

About

Library and Resource Centre (LARC) of Yashwantrao Chavan Maharashtra Open University established with the establishment of the University. The Library and Resource Centre (LARC) is playing an important role in fulfilling the objectives of YCMOU. The Functions of LARC are To:

- Support academic activities of inhouse academics and outside experts by providing information sources for the development of learning material.
- Support reference and information needs of post graduate, research Scholars and students of job oriented and agriculture Programmes of YCMOU by creating appropriate facility at headquarters.
- Provide documents and comprehensive reference and information services in the area of Open and Distance Education for other distance education institute in the State.
- Provide assistance to co-ordinators of LIS Programmes of the University.

Library Rules:

1. Working Hours

The Library is open on all the days of the year from 10.00A.M to 5.45PM (Except on 1st, 3rd Saturday, Every Sunday and Public Holidays)

2. Membership

The membership of the library is open to Faculty and non teaching Staff, PG and Research Students of YCMOU and others with permission.

All the persons, entering the premises of library are required to show their identity cards the Janitor at the entrance.

3. Restricted Section

- i. 'Reference and consultation Books' shall not be lent out of the library.
- ii Every Reader using the Reference section of the library shall return the book (s) consulted either to the Librarian or any one of the Assistant of the Reference Section.
- iii Staff of the library working in the Reference Section will assist the readers in locating information and sources on the subject of their study and research.
- iv If Readers wants any pages of a book photocopied, he should contact Reference Desk/ Circulation counter for the permission to get the same photocopied and make payment for the same if applicable.
- v Internet facility is available to the members (Faculty as well as Students). They can access required information as per their need. They may access online journals, the database of DELNET, database of INFLIBNET, EBSCO database, J- Gate database. For password and other related things, library staff will help to the members at Internet point. Members are requested that they should not change any setting of the systems.

4. Borrowing Rules / Privileges

- i Books may be borrowed by all members as per membership Rules 2.

Category/ Patron	Check Out limit	Loan Period	Membership Fees
I.T.I Trainee	01	30 days	Nil
B.B.A Student	05	60 days	Nil
Ph.D Scholar	05	60 days	Nil
Junior Consultant	05	60 days	Nil
Administrative Staff	04	60 days	Nil
Administrative Officer	05	60 days	Nil
Teacher	20	60 days	Nil
School Director	As per requirements	60 days	Nil
Outsider Reader	Reading and Reference only	Reading and Reference only	Rs. 2000/- Per Year or Rs. 200/- Per Month.

- ii. Book will be loaned for a period of 60 days (for ITI Students 30 days).
- iii. Book may be re-issued after the loan period of 30/60 days, if there is no call for it, at all discretion of the Librarian.
- iv. The Librarian can recall any book on loan, if it is required in the library urgently, even if it is no due to be returned.
- v. Sending of reminders is not obligatory.

- vi. No reader shall take a book or journal or any other material out of the library without having it properly issued to him/her.

5. Inter Library Loan (ILL)

No library is an island, so our library also has to take help of others libraries collection to fulfill the requirement of our readers. Equally our library also lends reading material to other libraries. The book limit is 10 books. The reading material is required to return within 1 month. In case of loss, the borrower will have to pay the replacement copy or one time cost of the publication.

6. Cost of Damaged/ Lost Reading Material

- i. If the reading material (Books, Periodicals, CD etc.) is damaged or lost by the borrower, he/ she will either replace or pay cost one time. It will have to be replaced by a new book or periodical of same or latter edition, at his/ her cost. If the book/ periodical is not available in market then photocopy and binding charges may be charged from the person who has lost it provide the book is available on ILL.
- ii. The price of rare/ out of print book will be determined by Librarian and it shall be paid by the person responsible for the damage or loss of the books/ periodicals.
- iii. If a Volume from multivolume set is lost or damaged the price of the whole set will be charged, unless the volume of the set lost can be obtained separately. Which case the cost of particular volume alone will be recovered.

7. General Instructions

- i. Every reader entering the library should sign in the visitor's register kept for the purpose at the entrance gate of the library.
- ii. Personal books are not allowed in the library but in the certain cases.
- iii. Writing or making any kind of mark in a book or periodical is forbidden.
- iv. Cutting or tearing of any photo or page from any publication is prohibited.
- v. Smoking or eating is not allowed to take their belonging inside the library.
- vi. Observe complete silence in the library.
- vii. Readers are not allowed to take their belongings inside the library.
- viii. All articles being taken out of the library are subject to inspection at the exit gate.
- ix. It is responsibility of every reader to observe discipline in the library and adhere to its rules and regulations.
- x. The Librarian is authorized to terminate the membership of any borrower if he/ she is found guilty of misbehavior.
- xi. Behave with the staff nicely in order to get good and quick service from them.

Collection Development Procedure

The collection development policy for LARC has been introduced in view of programmes offered by the University. The titles required for course development, suggested titles for reading and Distance Education material are the main criteria for collection development.

Academics and the Library personnel share the responsibility for selection of reading material. Many times the titles suggested by outside experts, course writer, scriptwriters and counselors are taken in to consideration. For the purpose of selection, Librarian and the Academics visit book shops, exhibitions on regular basis. Many times the vendors are asked to hold exhibitions of books in various bibliographical tools, publishers' catalogues, publishers, new arrival announcement, pre-publication jacket, select bibliographies and Book reviews and so on.

Library Committee

1.	Prof. E. Vayunandan	Vice Chancellor	Chairman
2.	Dr. Dinesh Bhonde	Registrar	Member
3.	Mr. Sanjay Kubal	Finance Officer	Member
4.	Mr. Nagarjun Wadekar	Director, School of Humanities & Social Sciences	Member
5.	Dr. Pramod Khandare	Director, School of Computer Sciences	Member
6.	Dr. Sunanda More	Director, School of Architecture, Science & Technology	Member
7.	Dr. Madhuri Sonawane	Assistant Professor School of Agricultural Sciences	Member
8.	Dr. Dayaram Pawar	Assistant Professor School of Education	Member
9.	Dr. Surendra Patole	Assistant Professor School of Commerce and Management	Member
10.	Dr. Prakash Barve	Assistant Librarian	Member
11.	Dr. Madhukar Shewale	Head, Library	Member Secretary

Library Staff

1.	Dr. Madhukar Shewale	Deputy Librarian & Head, Library
2.	Dr. Prakash Barve	Assistant Librarian
3.	Ms. Chhya Dukare	Assistant Section Officer
4.	Mr. Parashram Palvi	Assistant
5.	Mr. Sachin Patil	Co-ordinator (Academic) Environmental Science
6.	Ms. Monali Gujarathi	Co-ordinator (Academic) Library Science
7.	Mr. Chinataman Dhumane	Peon

Institutional Membership

1. Association of Indian Universities (AIU)
2. Asian Association of Open Universities (AAOU)
3. Association of Commonwealth Universities (ACU)
4. International Council for Open and Distance Education (ICDE)

Library Resources

1	Printed Books	55742
2	Printed Periodicals	65
3	CD-ROM	2947
4	Audio Cassettess	296
5	Video Cassettess	277
6	International Database	01
7	News papers	19

Library Services

Lending Service
Inter-Library Loan Service
Selective Dissemination of information
Current Awareness Service
Reprography Service
New Arrivals Journals / Books Display
A/V and internet based service
Bibliographic Service
User Service
Online Public Access Catalogue (OPAC)
Referral Service
Internet based service
Document Delivery Service
Reservation book facility
Library Orientation Service
Urkund Anti Plagiarism Check

Yashwantrao Chavan Collection:

University Library has maintained special collection on Yashwantrao Chavan. The collection includes books written by Yashwantrao Chavan as well as the books written on him. The collection covers Books, Annuals, Press Clippings, and Photographs etc.

EBSCO Database

University Library has made available EBSCO international database service to the students on its website. The students can avail this facility via e- suvidha account. EBSCO database covers about 2,00,000 ebooks various disciplines.

DELNET Database :

The University has made available DELNET services to the members of the library. User can have access to the various services offered by DELNET, especially Inter Library Loan (ILL) services.

e-Shodhsindhu :

INFLIBNET ,the Inter University Centre of UGC has made available the e-Shodhsindhu, Digital Library Consortia, provides current content as well as archival access to core and peer-reviewed electronic journals. These e-resources covers various subjects. Presently Economic & Political Weekly ,Institute for Studies in Industrial Development (ISID) Database, JGate Plus (JCCC), Springer Link 1700 Collection and Nature Journal.

URKUND Plagiarism Prevention Software

URKUND is an automatic text-recognition system made for detecting, preventing and handling plagiarism. YCMOU Library and Resource Centre (LARC) has been provided access to this tool by the UGC's INFLIBNET Centre. Teachers have been provided to URKUND so that they can check their papers and student's thesis using the system. Library and Resource Centre (LARC) also organizes periodic training sessions for students and researchers about how to use the system. For those having difficulty in checking documents, University coordinator do the same. All Ph.D. thesis need Urkund report from the Library and Resource Centre (LARC) before its submission to the Research Unit of the concern School or Division of the University.