

## **SOP- Utilization of Central Library**

The Central Library provides access to an extensive range of informative resources like books, e-books, print journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

### **OBJECTIVE:**

To lay down procedures for the procurement of the resources needed for the central library, their circulation accounting and disposal.

### **PROCEDURE:**

- All the HODs are being communicated to raise their requisitions for books and information resources based on the curriculum of the university. And they are also asked to recommend good collection of information resources other than prescribed in syllabus.
- Requisitions are being raised by different departments.
- Quotations are asked from different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of the Director. Once the Director approves the proposal, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, purchase order will be placed and books are being procured and entered in the Accession Register.
- The procured books will be processed and accessioned in the Accession Register and will be entered in the NewGenLib software. Further they are sent for shelving on racks according to Dewey Decimal Classification (DDC) scheme.

### **MEMBERSHIP OF LIBRARY**

- All the Students and Faculty are mandated to become members of Library.
- For becoming the members of the central library, the faculty and students have to fill library membership form with their admission details, duly signed by Director.
- The Identity card (Bar coded) itself will be Library services access card for its users.

## **WORKING HOURS**

- The central library is open from **09:00 am to 06:00 pm**
- Issues, Returns & Renewal from **10.30 am to 4.45 pm**
- The library will be remained closed on public holidays.

## **PROCESSING OF THE BOOKS/ CDS/DVDS:**

- The books are stamped with library stamp for identification as library property, after receiving books from the supplier.
- Books will be accessioned and classified
- The books are placed in the appropriate shelves in the Central Library branch wise and the CDs/DVDs are placed in the technical section.

## **PROCEDURE FOR BORROWING OF BOOKS:**

- Identity card is mandatory to enter into the library and to do transactions as well.
- Books will be issued for a period of fifteen (15) days to the students and after that it has to be renewed if they require the same.
- Books will be issued for one semester to the faculty and Technical and Admin Staff will be issued books for a period of thirty (30) days.
- Renewal can be done until there is no demand or reservation for the same. (Re- issue of books will be done in the set of fifteen (15) days each for a maximum, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book.)
- The faculty should renew the books at the end of each semester to avoid any fine.
- Students can borrow only four (4) books in his/her account at any point of time, whereas a technical and admin staff can hold a maximum of two (2) books in his/her account. Professor can hold ten (10) books in his/her account whereas a faculty member can hold a maximum of five (5) books in his/her account.
- Books will be issued only after the library card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.
- For re-issue after the last date for return of the book, the book has to be physically brought to the circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.

- Students are required to take “No Due Certificate” from the central library on completion of their courses. Controller of Records (COR) will not issue clearance unless the student deposits the ‘No Dues Certificate’ with the COR, duly signed by the Librarian.

### **ACCOUNTING OF FINE:**

Library fines will be charged as follows:

- Students - Rs 1/- per day
- Technical/Admin Staff – No Fine
- Faculty – No Fine
- The maximum limit for fine per book is Rs 1500/- . There after fine stops accumulating. Fine rate will be fed to Library fine book for generation of fine. The late deposit of books will be calculated automatically by Software. The student can check fine amount against each book by logging into his/her account.
- The library fine receipt will be issued to the patron on paying the library fine against the delayed books.
- If a student/faculty/staff member misplaced/lost/damaged a book then he/she has to replace with new one or has to pay double cost of the book with processing fee of Rs.50/-
- The library fine would be deposited in accounts branch by the library/circulation Staff at regular interval (monthly) as per fine receipts written in the fine register. The Accountant will issue the receipt against the payment.
- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He/she would be responsible to ensure that the accounting procedure is followed.

### **ANNUAL STOCK VERIFICATION:**

- Annual Stock Verification will be ordered by the Director in the last week of April every year.
- Due to the large volume of books held in the central library, 100% physical check of books will be done at the beginning of the academic year i.e. June. This cycle will be repeated at certain regular interval. Books added every year will be taken into account.
- After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the Director
  - Missing/Lost books
  - Repairable books

- The Stock verification board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun).

### **DEALING WITH LOSSES:**

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action will be taken.

### **ROLES AND RESPONSIBILITIES OF THE LIBRARIAN**

- Librarian is responsible to manage all operations of the Central Library with provided information resources and human resources as well.
- Librarian keeps himself aware about current developments on resources and literature, and select publications for the library's collection.
- Categorizes, prepares, and catalogues these materials. He also recommends material, and help individuals to find the information that they need.
- Analyzes and organizes collections by subject using standard classification scheme like DDC.
- Educates individuals on how to use the library systems to find the information they need.
- Conducts Library Orientation programs to students.
- Conducts awareness program on e-resources to faculty fraternity.
- Train library staff to do different operations like Circulation, Plagiarism check, SDI Service, Document Delivery Service in Central Library.
- Assists patrons to get their information needs in the library.
- Answers readers' enquiries using library systems and specialist computer applications.
- Assists readers to use computer equipment, conduct literature searches and promoting the library's resources to users.
- Manages budget and resources.
- Librarian selects, develops, catalogues and classifies library resources.