



DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

(Affiliated to JNTU Kakinada, Approved by AICTE New Delhi)

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

GENERAL MAINTENANCE COMMITTEE

❖ Maintenance Procedure for Library.

- Library maintains its resources arranged in a systematic manner and the resources are regularly shelved in proper sequence and order which invariably gets disturbed during use.
- To enable user-friendly access to library resources by proper organization of resources into sequences and keeping resources in each sequence arranged in proper order on the shelves.
- To help protect and preserve library resources against damaging agents by proper system of cleaning and dusting of shelves and books on regular basis.
- To keep the collection in usable condition, proper system of repairing damaged items and replacing missing book cards, tags, date slips in library materials.
- Process of weeding of out dated, out of course materials and of all such other materials as are shuffled regularly.
- To ensure that the collection is kept safe and its stocks verified as per items in the accession records of the library.
- Computers available in digital library should be configured properly and maintained by computer technician.
- If any system has minor repairs and/or rehabilitation is required, lab technician is responsible to request the facility through “Maintenance Requisition Form” and make a signature from head of the institute and submit to System Admin.

- Fans, lights and fire extinguishers units should be monitor daily by Library in-charge, have any problems/repairs maintenance committee member is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Tables should be wiped with wet cloth by attender timely.
- Flooring must wiped with wet cloth by sweepers and recorded the same.
- Air conditioner should be serviced as per annual maintenance.