

**STANDARD OPERATING PROCEDURE (SOP) : REGARDING LIBRARY MEMBERSHIP  
FOR THE WARDS OF AIT STAFF MEMBERS**

**INTRODUCTION**

1. AIT library has comprehensive and rich collection of the print and electronic resources of subject fields like engineering and technology, general reading and soft skills. Library is providing information and reference services to the user applying emerging technology and state of art facilities. Currently AIT library is providing membership facilities to AIT stakeholders, i.e., all bona fide students of AIT, all faculty members, all non-teaching staff and administrative staff of AIT. Along with AIT library user AIT would like to offer library facilities to the wards of AIT employees. Hence there is a requirement to lay down proper policy guidelines to be followed in various aspects of library membership for wards of AIT employees.

**AIM**

2. The aim of this policy is to lay down guidelines for providing temporary library membership for the wards of AIT employees in order to provide effective library services to them.

**SCOPE**

3. This policy consists of the different segments related to library fee and security deposit, book issue/ returns and access policy for electronic resources and reading hall etc.

**BOOK ISSUE POLICY**

4. Books can be issued to the users by two ways they are: -

(a) AIT staff can borrow the books for their children: -

(i) As per the current book issue policy, the faculty members of AIT can borrow 20 books at one time.

(ii) Non -teaching members of the AIT can borrow 05 books at one time.  
Group D staff members of the AIT can borrow 02 books at one time.

(iii) In addition to this the staff members can borrow an additional 03 (Three) more books for their children.

(b) Registration Id will be provided/allotted by the AIT main office to the children of the staff members and library will create the users account in the library management system accordingly. After completion of this procedure the member can borrow an additional 03 (Three) more books for their children at one time on their account.

(c) The library will issue the books to borrowers initially for seven days, which users can be used for the period of 21 days by renewing the book twice after every week (7 days) from the date of the book issued.

(d) Reference books and loose issues of print journals will not be issued out of the library premises.

### ACCESS TO SUBSCRIBED E-RESOURCES

5. AIT library is subscribing the e-resources to serve the users. Remote access /mobile access can offer to these users through Knimbus by using an individual login credential issued to the AIT staff members.

### ACCESS TO DIGITAL LIBRARY AND READING HALL

6. The children of the staff members can avail the internet facility in digital library section at the AIT campus to access the open access educational resources, other subscribed e-resources and digital content like NPTEL videos. They can also avail reading hall facility for study purpose.

### BOOK RETURN POLICY

7. The library will issue the books to borrowers for the period of 21 days. The issued book should be returned to the library on or before the due date or can reissue/renew the same. Borrowers are responsible to keep track of due dates and returning the library material by the stipulated time. The issued book should be returned to the library, in case it has been reserved and demanded by another borrower.

### LIBRARY FEES AND SECURITY DEPOSIT

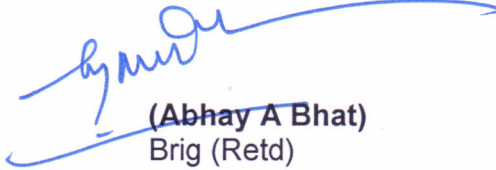
8. The users should pay a library fee and security deposit to avail the library facility. Minimum charges for the same are as under:-

- (a) Library Fee : Rs 500/- per Academic Year (Not refundable).
- (b) Library deposit : Rs. 1000/- (Refundable).

### LIBRARY RULES

9. The library users should follow all the library rules as well as all protocols while using the library facility.

File No : AIT/0001/Gen Ruling/Adm  
Army Institute of Technology  
Alandi Road, Dighi Hills, Pune - 15

  
(Abhay A Bhat)  
Brig (Retd)  
Director

Date: 02 Aug 2023

### Distribution

- |                     |                   |
|---------------------|-------------------|
| 1. Principal        | 6. All Wardens.   |
| 2. All HsOD         | 7. Exchange.      |
| 3. TPO Office       | 8. MI Room.       |
| 4. Registrar Office | 9. Central Store. |
| 5. Library          | 10. Office Copy   |

**Army Institute of Technology**  
Dighi Hills, Pune-411015  
**LIBRARY**

**LIBRARY MEMBERSHIP APPLICATION FORM FOR WARDS OF AIT STAFF**

To,  
The Principal,  
Army Institute of Technology  
Dighi Hills, Pune-411015

Sir,

I wish to avail the library facility. My particulars are as follows:

1. Full Name : -----  
(Block Letters)
2. Gender : -----
3. Permanent Address : -----
4. Local Address : -----
5. Mobile Number : -----
6. Email : -----
7. Period : -----
8. Purpose : -----

I agree to handle the books with utmost care and return them intact before prescribed time limit. I shall also abide by rules of the library.

Yours faithfully,

(Signature of the staff)

Recommendation

Approved by

H.O. D's Signature

Principal's Signature

Remark from Library

Librarian's Signature :