



NANDHA ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ERODE – 638 052 TAMILNADU

Email : principal@nandhaengg.org Mobile : 73737 12234

LIBRARY MAINTENANCE



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Library Maintenance

(Using 5 S Methodologies)

Sort (பிரித்தெடுத்துதல்) SEIRI	Set in Order (ஒழுங்குபடுத்துதல்) SEITON	Standardize (முறைப்படுத்துதல்) SEIKETSU	Shine (சுத்தப்படுத்துதல்) SEICO	Sustain (நிலைப்படுத்துதல்) SHITSUKE
<ul style="list-style-type: none">Learning resources are segregated according to their title	<ul style="list-style-type: none">Library is also following one of the tools called "Chain Procedure" to shelve the resources. For e.g	<ul style="list-style-type: none">Location – Sign Board	<ul style="list-style-type: none">Dusting – Daily	<ul style="list-style-type: none">Sources are placed in the appropriate place after perusal/return
<ul style="list-style-type: none">Each title has Call number as per Dewey Decimal Classification	621 – Engineering, 621.3 – Electrical, 621.38 – Electronics, 621.381 – Digital Electronics & 621.3815 – Devices and Circuits	<ul style="list-style-type: none">Rack Index & Shelf Index	<ul style="list-style-type: none">Cleaning – Week end	<ul style="list-style-type: none">Stock rectification as and when required & Stock verification / Year
* Reference sources like Dictionaries, Handbook etc are also been segregated.	<ul style="list-style-type: none">Based on the departments, the titles of the Journals and Magazines have been shelved along with Back Volume facility.	<ul style="list-style-type: none">Follow up boards (Rules and Regulations)	<ul style="list-style-type: none">Applying Pesticide	<ul style="list-style-type: none">Binding – Books and periodicals / Year & Systems formatting / Semester
BENEFITS				
Satisfies users greatly	Saves the searching time	Gain knowledge updating	Clean & Silent Environment	Increases usage and Resources



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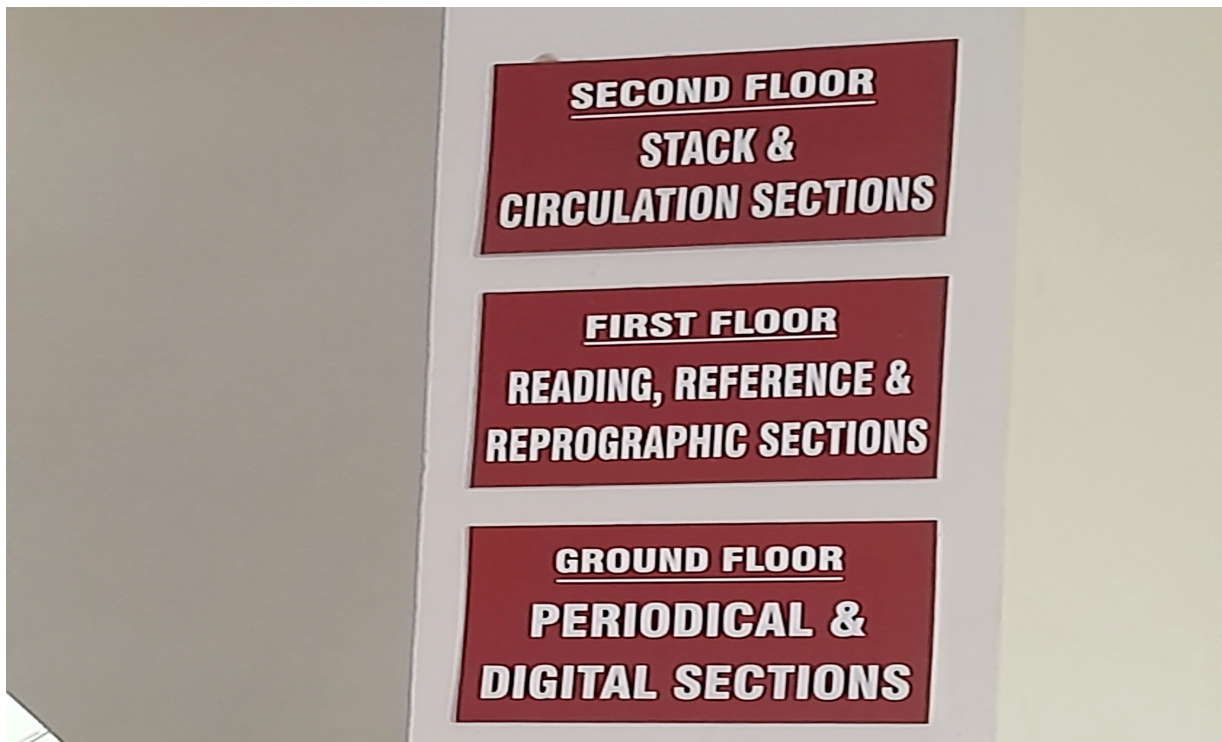
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Location – Sign Board




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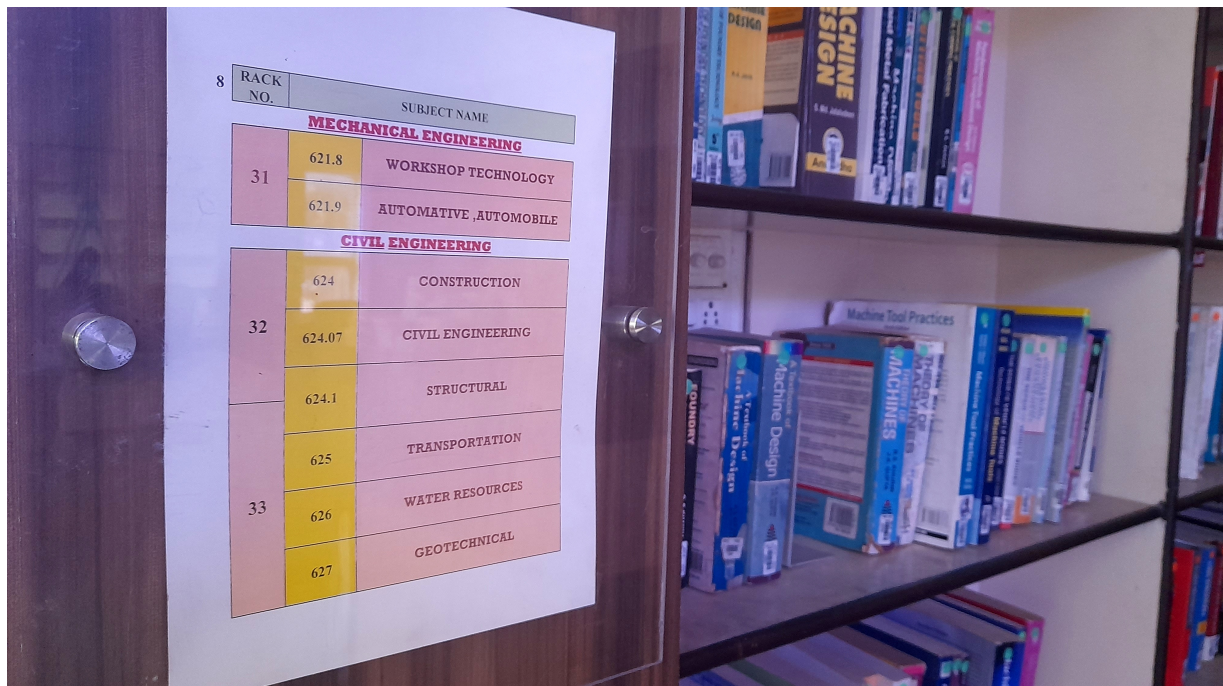
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Rack Index




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Follow up Boards




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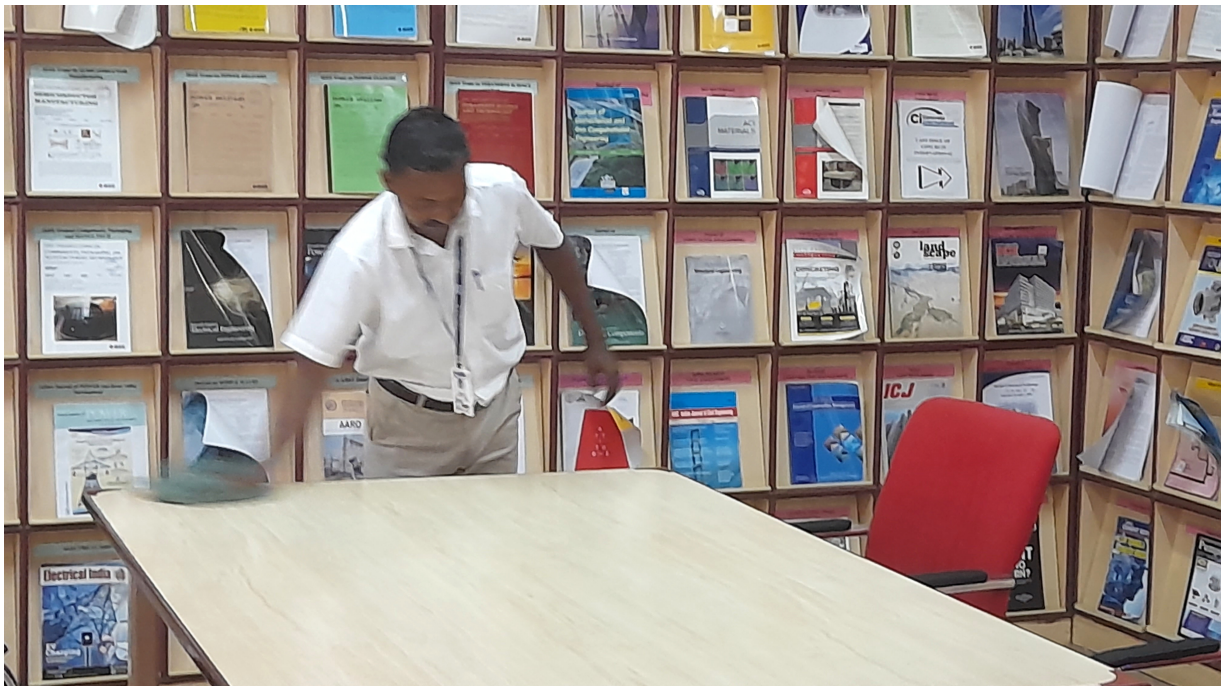
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Dusting




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Cleaning by Vacuum cleaner




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Applying Pesticides




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Segregating sources for shelving




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Sources are placed in the appropriate place




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