



**NANDHA ENGINEERING COLLEGE (Autonomous)**  
**PERUNDURAI-ERODE MAIN ROAD, ERODE – 638 052**  
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)  
Accredited by NAAC with A+ Grade)  
Website: [www.nandhaengg.org](http://www.nandhaengg.org) Phone: 04294 - 225585, 226393

## Library Maintenance



## Library Maintenance (Using 5 S Methodologies)

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

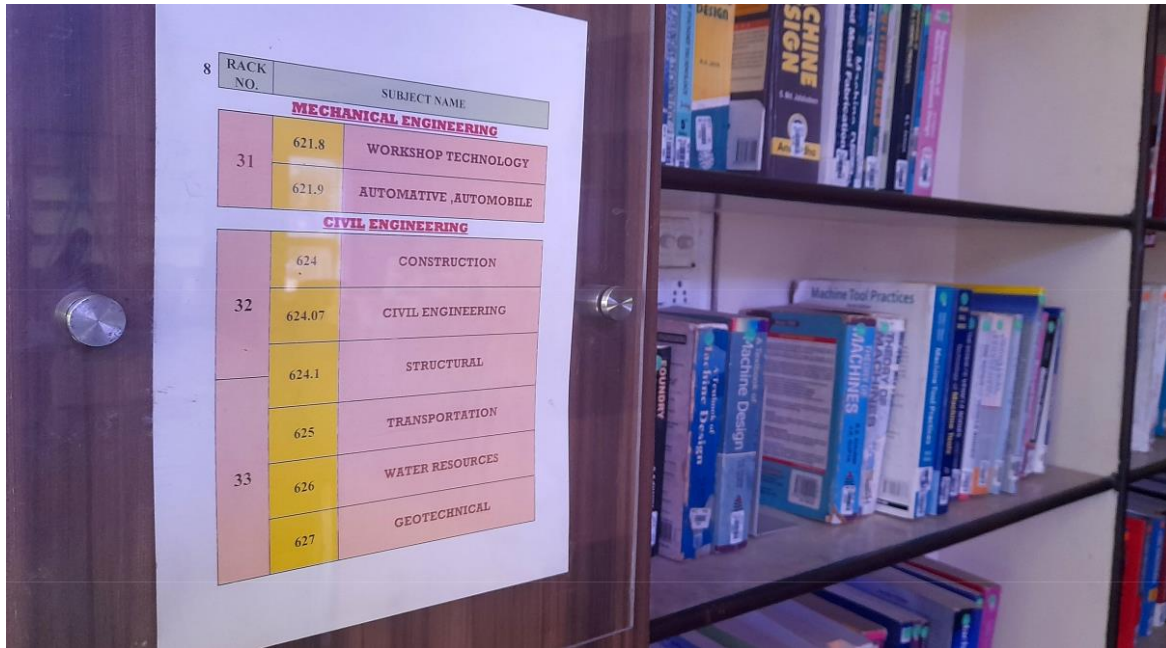
### Location - Sign Board





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### Rack Index



### Follow up Boards

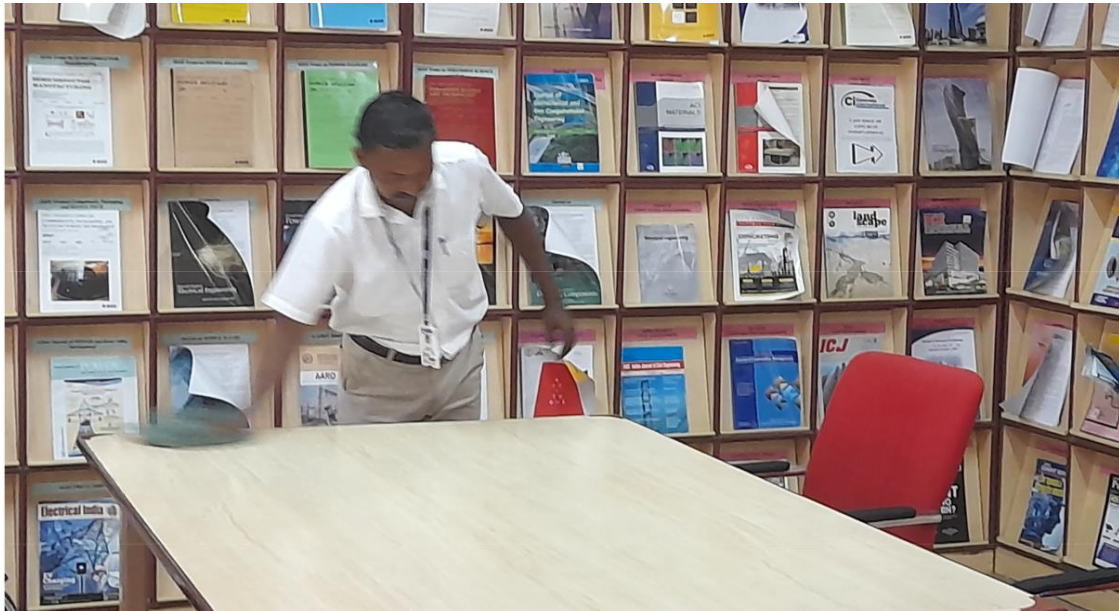






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## Cleaning







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### Applying Pesticides



### Segregating sources for shelving





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**Sources are placed in the appropriate place**

