Alva's Institute of Engineering & Technology, Moodbidri

POLICY & SOP FOR LIBRARY FUNCTIONING & UTILIZATION

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POLICY & SOP FOR LIBRARY FUNCTIONING AND UTILIZATION

1. PURPOSE:

With the intent to deliver the right information to the right user at the right time is the motto of the Library. The methods used in the procurement of books, periodicals, Newspapers, CDs/DVDs and e-resources and their circulation, accounting and weeding out needs to be streamlined and monitored for quality assurance. The effective use of the Library and Information Science standard procedure for managing all activities at libraries is of paramount importance. Library should be put to optimal use and it should become a place of dissemination of knowledge through both traditional and modern methods. The use of ICT should lend quality to the Library by subscribing to e-resource and house digital resources. The purpose of this policy is to ensure quality in all the services extended by the Library.

2. SCOPE:

This policy is applicable to all the UG and PG students, research scholars and all the staff of the institution. The Policy would also delineate the Standard Operating Procedure that should be diligently followed by all the stakeholders for effective and efficient utilization and responsible use of the library resources. Digitization ease all the operation related to library management through ILMS (Integrated Library Management System).

3. PROCEDURE FOR PROCUREMENT OF LIBRARY RESOURCES:

Statement:

AIET has a very transparent and systematic procurement procedure.

PROCEDURE FOR THE PROCUREMENT OF BOOKS

SOP:

3.1 With the scope of procuring library books for the upcoming academic year, the librarian shall send a circular before the commencement of academic year, requesting for departments to provide the requisition.

3.2 Department heads shall send their required books list to the library.

3.3 The librarian shall, consolidate the requisition and verify with available resources for decision making in procurement process (This process is an intervention made to adjust the quantum of procurement considering budgetary constraints and resource requirements).

3.4 The librarian shall submit the verified consolidated requisition of resources to IQAC Chairman (Principal) for approval.

3.5 The librarian shall call for quotation by the approved vendors through LMS.

3.6 Vendors will respond for submitting the quotation by logging in to the LMS link provided.

3.7 Librarian shall prepare the comparative statement of the quotation received highlighting the best quotation and submit to the purchase department for procurement.

3.8 Purchase department shall place the purchase order.

3.9 In case of resource not available at the time of procurement with the approved suppliers, the Librarian shall procure the same from other vendors directly from the market with due approval.

3.10 The librarian shall, receive the consignment, make necessary physical purchase documentation and compare the same with LMS data.

3.11 Librarian shall forward Invoice/bills through the Principal for further payment process.

PROCEDURE FOR PROCUREMENT OF E- RESOURCES

SOP:

3.12 VTU sends the circular for the affiliating institutes to subscribe for E-resources by paying the prescribed amount.

3.13 Upon receiving the circular from VTU regarding subscription of E-resources, Librarian shall get the approval from the IQAC chairman for subscription.

3.14 An online payment for the subscription is carried out by the finance department.

4. PROCESS OF DOCUMENTING THE RESOURCES

Statement:

The resources obtained for the library has to be identified uniquely by unique identification number. To make it happen, the institute applies Dewey Decimal Classification (DDC) 21 Ed. and author name to generate call number for each resources.

SOP:

4.1 After verification of purchased documents, Library resources shall be numbered using DDC 21Ed. and author name, together called as **Call Number**.

4.2 Librarian shall ensure affixing of stamp in minimum five places, viz., stamp on the front page, description page, last page and the secret page of the document.

4.3 Librarian shall ensure pasting of due date slip and book pocket on last page of the book.

4.4 The RFID and Bar code with **Call Number** label generated by software shall be pasted in the document for the security and smooth functioning of library activities.

4.5 Librarian shall ensure verification of the details of resource viz., date of purchase, accession no., title, author, publication, edition, year of publication, call no., pages, price, invoice no., etc. in the LMS.

5. CIRCULATION SYSTEM:

Statement:

The library resources should be equally available to all the students and staff of the institute, with this intent the circulation policy has been made in such a way that, every member of library get equal chance to utilize the resources.

SOP:

5.1 Membership shall be mandatory for all the institution members to use library facilities.

5.2 Upon registration, non-transferrable library card shall be issued to each member.

5.3 For circulation of any resources, user shall present library card at circulation section.

5.4 Books shall be circulated only to the members; Circulation of resources shall be accomplished through LMS.

5.5 Reference resources shall be allowed to use within the library, however with permission of the librarian, can be issued for overnight.

5.6 Number of books issued to students/ staff and the renewal time period is described in the below table.

User	Number of books	Number of day	Number of renewal
BE Student	02	15	01
MBA Student	03	15	01
Technical & other staff	03	30	01

Teaching staff	10	One semester	Permitted as per need
SC/ ST Student	Additional one book	15	01

5.7 Renewal of the book shall be done based on availability and demand for the books.

5.8 Issuing multiple copies of the same title for an account is not permitted.

5.9 Faculty and other staff shall renew books based on *ref. 5.6* to avoid fine.

5.10 Users shall apply for duplicate membership card if damaged/ lost, by paying prescribed fees.

5.11 To ensure timely recalling of the library resources the following disciplinary measures shall be imposed,

   a. Library members failing to return the book after due date shall be levied with a penalty of Rs. 2/- per day per book as generated by LMS.

   b. The penalty amount shall be collected in cash and receipt will be provided after the payment.

   c. Collected penalty amount shall be deposited to institute account periodically.

   d. In case of loss of book, user shall (any one option);

   - Replace with new book (penalty applicable as per 5.11 (a)).
   - Pay twice the book price (penalty applicable as per 5.11 (a)).

6. PROCESSING OF PERIODICALS/ JOURNALS/ NEWSPAPERS:

Statement:

This Institute focuses on quality teaching learning process, for which regular update in technology and information need to be provided to the students and staff through the subscription to the various Periodicals/ Journals/ Newspapers.

SOP:

   6.1. With the scope for subscription / renewal of periodicals for the calendar year, the librarian shall receive a requisition from the departments.

   6.2. The subscription/ renewal of periodicals shall be carried out on time to time basis.

   6.3. On receipt of periodicals, library staff shall enter the details in the registers.

6.4. Monthly physical checks shall be made essentials for supplied periodicals to maintain the record.

6.5. Stamp with date shall be affixed on minimum three places on the Periodicals/ Journals/ Newspapers.

6.6. Periodical/ Newspaper shall be placed in the appropriate shelf in the library.

7. E- RESOURCES:

7.1 Digital library is equipped with 11 computers for browsing the e-resources.

7.2 E-resource can also be accessed through Mobile App and remote access by registering to the library.

8. Annual Stock Auditing:

Statement:

The annual auditing is an important parameter to access the efficiency of the functioning of library. With this intent, annual stock verification has to be conducted.

SOP:

7.1 By the approval of IQAC Chairman, annual stock verification audit shall be conducted.

7.2 A record of missing/ lost books shall be maintained and during the audit, following corrective measures shall be initiated,

a. The loss of five copies per one thousand volumes of books in stock in a year shall be considered as write off.

b. If the total value of lost-books exceeds Rs. 5,000/-, then the incident shall be investigated for appropriate action.

7.3 The Books/ periodicals which can be maintained and reused, shall be sent for binding. If the books/ periodicals are not usable, those shall be weeded out with the approval of IQAC Chairman.

9. BEST PRACTICES:

11.1 Library orientation program is given to newly joined entrants of the institute.

11.2 Library is equipped with property counter.

11.3 Library is equipped with drinking water and washroom facility.

11.4 Library is equipped with RFID for tracking and optimal use of library resources.

11.5 The photocopy and print facility is available at the library with the nominal charge per page.

11.6 Best answer scripts (IA test) facility is provided for reference.

11.7 CCTV surveillance help to monitor the library activities.

11.8 Library is accessible till 11 pm during weekdays, and till 5 pm during Sundays and Holidays.

GUIDELINE FOR THE MEMBERS OF LIBRARY

Do's:

1. Identity Cards are mandatory to enter the library,
2. Register into log book before entering at the entrance.
3. Deposit your personal belongings in property counter.
4. Maintain absolute silence and decorum inside the library
5. Use the OPAC system for locating the document.
6. Contact Library staff, If you can't find the document.
7. Maintain silence and wait for your turn at the PC and the Photocopy facility.
8. Use E resources, other than just printed text.

Don'ts:

1. Talking /whispering /discussions inside the library is strictly prohibited
2. Cell Phones are restricted in the premises of the library.
3. Do not damage or mutilate the books in any manner.
4. Never write anything in a book. Remember, it is not your personal property!
5. Do not misplace books; intentionally or otherwise. A misplaced book is as good as lost!
6. If you notice somebody intentionally misplacing/ hiding or damaging a book, inform the library staff immediately.
7. Leave the books on the table after use. Do not put them back on the rack; the library staff will do this job for you.
8. Eatable are strictly prohibited inside library.
9. Stealing books or pages from a book is a serious offence and will attract severe punishment.

PRINCIPAL