

☐ Fix ☐ Due Date: / /

Books Serials Non-Books Back Volumes

Accession No. Title Author Genre Issue Date Due Date

Issue Renew Return

Fine Calculation Mode: Off Total Number of Books in Issue: 2110

Current Date: 29/01/2021 Friday

Exit

Have a Nice Time with CampeilIB - The Digital Librarian on LIBRARIAN

29/01/2021 11:42 PM

Members Group Setting Screen

CampeilIB Server [User: Librarian]

Startup: Transactions: Periodicals: Acquisition: System: Stock: Reports: Add-Ins: Utilities: Help: Shut Down

Members Personal Group Settings (Member ID)

Member ID Status: Read File Edit

☒ Active Members Only

Search Direction: From Last List Members

Member ID Register No. Name

☐ Change Category: LIBRARY CLUB

☐ Change Password

☐ Change valid Date: / /

☐ Change Department

☐ Change Class/Design

☐ Change Course

☐ Change Remarks

☐ Change Year of Study / Year of Join

☐ Change Lock ☐ Lock ☐ Change active ☒ Active Member

Change Exit

Ready

29/01/2021 11:59 AM





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Members Data Upload Screen

CamposilB Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

Import Campos Personal Information

☒ Active Classes Only ☐ Load ☒ Active Students Only

Class Name	Year	Register No.	Roll No.	Name
1BCOM(CA) A	2020	201CH001	201CH001	AARTHANA V.
1BCOM(CA) B	2020	201CH002	201CH002	ABISHREKA B.
1BCOM(CS) CA A	2020	201CH003	201CH003	ADITHYANA A.B.
1BCOM(CS) CA B	2020	201CH004	201CH004	ADITHYANA S.
1BSC BIOCHEMISTRY	2020	201CH005	201CH005	AGALL PRASANTHI T.

63 student(s) found

CamposilB Personal Info Collection

Class/Design: ID Number Generation: ☐ Reg No. ☐ Custom... Initial Sving: 97PG...
Department: Use: ☐ Roll No. Serial Starts with: 01

Category: Member ID:
Year of Study/Year: None:
Address:
Remarks:
Mail Id:
Blood Group: DOB:
Valid Date: Parent Name:
Course: Phone:
Member type: ☒ Aided ☐ Self Financing ☐ Confirm before importing each Member ☐ Import Only Photo (Roll No Option)

☒ Add atleast one Library Access to members ☒ Import Student Photo if found

Ready 28/01/2021 12:11 PM

Members Category Control Screen

CamposilB Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

Add / Edit Members Category

Category Name: TEACHING STAFF Valid Year: 0

Reculation: Over All material Quota Restricted to: 7

Book: Non Books:
Allocated Quota: 7 Allocated Quota: 2
Due Days(Issue): 30 Due Days(Issue): 30
Due Days(Renew): 30 Due Days(Renew): 30

Periodicals: Back Volumes:
Allocated Quota: 0 Allocated Quota: 0
Due Days(Issue): 0 Due Days(Issue): 0
Due Days(Renew): 0 Due Days(Renew): 0

Fine Per Day: 0 Number of Renewals: 1

☐ Do not Allow Transactions if Any Over Due (Materials) Found
☐ Allow Reference Book Transaction
Due Days(Overnight and Reference Books): 1
☐ Fix this due date: 06/03/2004 Due Date(dd/mm/yyyy)

Grouping Members to more Category Adds Flexibly at Later Stage when Library Rules get Modified

OPAC:
Number of Reservations: 3
Reservation Priority: 2
Allow Indents: ☒
No of Indents: 1

Category Available:
LIBRARY CLUB
M.P.H.
NON TEACHING STAFF
OLD STUDENT
PG DIPLOMA
PG STUDENT
PH.D
PRINCIPAL
TEACHING STAFF
UG STUDENT

Ready 28/01/2021 12:13 PM





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Members overdue

CamposLib Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

Over due Charges Receipt

Location Library: **NGP Library**

Receipt No: **224** [New Receipt](#)

Member ID: [Add](#)

Receipt date: Receipt Amount:

Material No/Code:

Library of which material belongs: **NGPASC Library** [Add Receipt](#) [Cancel](#)

Accounting year to be considered

From	To	Active
01/04/2020	31/03/2021	<input checked="" type="checkbox"/>
01/04/2019	31/03/2020	<input type="checkbox"/>
01/04/2018	31/03/2019	<input type="checkbox"/>
01/04/2017	31/03/2018	<input type="checkbox"/>

Remark:

Receipt:

☒ All Receipts ☐ Rec. Date From to ☐ Rec. No From to

Receipt Status: ☒ Yet to Pay ☐ Paid ☐ No Filter [List](#)

RECEIPT NO	MEMBER ID	ACC. NO	REC. DATE	AMOUNT (Rs)	PAID
------------	-----------	---------	-----------	-------------	------

[Paid](#) [Print](#) [Delete](#) [Exit](#)

29/01/2021 12:31 PM

Members due Clearance Screen

CamposLib Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

Member Due Clearance

Enter the Member Information

☒ Active Members **April 2020**

☒ Clear Due added in remarks for selected items

Member ID: **875724** [Add](#)

JAGADEESWARAN V S
ASSISTANT PROFESSOR

Library: Material Type: Material Code: Details:

Due Date: Over Due: Amount:

*** No Dues / Over Dues found ***

Due Cleared and updated in demand [Exit](#)

Ready

29/01/2021 12:37 PM





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Book Purchase Bills Entry Screen

CampestLib Server [User: Librarian]

Start-up Transactions Periodicals Acquisition System Stock Reports Add-bis Utilities Help Shut Down

Campest Lib
The Digital Librarian
Dr. N.G.P. Arts And Science College
Coimbatore-48

Purchase Bill Entries

Library: NPGPASC Library

Control No: 1001

Bill No: 36

Bill Date: 02/09/2020

Bill Amount: 6160

Discount: 2053

No of Books: 11

Department: COMPUTER SCIENCE WITH DATA ANALYTICS

Vendor: GLOBAL BOOKS SYNDICATE

Fund: Self Finance

Scheme: Self Finance

Save as New Save Existing Delete Cancel

Bills Available

Fund: [col.]

Bill date From: 01/04/2020 to: 31/03/2021

List Bills

Bill No.	Bill Date	Bill Amount	Fund
996	27/02/2020	1800	Self Finance
997	34/02/2020	2065	Self Finance
998	39/02/2020	2425	Self Finance
999	38/02/2020	21978	Self Finance
1000	33/02/2020	5200	Self Finance
1001	36/02/2020	6160	Self Finance
Total		10,209,02...	

Load

Update Bill No and Bill Date to Book Master (Purchase detail)

Increment the accession number after adding to bill

Accession No. in this Bill

Accession No.

36442

36443

36444

36445

36446

36447

<< Add

Remove >>

Exit

Ready

29/01/2021 12:39 PM

Book Binding Control Screen

CampestLib Server [User: Librarian]

Start-up Transactions Periodicals Acquisition System Stock Reports Add-bis Utilities Help Shut Down

Campest Lib
The Digital Librarian
Dr. N.G.P. Arts And Science College
Coimbatore-48

Book Binding Control

Library: NPGPASC Library

Load

Add/Edit

Book Bind No: 13

New

Binding Date: 12/10/2012

Binder Name: GANAPATHY BOOK BINDING

Number of Books: 50

Total Amount: 3000

Discount Amount: 0

Net Amount: 3000

Paid Amount: 0

Delivery Date: 25/11/2013

No of Books Ret: 0

Binding Info: Book Binding - 2309.2013

Remarks:

Save Cancel Exit

Bindings made

Book Bind No.	Binding Date	Binder Name
9	30/12/2009	V V SCREEN
10	09/10/2010	V V SCREEN
11	12/11/2011	GANAPATHY BOOK
12	12/10/2012	GANAPATHY BOOK
13	12/10/2012	GANAPATHY BOOK

Delete Load

Books in Binding

Accession No.

Rate in Rs.

<<< Update Total Add Remove

Accession No.	Topic	Rate	Delivery
2	11235 CLONING	60	25/11/...
✓	11503 CELL BIOLOGY	60	25/11/...
✓	12644 GENETICS	60	25/11/...
✓	9500 ADVANCED	60	25/11/...
✓	2368 GENETICS	60	25/11/...
✓	9962 VISUAL BASIC	60	25/11/...

Ready

29/01/2021 12:53 PM



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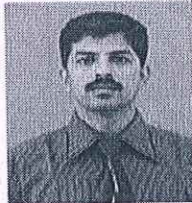

LIBRARY


E-Gate Register



Dr. N.G.P Arts and Science College
Coimbatore 641 035
LIBRARY
Welcomes You
LIBRARIAN : Dr.M.MuthuKrishnan MLIS., MPhil., Ph.D


Total No. of Visitor Today: 632 13/12/2019 1:25:01 PM
Scan Your Identity Card





All members are instructed to swipe their ID card while entering




(Prof. Dr. V. Rajendran)
Principal



Dr. NGPASC
COIMBATORE | INDIA



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