

Library Manual 2015



Institute of Advanced Studies in Education Deemed University
Gandhi Vidya Mandir, Sardarshahar 331403

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0.0 Introduction

Historical Background

The university has a unique central library housing over fifty thousand titles of books in a cross section of knowledge and learning. Besides, each faculty/department has its own library to cater to the immediate needs of the teachers, the taught and researchers.

Brief history:

Gandhi Vidya Mandir which is the parental society of IASE (D) University set up Gramodaya library in 1953 to cater to the needs and aspirations of rural folk. Mobile Library Service and free News Paper service was launched to accelerate the literacy rate of the villagers of 53 villages. To rise to the occasion, GVM also added a new feature to reach out to the rural folk by way of establishing a college of education and library in 1953, which is presently named as BTTC (formerly IASE)

Vision

To promote a culture of broad inquiry and support the University's mission to discover, preserve, and disseminate knowledge and creative expression.

Mission

- To deliver quality, user-oriented services responsive to the changing society according to the needs of our diverse Clientele.
- To enrich, augment and promote the university's teaching, learning and research activities through the strategic management of essential information.

Role of Library

Library plays a very critical role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr. S. R. Ranganathan, father of library Science development in India has aptly said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

Library Organization

Central Library: It is linked with 13 Libraries being run under the aegis of IASEDU. It consists of 5 Faculty/Departmental Libraries and 8 other Extension Libraries.

1. Basic Teachers' Training College Library
2. Faculty of Engineering, Life Science and Management Library
3. Department of Education Library
4. Dr. R K Shiksha Shastri College Library
5. Mahila Mahavidyalaya Library
6. KVK
7. SBLD Ayurved Vishava Bharti College
8. STC College Library
9. 5 Lab School Libraries of Gandhi Vidya Mandir

1.0 Library Advisory Committee (LAC)

The Library Advisory Committee is headed by the Vice Chancellor of the university. The committee support and facilitate the development of library. The committee act as a channel of communication and dialogue between the Library System and its users. It acts as a bridge between the Library and the academic fraternity and the management of the institute.

1.1 Composition

The composition of Library Advisory Committee is as follows vide notification issued on 26th June 2014.

1. Prof. R.N. Sharma, Vice Chancellor, Chairperson
2. Dr. G.N. Sharma, Registrar, Member
3. Prof. O.P. Jangir, Dean Academic, Member
4. Prof. Surendra Pathak, Director of Research, Member
5. Sri. Jitendra Pareek, Principal, Mahila Mahavidyalaya, Member
7. Smt. Deepti Bhardwaj, Principal, Department of education B.Ed., Member
8. Dr. Rajesh Kumar Tripathi, Librarian, Member Secretary

All officers of the library participate in the meeting as invitees to provide required inputs.

1.2 Terms of Reference for LAC

To provide general direction to the Library

- b) To review, rewrite and approve library procurement policy
- c) To negotiate and approve subscriptions to online databases (e-journals, Books and data sets)
- d) To formulate the policy for library use and procedure to be framed
- e) To review the functioning of the library with regard to its support to the academic programmes of the University.
- f) To outline the library collection development policy as and when required, for its implementation.
- g) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- h) To formulate action plan for the development of library human resources, infrastructure, facilities, products and Services.

- N.B.
1. Any other function as assigned by the higher authorities.
 2. The LAC meet at least once in six months to review the library affairs.
 3. The committee is reconstituted once in three years.

2.0 Library Budget and Finance

Library budget implies the financial allocation to procure learning resources and to run the activities related to the library.

The present annual library budget of the library has the following components:

1. Funds for Books, journals and other Maintenance Grants are allocated by the university.
2. Trust/endowment Grants are allocated by Gandhi Vidya Mandir.

3.0 Procurement of Learning Resources

The procurement of learning resources is the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users such as a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very essential that libraries have a well thought out collection development policy.

3.1 Procurement of Books: Process and Approvals

1. **Recommendation:** Faculty recommends the books to be procured for their courses and research. Students/Research Scholars also recommend the books for procurement provided their recommendation is endorsed by a faculty member.
2. **Indent Approval:** All faculty indents are routed through Finance and Accounts Department for the approval of Registrar, and Vice Chancellor.
3. **Ordering:** The ordering is done by print, online, e-mail, etc., depending upon the convenience of the library with

- standard terms and conditions. Purchase Orders will be issued by the librarians
4. **Supplier Panel:** A panel of vendors is appointed based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel is reviewed every two years based on the suppliers' performance. A panel should have at least 8 vendors.
 5. **Discount:** While empanelling a supplier panel, library advisory committee negotiate and fix a flat discount structure to be followed. This discount rate is followed for the next two years.
 6. **Other Suppliers/ Low Discount:** There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies - who are not on the panel. Such cases are processed after taking due approval.
 7. **Supply Deadline:** Maximum time limit for supplying ordered titles is 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks' time may be given. Books which arrive after this are accepted only after taking approval from the authorities
 8. **Foreign Currency:** For foreign exchange conversion, Good Offices Committee (GOC) rates are followed
 9. **Price Proof:** Accepted Price Proof are:(Signed & Stamped by supplier)
 - Distributor's invoice to supplier,
 - Print out from the publishers catalogue
 - Photocopy from Publisher Catalogue
 - For some Indian publications, price is mentioned on the title
 - Alternatively, Library also cross-verifies the prices from publisher's website. Such printouts verified and signed by library staff are accepted as price proof.
 10. **Exhibitions:** Library arranges for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute facilitates the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations

3.1.1 Terms and conditions for Vendors:

1. All books are supplied on a discount as per the agreed terms.
2. The order is acknowledged within 7 days from the date of receipt.
3. If a book is ordered from abroad, we are informed accordingly before sourcing it.
4. Vendors are to supply the latest editions, paperback editions unless otherwise mentioned. Indian reprints/ editions, if available are supplied. They consult the authorities beforehand if they intend to supply hardback editions, when the ordered paperback edition is not available.
5. The maximum time limit for supplying ordered books is 60 days.
6. The order is treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within the stipulated period.
7. Vendors have to certify on the invoice that the prices quoted therein are the publisher's current prices and they enclose the stamped price proof along with the invoice.
8. Payment is made within 45 days from date of receipt of the invoice and books.

3.1.2 Book Procurement Process Work flow:

I. Initiation of Acquisition:

On receipt of recommendations through Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed can be initiated for procurement.

- The exact details of the title recommended are found out.
- Duplicate checking is ensured.

- Correspondence with suppliers/vendors for checking availability status is to be maintained.
- Demand is put up for approval.
- Purchase orders are prepared and issued for approval.

II. Accessioning

- Accessioning: The details of the Invoice and books in accession register /database are entered.
- Entries in bill register and forward bills are passed.
- Bill file is maintained.
- Bill in file for reporting is maintained.

III. Invoice Processing:

- Books from suppliers/vendors are received.
- Purchase orders are crosschecked.
- Foreign exchange rate verification is done as per Good Offices Committee report.
- Price proof verification is made.
- Book received report and purchase bill (BRR) in database are prepared.

IV. Classifying

- Books/Thesis/Dissertations are classified as per the Dewey Decimal Classification (DDC).
- The class No. is written on half title page.

V. Cataloguing:

Bibliographic details of each book is entered into cataloguing module database according to AACR2 Standards.

VI. Processing Books:

- Stamping - Library stamp is put on the back of title page, on secret page and on the last page.
- Spine labels, bar codes on the front page and on the title page is pasted and laminated with cello tape.
- The completely ready to use new arrivals are sent to new additions rack, reference section or reserve shelf, as the case may be.
- University material like Dissertation/Thesis/Reports and the books is received as gift.
- These items are treated like books for processing, etc.
- If the book/report is already available in main library, then it may be sent to other campuses

3.1.3 Maintenance of Files and Records

Following records/files are to be maintained properly

- Accession Register /Software Database
- Bill Register
- Purchase Orders
- Invoices
- Approvals
- Reminders
- Budget/Finance

3.1.4 Library Collection

Library Name	No. of Books
Central Library	53068
Basic Teachers' Training College Library	46140
FELM Library	10451
Mahila Mahavidyalaya Library	9945
Department of Education (B.Ed) Library	4248

Dr. R K Shiksha Shastri College Library	4407
Extension Libraries (GVM)	53201
SBLD -10887	
KVK -451	
BSTC -6611	
5 School Libraries -35252	
Total	181460

3.1.5 Library Collection- Central Library (Subjectwise)

Subject	Total Vols.	Subject	Total Vols.	Subject	Total Vols.
Education	2050	Economics	750	Mathematics	1756
English	1220	Home Sc.	475	Physics	950
Life Science	2050	Music & Art	225	Chemistry	875
Civil Engg.	350	Law	650	Electrical	1125
Sociology	1200	Hindi	1350	Electronics	3069
Mechanical	2450	Management	6340	Veterinary	475
Medicine	756	Ayurveda	450	Psychology	475
Political Sc.	1075	Agriculture	456	Geography	675
Physical Ed.	856	Computer Sc.	5805	Philosophy	475
Distance	958	Library Science	150	Botany	225
History	950	Mass Media	556	Environmental Science	435
Research Methods	200	Thesis / Dissertation	730	Rural Development	5901
Reference Book		4580			

3.2 Subscriptions of Journals:

3.2.1 Subscription Process and Approvals

- Budgetary provision:** Adequate recurring/annual funds are available for the approved Journals subscription/renewals etc. as required.
- Beginning of Renewal Process:** The process of renewals begins at least four months in advance (in September) so that by December end/ early January all the renewals are done and the subscriptions are continued without any discontinuation to issues.
- Indian Journals are subscribed directly from the publishers who are usually institutions, govt. agencies, societies, etc. Approval is taken for these direct subscriptions, but other conditions that govern foreign journal renewals are not applicable to Indian journals.
- Panel of Subscription Agents:** Library Advisory Committee form a panel of Subscription Agents through whom library place orders of all its foreign journal subscriptions. All terms and conditions are decided by the Library Advisory Committee.
- Foreign Currency:** For subscription agents, the foreign currency conversion rate has to be as per the payment made by the agents to the respective publisher. Agents have to produce the proof of payment made to the publisher, along with conversion rates. The difference in Performa invoice conversion rates and actual payments to the publisher have to be adjusted through additional payment to the agent or through refunds to the institute.

3.2.2 Subscription Process Work Flow:

- a) **Recommendation:** The list of journals to be renewed is put on faculty Circulation through email and recommendations received. Faculty can also recommend new titles.
- b) **Approval:**
 - The list is processed for exact details like price/publisher.
 - Duplication checking with INFLIBNET and IASEDU subscriptions is undertaken.
 - Demand is put up for Dean/HOD approval.
 - Subsequently, the demand is put for approval by Library Advisory Committee.
 - If there is no response from faculty or any difficulty or lack of time in obtaining the approval of respective Deans/HOD then the list must be approved by Vice Chancellor.
- c) **Performa Invoices:** Invoices carry a certification that the price has been charged in accordance with the publisher's price list.
- d) **Ordering :** Journals Renewal and Subscription Orders are issued to empanelled agents by Librarian
- e) Proper Bill Register and an MIS of all invoices are maintained and passed for payment.
- f) **Binding of Journals:** All journals procured through "to be capitalized grant" are bound and kept on shelves.
- g) Receipt of and access to journals
 - It is made sure that the items received are as per the order/ access is enabled to the desired resource
 - Manual and computerized record of receipts of the journal issues is maintained.
 - Processing of Journal Issues: Physical verification, Stamping etc. are done.
 - Timely display of the Loose Issues of the periodicals on the respective display racks is done.
- h) Accompanying materials such as CDs/DVDs etc are being preserved at the Library.

3.2.3 Non Supply of Journal Issues:

- a) **Reminders:** Missing issue reminders are sent with the following frequency:
 - For weekly and bimonthly journals: Once every month
 - For Quarterly/Biannual journals: Once every two months
- b) **Replacement of missing issues:** Supplier must replace missing issues by way of -
 - replacement copy, or
 - publisher certified and reproduced copy or
 - refund either in the form of credit note or Demand Draft/Cheque or extend the subscription period equivalent to corresponding period

3.2.4 Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also are considered for archiving in less active storage area. Adequate space is provided for archival storage to Library, if not available.

The following categories of materials are considered for weeding out:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals are weeded out after checking that no other campus wants to have them in their Collection. Material (Books, journals, reports) that library received as gifts/ complementary by individuals/institutions and Organizations which have no relevance to IASEDU users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material

3.2.5 Non-Book Materials:

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes/VHSs, Microfilms, Microfiche, 35mm films, Psychological Tests, Booklets, Posters etc is being maintained at the Periodicals Section and enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

3.2.6 Maintenance of Records:

The transactions of all the activities/procedures/etc. in the Periodicals Section is carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills Register
- Subscription Orders
- Approvals

3.3 Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/ abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

3.3.1 Electronic Journals

When subscribing to individual titles, the same procedure as that of print journals is followed with regard to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Advisory Committee.

If e-Journals are being subscribed as subject collections, bundles, or databases then library prepares a proposal by making a cost benefit analysis by considering the relevance of the resource to IASEDU academic and research interests, usage analysis and availability of funds. This proposal is necessarily approved by the Library Advisory Committee

3.3.2 E-Books

When purchasing/subscribing to individual eBook titles, the same procedure as that of print books is followed with regard to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of Registrar and Vice Chancellor. If ebooks are being purchased or subscribed as subject collections, bundles, or databases then library prepares a proposal by making a cost benefit analysis by considering the relevance of the resource to IASEDU academic and research interests, usage analysis and availability of funds.

4.0 Circulation Section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation counter leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily Books)
- b) Attending the Users' query for effective interpretation of library rules and regulations
- c) Registration of new members
- d) Inter Library Loan Service
- e) Maintenance of "Circulation Module" of Library Management Software Maintenance and updating of all data related to library users
- f) Sending Reminders to overdue documents users
- g) Correspondence & No Due issuing
- h) Library Orientations/Information
- i) Assisting the users for accessing OPAC and Reference
- j) Managing Counter Operations during Weekends/Holidays

4.1 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quick glance is cast while issuing the book for any damage.
- It is made sure that the user writes signs on the Book card/Register.
- Details into issue database are entered.
- The books to the user are handed over.

While receiving the books:

- Quick glance is cast while receiving the book for any damage.
- Due dates are checked for necessary action .
- The entries from user Account in SOUL are cancelled.
- The books are sent to stack for shelving .

4.2 Borrowing entitlements for faculty/Students/Admin

The number of items that a user is eligible to borrow are as follows:

Category	Books (CL)	Issue Period (Days)
Academic Staff: faculty and Officers	5	30
Visiting faculty	2	15
Research Scholars	2	15
Students – Faculty of Education	3	15
Students – FELM	5	15
PG Department	5	15
Student-other UG	3	15
Non Teaching Staff	2	30

4.3 Documents that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are referred to within library premises and are not available for issuing out of the premises. Dissertations/Project Works submitted by IASEDU Students are not issuable.

4.4 Library Fine, Renewals and Reservations

- There is an overdue charge of Re.1/- per day per book from general shelf.
- Fines are kept pending as “due from borrower” in the system.
- “No dues” certification is cleared from library only after the library dues are fully paid up upon completion of programme.
- Faculty and Staff is not levied any library overdue fine.
- Books can be renewed for another term of 15 days, if no demand is there.
- The renewal is made on or before the due date.
- A General Shelf book is renewed for three times in a row, after which it must be returned to the library.
- User may borrow it again, if there is no reservation placed on that.

4.5 Loss or Mutilation of documents and Policy of Compensating Library

- Library materials are handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user informs the library using the prescribed

form.

- Library follows the below mentioned steps, in the same order of preference to settle the dues
- Book is replaced with the same or latest edition or
- Actual cost of the book as per library records or a minimum amount of Rs.200/-, whichever is high is paid by the user.
- Overdue charges are not levied in such cases from the date of report until the same is replaced (is resolved within a month)

5.0 Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked / displayed in the following categories:

- General Stack Area
- Reserve Shelf Collection (consisting of books in high demand, Thesis/Dissertations)
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- News paper/Magazine Display Area
- Journal Display Racks

It is essential that all efforts are made by the library staff for pleasant display and quick retrieval of books/journals for the users. Library ensures that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day
- Each unit of Stack has a designated Library Attendant
- Shelf Reading is done continuously to look for misplaced books
- Books reported untraced by users are traced in the quickest possible time with documentation like when the request was received and when it was solved
- The stacks properly labeled with subject guides and Class Number Guides

6.0 Stock Verification and Procedure to Write off Books

Physical verification of the library stocks is carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Upto 20,000	3 years' Interval
Upto 50,000	5 Years' Interval
50,000-1,00,000	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification is carried out by a team of members appointed by the LAC and the library staff assists the verification team.

6.1 Loss of Publications

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff play a role as information manager and facilitator and not just a custodian. Library is kept open in all working days and holidays and it's the responsibility of entire library team and the security guards employed in

the library. Therefore librarian alone is not held responsible for the losses, unless it is attributed to dishonesty and gross negligence.

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

*(*General Financial Rules 2005, Government of India, Rule 194- Physical verification of Library books)*

- Loss of a book of the value exceeding Rs.1000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity is invariably investigated and consequential action is taken. The LAC write off all such losses. The base values suggested for Indian and foreign books are reviewed every five years.
- A publication is considered as lost only when it is found missing in two successive Stock verifications and thereafter only action is taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss are investigated by the competent authority and the remedial measures are strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the Payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages are considered as loss for write-off.
- There is no objection to the Librarian, after due approval, in disposing of mutilated/ Damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes is made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which decides whether the books mutilated/damaged/obsolete are not fit for further use.

6.2 Procedure for write-off

- The documents not found during stock verification are listed.
- Library staff makes all possible efforts to locate the document not found during stock Verification. (The process can go up to six months but not as an exclusive task)
- Pre-final list of the documents not found is prepared and publicized.
- A final list of documents not found is compiled.
- Comparison is made with the list of earlier stock verification to identify common entries.
- Comparison is made about losses with borrowing/ consulting / photocopying statistics .
- The list of common entries to the Library Advisory Committee along with justification for the Losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.) is put up.
- Approval from the Library Advisory Committee is obtained.
- Approval from the Vice Chancellor / Competent Authority is obtained .
- Necessary entries in the accession register, write-off register are made.
- Records from databases are removed.
- File is closed.
- The system with additional precautionary measures is improved.

6.3 Preventive measures:

Some preventive measures are listed below.

- Closed access to the rare books and specialized collections is followed.
- The exit/entry to the library is monitored.

- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the Stack room (s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television Monitoring system, introduction of Identity/membership cards for identification of users, etc., are adopted.
- Adequate number of staff in the library for monitoring is employed.

7.0 User Services

7.1 Reference Service

Library houses all important reference sources like Encyclopaedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Ground floor Reference section. Users can also contact staff on duty for any assistance. Library also has access to online reference sources which may be accessed from the Inflibnet website. Information and Digital Literacy/Library Orientation, library conducts Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes are conducted when requested by users from time to time.

7.2. ICT Services

The Central Library is the members of INFLIBNET-NLIST Digital Library Consortium. UGC has set up this programme to promote use of electronic databases and full text access to e-journals by the research and academic community of the country. Online databases are accessible via the inflibnet website, which provides access to full-text scholarly research articles beyond the physical wall of the library.

7.3 Traditional Library Services

- Reading Room Service
- Inter Library Loan Service
- Bibliographic Compilation etc.

8.0 Physical Ambience

8.1 Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the University. Students and faculty spend their considerable time in library premises pursuing their research and studies. Hence library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

8.2 Electricity and Water and Ventilation

Library ensures that these essential things are working at all times and users are not put to any inconvenience.

9.0 Managing the Performance of Library team

Central library is managed by a professionally qualified and competent team. The performance of the team are optimized by taking the following measures.

9.1 Clearly defined Job Descriptions at all levels

Each member of the library team has a clearly defined, unambiguous job description that facilitates and goes with the library's and then Institute's Mission and Vision Statements. The organization chart with a clear reporting structure is developed for having effective span of control within the library.

9.2 Quarterly Work Plan and Predefined, agreed Targets for achievement

Each section in the library has a Quarterly Work Plan. Here, the works to be carried in the next quarter and the predetermined, agreed targets for achievements are decided. There is a review process after every quarterly assessment.

9.3 General Conduct

Every member of library team exhibits the highest level of professional conduct in discharging their duties. Staff members remain in

their designated place otherwise their work takes them away from the desk. Providing polite and efficient service is the motto of the library.

9.4 Department Performance Audit by yearly user feedback surveys

Library initiates an annual department performance audit wherein the performance of each section of library is evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation certainly help library to overcome any lacunae in the facilities and services being provided.

10.0 General Rules and Regulations for Students

1. All the students/scholars and outsiders entering the Library deposit their bags and other belongings at the entrance. Only notebooks and the Library books to be returned are allowed inside. Any valuables at the Check Point are not left. Library is not responsible for any loss of personal belongings. All files, books and notebooks are presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.
2. Identity Card is compulsory for getting access to the library.
3. Books removed from the shelves by students, if not required for reference, are kept on the book trolley or on table nearest to them. Users are not allowed to shelve themselves, keeping the caution that a book misplaced is a book lost.
4. The newspaper(s) are folded properly after reading and kept back in the designated place.
5. Readers are discouraged to deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he is charged the full replacement cost of the resource. Books borrowed are protected from RAIN, DUST, INSECT, etc.
6. All the students/scholars are required to bring one of their recent photograph (Passport Size) while applying for Library membership.
7. All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
8. There is a fine of Rs. 1.00 per general shelf after due date.
9. Students are advised not to issue books to others on their names.
10. Conversation and discussion disturb library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room is utilized for the same.
11. Smoking is not permitted in the library.
12. All users are requested to keep their mobiles switched off or in silent mode in the library.
13. Beverages and Eatables are not allowed inside the library.
14. No visitor or guest is permitted to use the library without obtaining a visitor/day membership.
15. Library reserves the right to call back any issued book/item at any time.
16. Library reserves the right to inspect these lockers and bags whenever necessary.
17. All students are advised to come to the Library in decent dress as they are in the classrooms.
18. Demand and suggestion slips are available at the circulation desk for your use.