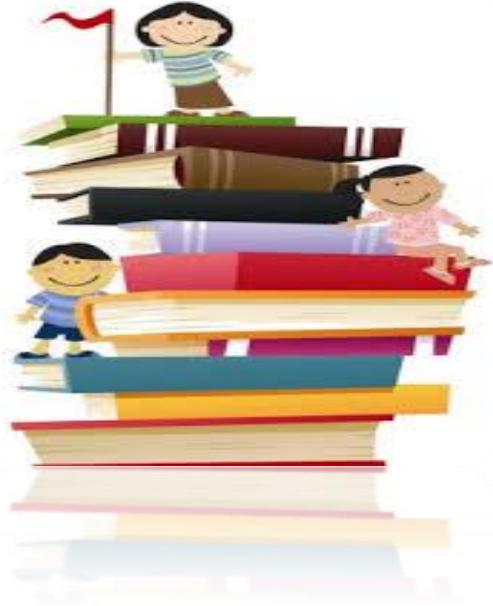


# WELCOME TO CDT WARUD LIBRARY

***“The contents of a library can take you further than your own imagination could begin to imagine. To open a book is to open your mind.” – Amberle Cianne***

**This Library caters to the Information needs of the students, researchers, faculty, and alumni of this College. Enrolled students, researchers, and existing faculty can become library members.**



The library is the heart of every educational institute which breathes knowledge and information into the minds of the students. The College of Dairy Technology (CDT) has a well equipped Library with an elaborate collection of books, journals, Encyclopedias, Dictionaries, Handbooks, Atlases, project reports, Audio-Video materials and other resources to serve its users.

The University Library plays a strategic and supportive role in enhancing the academic and research environment of the College of Dairy Technology, Warud (Pusad). The MAFSU Central Library facilitates access to a wide range of digital resources to its constituent colleges, prominently including **CeRA**, **MyLOFT**, and **ONOS**. Through **CeRA (Consortium for e-Resources in Agriculture)**, faculty and students gain full-text access to thousands of scholarly journals in agriculture, veterinary science, and allied disciplines, alongside document delivery services for unavailable articles. **MyLOFT (My Library on Fingertips)** provides seamless access to subscribed e-books and journals from any device, empowering users to tag, organize,

and download content for offline use. Furthermore, under the **ONOS (One Nation One Subscription)** initiative, the library offers national-level access to multidisciplinary academic content across STEM and social science domains, enhancing scholarly productivity and promoting open-access publishing. These digital platforms collectively strengthen the university's research ecosystem and support quality education across all constituent colleges.

### LIBRARY OPEN

- Library Monday to Friday
- Time: 9.45 a.m. to 6.15 p.m.
- All National Holidays are closed

### LIBRARY AUTOMATION

- **KOHA** Library Management Software ([koha.mafsu.ac.in](http://koha.mafsu.ac.in))
- Started transaction in August 2018

### LIBRARY STAFF

#### **Dr. Kartika D. Mahajan (Mendhule)**

#### **College Librarian**

**Qualification:** MLISc, M.Phil (Lib. & Inf. Sci.) & Ph.D.

**Experience:** 18 Years

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## LIBRARY @ GLANCE

SN	Particular	Availability
01	Total Area of the Library	1120 sq. ft.
02	Seating Capacity of the Library reading room	60 No.
03	Reprographic Facility	Yes
04	Working Hours of the Library	8.30 Hrs
05	Library Networking Facility	Yes
06	Usage data of the Library (in terms of Books issued to the Faculty & Students etc.)	Year 2016=52.50% Year 2017=62.40% Year 2018=65.50% Year 2019=61.25%
07	Annual Library Budget (% of Annual students fee collected)	As per Norms
08	Book Bank Facility	Yes

## AIMS AND OBJECTIVES

The library aims at providing timely, reliable and comprehensive information on the contemporary and topical sphere pertaining to multifarious aspects of dairy science.

- Support Academic Curriculum
- Provide every reader his / her book & Information.
- Promote Independent Learning
- Facilitate Research
- Provide Access to Information
- Support Faculty Needs
- Save the time of the user / reader.
- Enhance Knowledge & Innovation
- Preserve Academic Resources
- Promote Lifelong Learning
- Create a Learning Environment



## LIBRARY COMMITTEE

The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management.

### Key Responsibilities of the Library Advisory Committee

#### 1. Collection Development

- Recommending new titles, journals, and electronic resources
- Reviewing outdated or underused materials for possible removal
- Ensuring balance across disciplines and departments

#### 2. Budget Planning and Allocation

- Suggesting budget requirements based on user needs
- Advising on fund distribution for books, journals, and digital resources

#### 3. Library Rules and Access

- Reviewing and suggesting modifications to rules related to membership, circulation, and fines
- Recommending access privileges for different user categories

#### 4. Infrastructure and Facilities

- Suggesting improvements in reading spaces, digital access, and technology
- Recommending infrastructural upgrades or expansions

#### 5. Monitoring and Evaluation

- Reviewing library usage statistics and service effectiveness
- Proposing initiatives to improve user satisfaction and engagement

#### 6. Promotion and Awareness

- Helping organize book exhibitions, reading campaigns, or workshops
- Promoting awareness about available library resources

#### 7. Support for Digitization and Automation

- Advising on adoption of library management systems and digital repositories
- Supporting initiatives related to e-resources and digital literacy

## The Composition of Library Advisory Committee

- **Chairperson (Head of the Institution)** : Dr. P. G. Wasnik
  
- **Faculty representatives from various departments (Member)** :
  - : HOD (Dairy Tech.)
  - : HOD (Dairy Engg.)
  - : HOD (Dairy Micro.)
  - : HOD (Dairy Chem.)
  - : HOD (Dairy Bussi. Mgt)
  
- **Librarian (Member Secretary)** : Dr. K.D. Mahajan

## LIBRARY RULES AND REGULATIONS

- Only registered students, faculty, and staff are allowed to use the library.
- Library ID card must be shown at the entrance and when borrowing books.
- The library is open from 9:30 AM to 6:30 PM on all working days.
- Closed on every Saturday and Sunday and public holidays also.
- Maintain **strict silence** inside the library.
- Use of mobile phones is **not allowed** inside the library.
- Eating, drinking, and smoking are strictly prohibited.
- Students can borrow up to 04 books at a time for a period of 14 days.
- Books must be returned on or before the due date.
- Late returns may attract a fine of ₹1 per day/book.
- Handle books and other materials with care.
- Marking, tearing, or damaging library materials are a punishable offense.
- Reference books, rare books, and periodicals are **not for loan** and must be used within the library premises.
- Library computers are for academic use only.
- Playing games or accessing inappropriate content is prohibited.
- Bags and personal belongings should be kept in the designated area.
- The library is not responsible for any loss of personal items.
- All students must obtain a “No Dues” certificate from the library before appearing for final exams or leaving the college.
- Misbehavior with library staff or other users will lead to disciplinary action.
- Any form of vandalism or theft will result in strict action including cancellation of library privileges.



## LIBRARY MEMBERSHIP

Library membership gives you access to a wide range of **books, journals, e-books, magazines, newspapers**, and other academic materials that may not be freely available online. As a member, you can **borrow books** and take them home, which is especially helpful when preparing for exams or working on long-term projects.

A library membership is often **mandatory for students**, especially for clearance during graduation or final exams.

### CATEGORIES OF PATRONS

- **Students** : Under Graduates & Post Graduates
- **Research Scholars** : Ph. D. Student, M. Phil Student, M.Tech Students, JRF/SRF
- **Ex-Students** : Those who are desirous to complete their respective degrees
- **Academic Staff** : Full time, Visiting Temporary Faculty Members of the College
- **Administrative Staff** : College Officers including Class IV

### LIBRARY MEMBERSHIP GUIDELINES

#### 1. Eligibility

- Membership is open to:
  - All students enrolled in the college.
  - Teaching and non-teaching staff of the college.
  - Research scholars (if applicable).

#### 2. Registration Process

- Submit a **library membership form** available at the circulation desk or online (if applicable).
- Provide:
  - A **recent passport-size photo**

- **College ID card / Admission proof**
- Contact details (phone number & email)
- Upon successful registration, you will receive a **Library Membership Card** or digital access credentials.

### 3. Library Card / ID Use

- The membership card must be presented each time you borrow books.
- The card is **non-transferable**. Do not lend your card or borrow books for others.
- Report **loss of card immediately** to avoid misuse. A duplicate card may be issued with a nominal fee.

### 4. Membership Validity

- For **students**: Valid until the end of their course duration.
- For **faculty/staff**: Valid as long as they are employed by the institution.

### 5. Borrowing Privileges

Member Type	No. of Books	Loan Period
UG Students	04 books	15 days
PG Students	06 books	21 days
Faculty	15 books	30 days
Research Scholars	08 books	30 days
Non-teaching Staff	05 books	15 days

### 6. Membership Termination

- Membership may be suspended or cancelled due to:
  - Violation of library rules
  - Misuse of resources
  - Leaving the institution (transfer, graduation, resignation, etc.)

**College of Dairy Technology, Warud (Pusad)**  
(Maharashtra Animal & Fishery Sciences University, Nagpur)

**LIBRARY**

**APPLICATION FOR STUDENTS BORROWERSHIP**

Name in Full: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Category: \_\_\_\_\_

Name of Degree Course: \_\_\_\_\_ Enroll. No. \_\_\_\_\_

E-mail: \_\_\_\_\_ Mob.No. \_\_\_\_\_

I have read the Library Rules and undertake to abide by them.

Signature of Student

Date:

## DOCUMENT REQUISITION FORM

## **COLLEGE OF DAIRY TECHNOLOGY, WARUD (PUSAD)**

Maharashtra Animal and Fishery Sciences University, Nagpur

## **DOCUMENT REQUISITION FORM**

Suggested by:

Dr./ Prof. \_\_\_\_\_

Department of \_\_\_\_\_

**Remarks:** The above document(s) is/are needed for UG/PG curriculum, Research and Reference use and therefore recommended for procurement in University/ College Library, Maharashtra Animal and Fishery Sciences University, Nagpur.....(If any).

**Signature of Recommender and Stamp**

**Head of Department  
Signature & Stamp**