

# ARKA JAIN UNIVERSITY

JAMSHEDPUR

OFFICE OF THE REGISTRAR

\*\*\*\*\*/Reg. /Notification/202 /\*\*\* AUGUST 2, 2021

## Notification

The 'Library Policy' is attached and is hereby notified for all concerned.

This bears the approval of the Competent Authority.

(JASBIR SINGH DHANJAL)

Registrar

**Enclosure: AA**

To:

- All Deans of Schools of Studies
- Librarian (Swami Vivekananda Library and Information Centre)

Copy also to: (for kind information),

- Chancellor/ Pro-Chancellor/ ED
- Vice-Chancellor
- Advisor Policy/ Directors / Director-PR/ GM (Project)
- Chief Proctor/ Finance Officer/ Controller of Examinations/ Chief Proctor
- Chief Warden/ Sr. Security Officer
- All OSDs/ Jt. Registrars/ Dy. Registrars/ Asst. Registrars/ AOs
- Notification file



**ARKA JAIN**  
**University**  
Jharkhand (Jamshedpur)

## **LIBRARY POLICY**

Date of Implementation	
Date of Revision	-----
Date of Approved	
Jurisdiction	All Libraries
Implementing Authority	Central Library & Constituent Libraries
Prepared by	

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## **1. Preamble**

ARKA JAIN University, Jamshedpur was established as a State Private University in Jharkhand under the Act No.\*\*\*\*\* of 2012 of the State legislature. Over the years, the University has established itself as a high quality education provider with prime focus on holistic learning and competitive abilities amongst the students. Spread over 50 acres of land, equipped with world class facilities, the University promises to become one of the India's leading Universities with an acknowledged reputation for excellence in research and teaching. It is imparting instructions in almost all disciplines of pure and applied sciences, engineering & technology, management, humanity, design, mass communication, law, nursing and pharmacy 5 Schools. The University is recognized by the UGC and has approvals of the relevant statutory councils, wherever necessary. The Library Policy is an important instrument for structured and efficient functioning of the University Library system, for providing a framework for delivery of services to the stakeholders. The Policy framed is consistent with the State, and Central Government guidelines, and general policies of Library Associations

## **2. Vision**

The vision of the Library is aligned to the vision of the University, which focuses on serving the society by being a global University of higher learning. Accordingly the University Library seeks to be a catalyst for achieving academic excellence by providing a patron-friendly ambiance, which includes use of innovative technologies, collaborative collection development, e-resources which could be conveniently accessed by the users anytime any place. It is envisaged that the Library shall strive to be at the centre of intellectual life of the University, and shall also ensure academic integrity and ethics.

## **3. Mission**

- Serve as a Knowledge Hub of the University
- Promote intellectual growth and creativity of students and faculty by developing collections, facilitating access to information resources, resource sharing through consortia like DELNET, IEEE Xplore, SCC Online, Manupatra, NDL and many more.

- Help enhance the quality of teaching, research and outreach services of the University.
- Protect copyright and other intellectual property rights of the University publications, patents, and research papers
- Assist the University in knowledge management and research activities through a robust process of obtaining feedback from the library users and resolution of their grievances, if any.

#### **4. Organizational Structure**

The organizational structure delineates on various aspects of its activities such as collection development, provision of information services and management of library support staff, in addition to other academic support facilities. It is also expected to bring clarity and uniformity in procedures and practices of the library and improve its efficiency, utility and services, as also weeding out redundant/ obsolete books and journals





### **5. Managing the Performance of the Library team:**

A professionally qualified and competent team manages the central Library.

The performance of the team is optimized by taking the following measures:

Clearly-defined Job Descriptions at all Levels. Each member of the Library team has clearly defined job description that facilitates and conforms to the Library's and the Institute's Vision and Mission statements. The organization chart with a clear reporting structure has been developed for effective control within the library.

### **6. General Conduct:**

Every member of the Library team exhibits the highest level of professional conduct in discharging their duties. Library staff members are dedicated and remain in their designated place during the work hours. 'Polite and efficient service' is the motto of the Library.

User Feedback Surveys

The Library initiates annual feedback surveys and user satisfaction surveys. This feedback and evaluation helps the library to overcome any break in the facilities and services being provided.

## Library Academic Audit

Every year the Institution arranges an academic audit by inviting subject experts for the library to assess the efficiency of the work, effective utilization of budget, whether it satisfies the needs of the readers, appreciates their achievements, and provides suggestions and ideas for improvement.

The primary objective of the audit is to determine whether established controls and procedures are adequate and effective to ensure that:

- Library resources are properly recorded and safeguarded
- Revenue collections are properly accounted for and
- Funds are spent pursuant to Institutions policies and procedures, applicable laws, rules and regulations.

## **7. Library Committee**

The Library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the Library's development plans by advocating development activities with the management.

The Committee's main objective is to aid in the establishment of a bridge between the Library, the academic fraternity, and the institute's administration. The Library Committee acts as a channel for dialogue between the Library and its users.

### 7.1 Composition:

The composition of the Library Committee consists of the following members:

SL. No	Personnel	Status
1	The Vice Chancellor or his / her nominee	Chairman(Ex-Offico)
2	Director	Member(Ex-Offico)
3	DSW	Member(Ex-Offico)
4	Dean/Asst. Dean of Schools/HODs(If Required)	Member(Ex-Offico)
5	The Registrar	Member(Ex-Offico)
6	One Representative from Teaching Staff	Member(Ex Offico)
7	One Representative from Students' Council	Member(Ex-Offico)
8	The Librarian	Member Secretary(Ex-Offico)

The members of Library Committee, other than the Librarian, shall hold office for a period of two years.

### **7.2 Frequency of Meeting:**

The committee shall meet at least three times in an academic year.

### **7.3 Quorum:**

One-third of the total members in the committee shall form the quorum.

### **7.4 Duties and Responsibilities:**

The various duties and responsibilities of the Library Committee are to:

- Exercise general supervision over the Institution Library.
- frame regulations for the management and use of the Library, subject to the approval of Library Committee
- Recommend to allocate funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the Library and formulate budget to be submitted to the authorities concerned
- Acquire books, journals, and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition, periodic stock verification, allocation of tasks to library staff, library discipline, user-services, inter-library cooperation, and networking.
- Ensure proper library management and its use, including the services rendered to the readers.
- Review the functioning of the Library on an annual basis
- Recommend the appointment of a sub-committee for the selection of books
- Frame and amend any rules prescribed for the use of the Library services by the readers
- Consider policy matters regarding the library including the policy for the procurement of books, journals, and

- render advice to the Library for procurements
- Ensure scrutiny and approve the indents for books received from various departments/ schools/ centres.
- Ensure that the Library Identity Cards (Smart Cards) are distributed to the newly admitted students within thirty working days after their admission in the Institute.
- Monitor and evaluate, from time to time, the trends and developments in information technologies, networking, library automation, library cooperation etc., and to advice the library on the same.
- Authorize individuals of other institutions for the use of Library services on a temporary basis
- Prepare an annual report of the Library System and submit the same to the Registrar and
- Consider any matter referred by the authorities of the Institute.

#### **7.5 Meeting Notice:**

The Member Secretary (Librarian) shall issue the notice for convening the meeting along with a copy of the agenda to each member at least seven days before the meeting of the committee after obtaining the approval of the Vice-Chancellor.

#### **7.6 Minutes of the Meeting:**

Minutes of various meetings shall be recorded by the Member Secretary and circulated to all the members for consideration and approval.

### **7.7 Library Purchase Committee:**

- The Library Purchase Committee is a sub-committee of the Library Committee. The Vice-Chancellor nominates the members like Deans, Finance officer, external and internal experts in the concerned field with Librarian as a member secretary.
- This committee helps to procure products for the Library.
- The responsibility of Library Purchase Committee is to monitor the procurement process of library resources.
- The committee verifies the technical specification and negotiates for finalizing the rates.

### **8. Library Budget and Finances:**

The Library budget is the financial allocation to procure documents and provide access to the information resources. The annual budget of the library has the following components like books, periodicals (subscription and renewal), and procurement of online resources, procurement of furniture and equipment and other maintenance expenses.

The budget includes also funds for contingency expenses for binding and to procure stationery requirements needed to process and maintain the books/ journals.

#### **8.1 Sources of Finance for Library**

The sources of finance for the Library can be viewed under two categories, viz.

- (a) Primary sources; and
- (b) Secondary Sources.

(a) The primary sources of income in a library are as follows:



- (a) UGC Plan Grants
- (b) Non- Plan Grants
- (c) Projects
- (d) Programme-specific grants

(b) The secondary sources of income in a library are as follows:

- (a) Library fees;
- (b) Overdue charges
- (c) Reprographic service fee
- (d) Breakage fees
- (e)
- (c) Budgetary procedures
  - (a) Review the current budget
  - (b) Budget preparation.
  - (c) Submission and approval
  - (d) Implementation

**Note: Budget heads and titles change from time to time.**

### **9. Procurement of Learning Resources**

Procurement of learning resources constitutes the primary responsibility of the Library. The Library makes a systematic effort

in building up the collection by identifying, evaluating, selecting, processing and making it available to the users. Since building up this collection requires a huge sum of money and has long-lasting repercussions, it is essential that libraries have a well thought-out collection development policy.

### **10. Library: Different from Stores**

As indicated in the **GOI. M.F. OM 23(7)- EII(A)/ 83 dated 7th February 1984, (GFR 116(2)(1) (1978)** and General Financial Rules 2005, Rule 136, “the position of library books, etc., is different from that of stores and hence the definition of ‘goods’ excludes library resources like books, journals, and other learning materials.

#### **10.1 The above Office Memorandum is reproduced below:**

“Librarian (not below the rank of Deputy Secretary to the Govt of India) subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard booksellers on the prevalent terms and conditions.

Hence, tenders/ quotations need not be called for procuring every single title/ journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply, which will be valid for two years.

Flat Discount Rate:

Based on the above, tenders will not be called for procuring every single title on a day- to-day basis. However, the terms of supply like discount will be decided by the Library Committee once every two years during the formation of the Panel of Suppliers. A contract shall be signed with the vendors.



## 11. Procedure for the Procurement of Books:

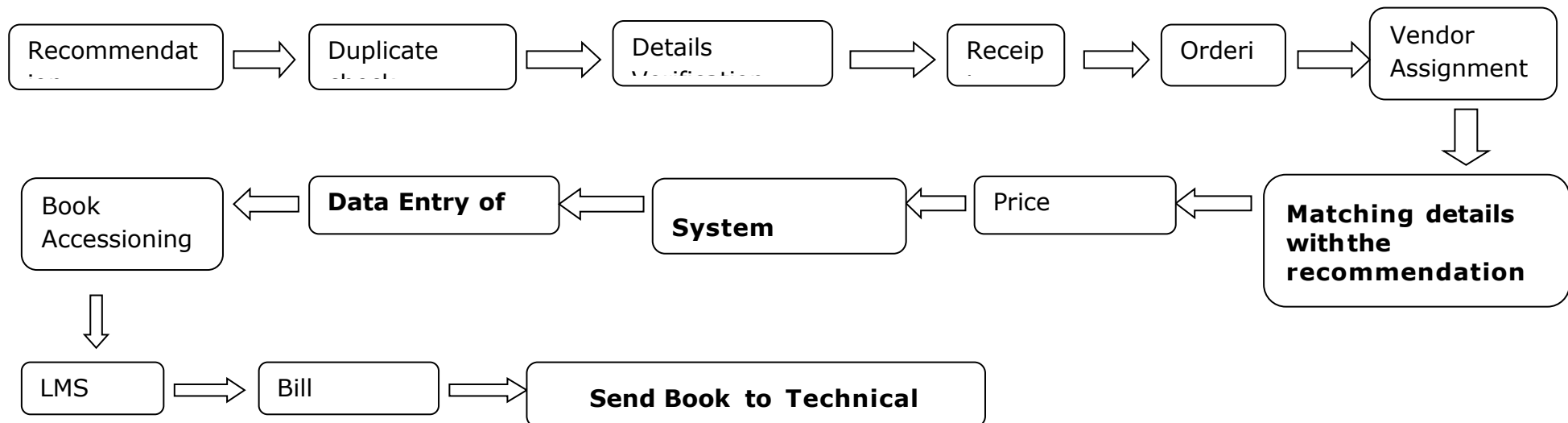
### 11.1 Book Selection:

The various methods adopted for the selection of books for the library are as follows:

- (a) Latest publishers catalogue
- (b) Online catalogue
- (c) Book Exhibition: The Library administrators arrange for a book exhibition through publishers, representatives or through the empanelled suppliers. The library facilitates the exhibition by providing the space, basic furniture, indent form, etc. for obtaining book recommendations.

Book Procurement Process Work Flowchart

The flow chart indicating the book procurement process is shown diagrammatically as follows:



### **11.2 Recommendations**

- Faculty , research scholar and staff are entitled to recommend new books for the library
- Recommendations should be submitted in the prescribed form (Annexure-1)and routed through the respective Heads of the Department and Deans
- The Library may arrange book exhibitions through reputed publishers and booksuppliers for the purchase of books
- The book selection criteria are as follows :
  - The book requirement must be 30% for Textbooks and 70% for Reference Books
  - Books procured should be written by Indian writers and Foreign writersin the ratio 40 : 60 and
  - The latest year of publication.

### **11.3 Checking Duplication:**

- The list of books is checked for duplication in the Library catalogue by the staff and the appropriate remark is provided and
- On the recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand but not more than three copies of any book may be procured.

#### **11.4 Indent Verification:**

- The Finance department will verify all faculty indents and
- The final list of recommended books is handed over to the Library Committee for its review.

#### **11.5 Ordering:**

Once approved the funds are sanctioned by the Library Committee for purchase, and the purchase order will be issued to the supplier by the Registrar (Annexure).

#### **11.6 Supplier Panel:**

- The Library Committee appoints a panel of vendors on the basis of their performance on tasks such as their response to queries, speed of supply, adherence to the terms and conditions, etc.
- This panel will be reviewed every two years on the basis of the supplier performance. A panel should have at least ten vendors (Annexure-3).

#### **11.7 Discounts:**

- A minimum of 25% discount on the printed publisher's price is insisted upon. Also, in some cases, the vendor may be willing to give a bigger discount (above 25%).
- The exception would be government publication/ institution publications or Nil discount item.
- In case of multivolume books and encyclopaedia, efforts may be made to obtain higher discounts and

- All books in English, Hindi and other regional languages will carry a uniform discount of 10-15% of the publisher's price.

### **11.8 Supply Deadline:**

- Maximum time for supplying ordered titles is 60 days for an Indian publication and 90 days for foreign publication from the date as specified in the purchase order.
- However, after checking the supply status with suppliers, based on genuineness, an additional TWO weeks time may be given and
- Books delivered after the deadline will be accepted only after obtaining prior approval from the authorities.

### **11.9 Terms and Conditions for Vendors**

- All books carry a discount as per the agreed terms
- The order should be acknowledged within 7 days from the date of order
- If a book is ordered from abroad, the Librarian should be informed before sourcing it
- The ISBN number and year of publication should compulsarily be stated against each title in the bill
- Supply latest editions. Indian reprints/editions, if available should be supplied. Always supply paperback editions unless otherwise mentioned. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available

- Damaged books, books with missing pages need to be accepted by the suppliers when returned even after they have been stamped for accessioning
- Books should not be sent by V.P.P.
- The maximum time limit for supplying book is 60 days
- The order will be treated as cancelled, if the books are not supplied or no report about the availability is received within this period
- It should be certified on the bill that the prices quoted therein are the publisher's current prices and the stamped price proof along with the bill must be enclosed
- In case of cheating by charging more than the actual price, the Institute will blacklist the supplier
- The bills should be submitted in triplicate addressed to The Registrar, ARKA JAIN University, Jamshedpur, Jharkhand.
- The bill should contain the supplier's TAN No., PAN No., RTGS/NEFT details
- During the time of submission of the bills, the supplier shall append the declaration on the bill, that-
  - Only latest editions of the books etc. have been supplied
  - The actual prices of publications have been charged without any handling/ postage charges
  - These are not remained titles/damaged books with missing pages. The Indian/low priced editions of these publications (if foreign) are not available in India.

#### **11.10 Price Proof:**

- Once the books are received in the Library along with the bills, the price of each book, and discount rates, and bank rates are verified by the concerned staff in the Acquisition Section. Accepted Price Proof are: (Signed & Stamped by the supplier)
- Distributor's invoice to supplier
- Printout from the publisher's catalogue
- Photocopy from Publisher's Catalogue
- For some Indian publications, price mentioned on the title
- Alternatively, the Library also cross verifies the prices from the publisher's website. Such printouts that are verified and signed by the Library staff will be accepted as price proof and
- Foreign Currency: For foreign exchange conversion, RBI rates will be followed on the bill date. In some cases where RBI rate is not agreed upon by the vendor, with the approval of competent authority, Goods Office Committee (GOC) or bank conversion rate will be applicable.

#### **11.11 In case of Non-Supply of Books, the following steps will be taken:**

- Fortnightly follow up with the vendors
- Evaluate the supply status and
- Change the supplier and re-order the books.

#### **11.12. Purchase of Books through Online Mode (Amazon/ Flipkart etc.)**

- Purchase of books from online bookstores like Amazon, Flipkart, etc. may be made on the recommendation of faculty members. Such purchases may be made by the credit/debit cards of staff members after checking with the library about its availability, which will be duly reimbursed
- In such procurements, discounts may or may not be available. Sometimes courier/postage charges are also included
- The financial sanction process from the appropriate authority will be followed
- The book and bill in appropriate format must be submitted to the Library for further processing and
- The same procedure may be followed for the purchase of books by staff members on official foreign trips and while visiting book exhibitions conducted in different places.

#### **11.13 Faculty Publications:**

The Library may purchase three copies of faculty publications as and when the publications are brought to the notice of the Library upon getting the approval from the Vice-Chancellor.

#### **11.14 Gifts:**

Books gifted from major institutions and other individuals are accepted, accessioned and placed along with other books for reference. Some books donated by individuals are accepted after considering on the physical condition of the book.

**12. Maintenance of Records:**

The following files / records are maintained in the Library

- Accession Register
- Bill Register
- Purchase Orders
- Invoices
- Reminders
- Budget/Finance

**13. Library Collection Statistics (Subject wise) as on 31-03-2023**

<b>School of Engineering &amp; IT</b>	
Subject	Total Volume
Core Engineering	3821
CSIT	
<b>School of Health and allied Science</b>	
Subject	Total Volume
Pharmacy	3821
Optometry	105
Bio-Technology	51





<b>School of Commerce and Management</b>	
Subject	Total Volume
Comm. & Mang.	2458
<b>School of Law</b>	
Subject	Total Volume
Law	1187
<b>School of Nursing</b>	
Subject	Total Volume
Nursing	742

### 13. Library Collection:

<b>Items</b>	<b>Volume/Copies/Number</b>
Books	14000+
Journals	100+
Thesis	4
Magazine	20
News Paper	11
e-Books	
e-Journals	

#### **14. Procedure for the Procurement of Journals:**

Periodicals and serials contain up-to-date information and are essential for study and research.

The following procedures are followed in subscribing journals:

##### **14.1. Recommendation:**

The list of journals to be renewed is brought to the notice of the faculty and their recommendation is received.

Faculty can also recommend new titles. (Annexure-2)

##### **14.2. Approval:**

The list will be processed for exact details like price, publishers, duplication checking with online and UGC Infonet. After this process, the list of journals is compiled and submitted to the Library Committee for approval.

##### **14.3. Budgetary Provisions:**

To ensure that adequate recurring/annual funds are available for the approved journals subscription / renewal as required.

##### **14.4. Renewal Process:**

The process of renewal should begin at least three months in advance (October) so that by December end/ early January all the renewals are done and the subscriptions are continued without any discontinuation in issues. Most

of the Indian journals are subscribed directly from the publishers while foreign journals and few Indian journals are subscribed through agents. (Annexure)

#### **14.5. Ordering:**

Journals renewal and subscription orders will be issued by the Registrar to the agents / publishers with the terms and conditions. The subscription period of journals will be from January to December except in some cases.

#### **14.6. Terms and conditions for suppliers:**

- Timely supply of issues of journals
- In order to avoid loss of transit, the library prefers receiving all journals by speed post / courier
- The subscription agent shall supply the journal issues to ‘The Librarian, ARKA JAIN University, Jamshedpur, and Jharkhand.
- The subscription agent may offer any discounts/ concessions applicable to the academic Institution wherever possible.
- The agent should submit the bill in triplicate in the name of ‘The Registrar, ARKA JAIN University, Jamshedpur, Jharkhand.
- No postage, handling and service charges will be paid to the agents.
- All the complaints should be attended within the reasonable time.

- The agent will remit the full subscription to the publisher on behalf of ARKA JAIN University, Jamshedpur before submitting the bills of journals for advance payment and will submit documentary evidence for such remittance and supply orders.
- Full advance payment shall be made against all the bills of journals. Bills should accompany the price-proof of journals.
- Supplementary bills shall not be submitted, except when the subscription rate is changed by the publisher and the revised rate is paid for by the supplier such a revised rate shall be paid by the Institute on the production of documentary evidence.
- Conversion rate of RBI / nationalised bank as on date of subscription are applicable for all payments
- The payment is made in the form of demand draft/ cheque / wire transfer/online payment
- The payment acknowledgment should be submitted to the librarian within 30 days from the date of receipt of advance payment from the Institution
- If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to the Institute
- The period of subscription is for one calendar year from January to December for all the journals. Supplementary volumes, if any, published during the year may also be supplied
- All journals/issues should normally be supplied within one month from the due date of publication. Whenever the journals are not received by the institute even after one month from the actual date of publication, the agency should indicate the reasons for delay, with proof of actual date of publication along with the reply

- Claims for missing issues of journals shall be made within 90 days of the publication of issue, if it is supplied directly by the publisher. In case of delivery by subscription agent, the supply will be reviewed every quarter by the Library and agent
- The agency will be given 18 months' time in total, starting from the commencement of subscription, to settle all the missing issues and gaps in supply. If the journals/issues, are subscribed to but not received within the stipulated time mentioned, appropriate/proportionate cost should be refunded to the Institute by the subscription agency, irrespective of the refund by the concerned publishers
- In the event of loss of any issues of the journals which occurs during the transit, postage, courier, etc. or for any other reason whatsoever, the supplier shall replace all such copies as may have been lost in transit to the Institute without any extra charges
- If the publication of the journal is behind the schedule, the same should be informed accordingly along with the expected date of availability
- The subscription agent(s) should ask the publisher of the journal to provide online access to the journals which are subscribed in print by the Institute or are free with print subscription.
- For online access to the journals (free online available along with subscription to print copies), the agent will have to provide the technical support. The access has to be provided by IP authentication. IP range will be provided at the time of placing the order
- If the supplier receives any supplements including soft copies, CDs and gifts offered by the respective publishers along with any particular journals, these are to be treated as part and parcel of subscription and the same should be sent to the Institution.

- Every month, the agent will submit a status report giving the details of the journals supplied during the month along with action taken on pending supplies
- Every three months, reconciliation of supply shall be made by the library and the agent.
- In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Vice-Chancellor of the Institution shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement.
- The subscription agent(s) must send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it and
- The agent shall sign the terms and condition of subscription to journals if it is acceptable to them. Any other conditions imposed by the agency on its own after the agreement will not be valid.

#### **14.7. Bills:**

The bill in triplicate should be addressed to 'The Registrar, ARKA JAIN University. The vendor is required to submit adequate proof of publishers' price along with the bills.

#### **14.8 Payments:**

Full advance payment is to be made against all journal bills. Maintain proper bill register on Library Management Software (LMS) of all bills passed for payment.

#### **14.9 Receipt and Access to Journals:**

- An entry is to be made of the item received or as per the order in case of print issues

- A manual is to be maintained along with a computerized record of receipts of the journal issues
- The received print issues are to be stamped and
- Accompanying material such as CDs/DVDs must be placed in a separate section.

#### **14.10 Display of Current Issues:**

- The Library must ensure timely display of the loose issues of the periodicals on the respective display racks.

#### **14.11. Non-Supply of Journal Issues:**

Reminders:

- Reminders are sent to the publisher/agents about non-supply of issues.
  - Weekly and bimonthly journals : once every month and
  - Quarterly/Biannual Journals: once every two months.
- Replacement of Missing Issues
  - A Replacement copy must be sent ; or
  - Refund in the form of Demand Draft; or
  - Extend the subscription period.

### **15. Gratis and Exchange Periodicals:**

- The documents relevant to the scope of the Institute's study and research areas are added to the gift collection and displayed.
- There should be a proper record for gratis items and must be acknowledged appropriately.
- Journals are also received in exchange mode.
- Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

### **16. Binding of Journals:**

The binding of journals is done on the approved rates as per the standard specification followed in all libraries. All journals procured in print format goes through the binding process at the end of the calendar year. The bound volumes are assigned accession numbers and kept for future reference. They are also entered in the library management software. These are arranged in alphabetical order in the bound volume area.

### **17. Maintenance of subscription records:**

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

- Journal Subscription Register
- Bills Register
- Subscription Orders



- Approvals
- Reminders for Non receipt of journals

### **18. Non-Book Materials:**

A collection of non-book materials such as audio cassettes, video cassettes, compact disk, microfiche etc is maintained in a separate section and enlisted in a computer file. This section is equipped with a multi-media system, microfiche, LG CTV (29”) and Digital Video Disc (DVD) Player. Graphics, animation and sound, enhances the learning process through visualization. These materials are open to all our Library users.

#### **18.1 Procurement of e-Resources:**

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

#### **18.2 Pricing Models:**

There are many pricing models. We can adopt a model depending on factors such as suitability for different programmes, research area, relevance to different campuses and the usage analysis (in the case of a renewal).

- Annual Subscription: Access to content is available for only one calendar year and
- Perpetual Access: Access to content is available for the year of subscription. After expiry of subscription, there is continued access to the content of the year but not to the content published in the subsequent years.

### **18.3 Negotiation:**

Negotiation plays a vital role in deciding the price of potential purchases. The Library decides and enforces terms to the publishers/vendors regarding the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk-in-users, usage statistics, and simultaneous access.

### **18.4 Process and Approvals:**

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure has to be followed for subscribing to Online Databases (not for single and individual e-Journals or e-Books):

- Identify the need
- Ask for a trial access
- Publicize the availability of resource on trial
- Analyze the usage statistics
- Make a cost-benefit analysis by considering all relevant facts
- Put up for approval
- Convene a Library Committee meeting for negotiation and conclude the deal

### **18.5 Procedure for the Procurement of e- Journals, e-Books and e-Databases**

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

If e-Journals/e-books are being subscribed as subject collections, bundles, or databases, the library will prepare a proposal by making a cost-benefit analysis by considering the relevance of the resource to the academic and research interests, usage analysis and availability of funds. This proposal needs to be approved by the Library Committee

### **19. Technical Processing:**

#### **1. Accessioning:**

- Every document added to the library collection will have an accession number. This includes all types of documents acquired by the library through purchase. This is a unique number for that document. These numbers are recorded in a bound register called the accession register
- After entering the details of the book in the accession register, the Library stamp must be affixed on the verso of the title page. The details are entered into the database
- Provide the accession number in the bill and enter the details in the bill register and thereafter forward to finance section and
- The accession number is to be assigned on the title page, a secret page and also against each title of the book in the bill.

## **2. Bill Processing:**

- Books from suppliers are received
- Purchase orders are cross-checked
- Foreign exchange rate verification is done as per Good Office Committee report
- Price proof verification is made
- The 'book received' report and purchase bill in the database are prepared
- Make the entries in the bill register with an authorized signature and
- The bill is sent to the finance section for the payment and one copy of the bill is maintained in the library.

## **3. Classification:**

- After accession, the document should be assigned a call number
- The call number decides the place of the document on the shelf
- The call number indicates the class number and book number
- There are two purposes of classification of documents:
  - To help the user to find a document.
  - To find out all documents on a given subject together
- Classification Scheme: Dewey decimal classification is used for book classification.

## **4. Cataloguing:**

The document bearing the call number is passed on to the cataloguer. The library catalogue must act as a medium between the author and the reader, endeavouring to estimate the intention of the one and the need of the other.

The cataloguer should understand the physical or bibliographical make-up of the document and should be familiar with every detail of the author's and the publisher's art. Before cataloguing, a cataloguer should read the document technically, i.e. examining those parts that are auxiliary to the real text. This technical knowledge makes it possible for the cataloguer to read rapidly, but adequately, the large number of documents which daily come to his/her desk.

- Bibliographic details of each book are entered into cataloguing module of the Library software according to AACR2 Standards. For complete bibliographical details, the different parts mentioned below of the books can be scanned:
  - Cover Title: Printed on the original cover of the document
  - Sub-Title: Secondary or explanatory title following the main title
  - Running Title: Repeated at the top of the page throughout the document
  - Alternate Title: A subtitle introduced by or its equivalent
  - Changed Title: A title in a later edition or reprint of the document, which differs from the title given when the document was originally printed.
  - Binder's Title: Lettered by the binder on the back of the document
  - Half Title: A brief title without author's name
  - Imprint: Printed on a leaf preceding the main title page
  - Series Title : The title of the series

- Author: A person or a corporate body or an institution responsible for its existence
- Editor: A person who collects and puts together the writing of the several authors
- Imprint: Place of Publication, Name of the Publisher and Date of Publication
- **Location Codes:** Enter location code against each accession number like Text Book- T, Reference Book- R, Theses - TH, Bound Volume – BV.

- **Processing Books:**

- **Stamping:** The Library stamp is put on the back of the title page, on a secret page and on the last page.
- Spine labels, barcodes are pasted on the front page and on the title page, one secret page, and the last page and
- The completely ready-to-use new arrivals are sent to the new additions display or the reference section.

- **Circulation Section:**

The 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 of the library. The major tasks of the section are:

- Issue and return of books
- Attending the user query for effective interpretation of library rules and regulations
- Registration of new members
- Sending reminders to overdue documents
- Maintenance of circulation module of library management software (Koha) maintenance and updating of all data related to library users
- Maintaining records related to lost of the book(s) and overdue charges

- Collection of the overdue charges and paying the same to finance section
- Issuing the 'no-dues' letter
- Assisting the users in accessing the OPAC and library catalogue
- Managing counter operations during weekends/holidays
- Attending the users query for effective interpretation of library rules and regulations
- Conducting academic tours to the institute library for visitors and students from other institutes
- Granting permission to outsiders to use the library
- Generating reports and statistics of the circulation and
- Library-orientation information.



## 20. Circulation Timing:

Description	Days	Timing
Circulation	Monday - Saturday	8.30AM – 4.30PM
Reading Room	Monday - Saturday	8.00AM – 4.45PM
Closed	Sundays & Holidays	FULL DAY

### 20.1 Issue/Return Procedures:

Issue/return of library materials is the routine operation of the library.

The proper sequence of activities for issue and receipt of library books is as follows:

- **While Issuing Book**
  - A quick glance is cast while issuing the book for any damage



- Details into issue database are entered
- The due date is stamped in the date slip.
- The books are handed over to the users.
- **While Receiving Book**
  - A quick glance is cast while receiving the book for any damage
  - Due dates are checked for necessary action
  - The books are sent to stack for shelving.

## **21. Membership:**

All the students, faculty members and employees of the institute are entitled to the membership of the library.

### **21.1 Borrowing facilities:**

The number of books permitted and the duration for borrowing books varies according to the category of members as follows:

- Borrowed books must be returned within / on due date mentioned in the date slip of the document issued.

Sr. No.	Membership Category	Check out allowed	Loan Period	Fine Amount	Fine Charging Interval
1	Faculty Members	4	21 Days	5	1 day (After due date)
2	Students	4	21 Days	5	1 day (After due date)
3	Research Scholars	4	21 Days	5	1 day (After due date)

### 21.2 Self-Service KIOSK Facility:

The library introduced a self-checkout KIOSK facility for the readers. The readers are provided with the RFID enabled identity cards. Using this card, the readers can issue/return the book using KIOSK without the assistance of the library staff.

### **21.3 Borrowing Rules:**

- The privilege of borrowing books from the library is restricted to members only
- The members are provided with RFID-enabled identity cards
- Identity cards must be produced for borrowing books. These cards are not transferable
- The reader should check the books thoroughly for missing pages, chapters, etc., while getting them issued
- No book in damaged condition will be accepted by the Library on return Damaged books will have to be replaced by the borrower.
- Loss of identity card should be reported immediately to the Librarian
- Books issued will not be accepted back on the same day
- Loss of book must be reported immediately. Late fee, if any, will be charged till the loss of book is reported
- Books are re-issued / renewed only if there are no claims
- Readers will be charged with the fine for overdue loans @ Re.5/- per book per day; the membership will be cancelled after a period of 5 days of non-return of the books
- Reference books, theses, CDs and loose issues / bound volumes of periodicals will not be issued and
- All users are requested to check the status of books outstanding against their name soon after a transaction in the counter. Discrepancy, if any, should be brought to the notice of the staff at the counter immediately. Any complaint thereafter will not be entertained.

**21.4 Documents that can be borrowed:**

- Books from the general shelf can be borrowed and
- 'Demand books' can be borrowed only for one day.

**21.5 Documents that cannot be borrowed:**

- Journals, bound volumes, loose issues of journals and the latest available issue of the magazines are to be referred to within library premises and are not available for issuing out.
- CD ROMS, DVDs and audio video-cassettes cannot be borrowed.
- Theses, dissertations, Projects are not issuable.

**21.6 Overdue Charges:**

- Books that are returned after the due date are considered overdue. Uniform fine policy has been approved by the library committee.
- A fine amount of Rs. 5.00 per day per book is collected from the students as overdue charges

**21.7 Loss or Mutilation of Documents:**

- Library materials must be handled with care
- If a borrowed book is lost or mutilated beyond usable condition, then the user must inform the library in the prescribed form (Annexure)
- The lost book should be replaced by same or latest edition of the new book with overdue charges
- Overdue charges are not levied in such cases from the date of the report until the same is replaced (is resolved within a month)

- In case it cannot be replaced, the following norms will apply (Annexure)
- For Indian / foreign publishers

<b>Recovery conditions (calculated from the date of acquisition)</b>	<b>Recovery Amount</b>
Up to 5 years	Double the cost of the document
>5 years but <= 10 years	Triple the cost of the document
>10 years but <=15 years	Four times the cost of the document
>15 years	Five times the cost of the document

**22. Theft/Misuse of Library Resources:**

- The theft or abuse of library resources like books, journals, theses, and dissertations will be viewed seriously and
- Each case will be examined and the matter will be reported to the concerned authorities.

**23. No Dues Certificate:**

- 'No Dues Certificate' concerning library membership will be issued only after the library dues are fully cleared upon academic programme and
- An employee can get "No Dues Certificate" on resignation / being relieved only after fully clearing their library account.

**24. Library Access by Visitors: Day Membership and Charges:**

- Interested students/ researchers from outside are allowed to utilize the library resources if they produce valid identity cards with the appropriate permission letter from their Institute, and register as day members by paying daily library fee of Rs. 1000.

**25. Loss of Library Identity Card:**

- Loss of ID card should be reported to the library through their respective class teachers
- A duplicate identity requisition form must be filled and Rs. 100 has to be paid in the finance section to obtain a duplicate card and
- Duplicate identity card will be issued in three days.

**26. Library Security System:**

- The library employs a security system to safeguard the library resources.

### **26.1 Three Dimensional RFID Security gate:**

- The state-of-the-art RFID Library Management System enables easier transactions and perfectly secures all the library resources and
- The alarm will go off if a user tries to leave the library without getting a book issued at the counter.

### **26.2 Closed Circuit Camera System:**

- Library resources are valuable. Surveillance systems help to prevent theft of a book and common misdemeanor in libraries such as tearing of pages from the books, hiding the books, etc.
- The Library has installed 16 cameras across different floors, stack rooms and study areas for monitoring of activities in the Library and
- The system administrator has access to the footage.

### **26.3 Fire Alarm:**

Safety measures are followed in the Library by using a gas and smoke detection based fire alarm system.

- The Library building is fixed with a fire alarm facility in order to minimize the possibility of damage from fire
- Apart from this a fire extinguisher is also fixed at the entrance of the Library and
- In the Institution three trained persons are available to handle this.

#### **26.4 Security Staff:**

- Two persons are allotted duty at the entrance of the library as the security.
- At the exit point, they verify all documents that are being taken out and
- This is to ensure that only the books prescribed for issue are being taken out.

#### **27. Reference Service:**

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and manuals, statistics, yearbooks. The collection ranges from general to subject-specific sources. All the reference sources are housed in the Reference Section. Users can also contact the staff on duty for any assistance. The Library also has access to online reference sources which may be accessed from the library website.

#### **28. Web-Based Online Public Access Catalogue:**

Web-Based OPAC has been created for more all documents available in the library. The Library catalogues can be searched and accessed from various departments through the intranet facility. Data can be accessed from various search points. Expenditure details of books purchased by various departments along with the online catalogue are also provided to the respective departments through the intranet facility.

The Library catalogue is accessible online at [http://www.\\*\\*\\*\\*\\*.ac.in](http://www.*****.ac.in) which uses KOHA software for library automation. This facility enables users to simultaneously search the Library catalogue, e-Journals, eBooks, Databases, Institutional databases and publishers' databases in real time from multiple information resources in a single search.



### **29. Wi-Fi Facility and CCTV Surveillance System:**

Wi-fi (Wireless Network) access is available across the library and users can bring their laptop for accessing e-information. Installation of CCTV Surveillance helps security control in the library.

### **30. Reprography, Printing and Document Delivery Services:**

Reprography service is available to the users on charge. Fee-based scanning and printing is facilitated to the users for the information / learning materials searched on the net. Document delivery of articles required is provided through email service.

### **31. User Training and Information Literacy Programs:**

In order to promote the use of e-resources, learning materials, UGC INFONET e- resources, CD/DVD Databases, research communication, presentation skills, information exchange and online access to Internet and web resources, the Library organizes user-focused training programs on ICT skills, research communication and information management. The training topics focus on research planning, ICTs and E- resources, internet, E-communication, discussion forums, data analysis packages, citation patterns, thesis/dissertation writing, technical paper writing, UGC INFONET e-resources, search skills, developing materials for scientific presentations and other such topics according to the need arising among the students.

### **32. Anti-Plagiarism software:**

Currently system followed by School of Research.

### **33. Newspaper Clipping Service:**

The collection of newspaper clippings has been accumulated through daily newspapers on technological developments, our university news and any other useful information.

### **34. Inter Library Loan:**

Departmental interlibrary loan are available within campus between Departmental library and Central Library.

### **35. Bulletin Board Facility:**

The Library provides the latest technology updates, details about scholarships, job openings, library information and other useful information to the students through the bulletin boards placed at the entrance of the Library.

### **36. Information and Communication Technology Service Division:**

The Library adopts the latest technology to manage the different forms of information and communication, and promotes increased use by patrons. The new technology called Information and Communication Technology (ICT) makes a tremendous impact on the Library's operations, services, users, and staff. In broad terms, the ICT consists of all modern technical means used to store and handle information, communication through the computer,

related hardware, communication networks technology, necessary software, etc. ICT is vital to libraries to help achieve their goals towards management of information, effective services and extension of boundaries across the globe.

Libraries are using modern ICT to automate their core functions, implement efficient and effective library cooperation and resource sharing through networks. ICT is used to implement the management information systems (MIS), develop institutional repositories (IR) of digital local content, and digital libraries.

The Library is well equipped with all modern facilities to satisfy the information needs of the readers. The library has been completely automated, well networked with Wi-Fi connectivity.

**Activities:** Maintenance of

- IT infrastructure of the Library
- Library Management Software
- Library Website
- Institutional Repository
- Access to E-Resources

### **37. e-Resources Subscription:**

The Institution subscribes to “N” online journals from publishers like IEEE. Various online databases like SCC Online, Manupatra, and DELNET are also subscribed.

### **38. Shodhganga- Indian ETD Repository of Doctoral Thesis, INFLIBNET Centre**

Currently the system followed by School of Research.

### **39. Library Code of Conduct:**

- Do not connect your mobile or any external device to computers
- Do not install any software without prior permission from the IT team
- Do not download movies or songs
- Do not remove the LAN cord, keyboard or mouse from the computers
- Do not save any document on the desktop
- Keep your mobile on silent mode
- Turn off the computer after your work is completed
- The IT team will not be responsible for any data loss and
- inform the IT team in case of any computer problem.

#### **40. Digital Library:**

The digital library contains collections stored in digital formats and is accessible by computers. The content may be stored locally, or accessed remotely. Digital library collections contain permanent documents. The digital environment enables quick handling and/or ephemeral information.

The Library initiated the digitization of materials using DSpace software and created an institutional repository. This repository has been created using the digitized materials and can be accessed through the intranet facility.

- University question papers are also digitized.
- The publication by the staff have been digitised and created an institutional repository for access via the intranet.

#### **41. Radio Frequency of Identification (RFID) Facility**

The Library is going to implement a Radio Frequency Identification (RFID) system. It is the best-automated library automation system used worldwide and is an effective way of managing the collections of the library and providing to the users enhanced services to control theft, to find misplaced reading material, sorting, inventory accuracy, stock verification procedures, security control, video surveillance, people counter, Smart Card issuance, Self-service KIOSK, etc. It is an automatic data capture technology that uses microchips and miniature antennas

affixed to documents. RFID plays a vital role in redefining the library processes to make everyone's job easier, right from the users, to the library staff.

#### **42. Stack Room /Display Area Management:**

Collection organization plays a very important role in ensuring the optimum utilization of the books and journals kept in the library. The library has built up a balanced and rich collection on all branches of Pharmacy, Engineering and Technology, Humanities, Nursing, Commerce and Management, etc. At present, the collection exceeds 12000+ books inclusive of several valuable reference books, non-book materials, online resources, etc. The learning resources are stacked / displayed in the following categories:

#### **43. General Stack Area**

- Reserve Shelf Collection (consisting of books in high demand)
- Reference Section (consisting of Encyclopaedias, Dictionaries, Manuals and text reference)
- Newspaper/Magazine Display Area
- Journal Display Racks
- Thesis/ Dissertation Section

The documents are classified according to the Dewey Decimal Classification Scheme and indexed according to the AACR II with modification. It is essential that all efforts are made by the library staff for a pleasant display and quick retrieval of books/journals for the users. The Library ensures that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day. Each unit of the stack has a designated Library Attendant. Shelf reading is done continuously to look for misplaced books
- Books reported as untraceable by users are traced in the quickest possible time with documentation of when the request was received and when it was resolved and
- The stacks are properly labeled with subject guides and class number guides.

#### **44. Stock Verification and Procedure of documents withdrawal**

Physical verification of the library stocks has to be carried out to identify the losses, identify misplaced and/or damaged documents that need repair, or to weed out from the library collection the items that cannot be repaired further. Annual stock verification of the Library is conducted at the end of every academic year.

The stock verification has to be carried out by library team members. After verification, the final report will be submitted to the Vice-Chancellor/ Registrar.

#### **44.1 Stock Verification Process**

Rule 215 (page 59) of the General Financial Rules, 2017 states that the Physical verification of Library books is stated as follows:

“(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

(ii) 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. However, loss of a book of a value exceeding Rs. 1,000/ - (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.”

#### **45. Book Loss:**

Books are vulnerable to physical handling and environmental conditions. Hence, damage, 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 have roles as information manager and facilitator and not just as a custodian. The Library is kept open up to late evening and weekends with the help of skeletal staff to serve the academic community of the Institute. The following guidelines are provided by the Government of India regarding the inevitable loss of library documents:

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of a value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
- Publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action has to be taken to write off the publications by the competent authority.
- If the loss of books is greater than the permissible number, the causes of such loss may be investigated by the competent authority and the remedial measures must be taken and
- There may be 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 should be made on the

recommendations of Library Committee which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

#### **45.1 Procedure for Write-off:**

- List the documents not found during stock verifications
- Library staff to make 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)
- Prepare pre-final list of the documents not found
- Compile a final list of missing documents
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Send the list of common entries to the Vice-Chancellor along with justification for the losses (open access, limited staff, inadequate security system, the large number of students visiting the library, losses within permissible limits, etc.)

- Get approval from the Vice-Chancellor
- Make necessary entries in the accession register, write-off register, assets register
- Remove records from databases /update write-off record
- Close file and
- Improve the system with additional precautionary measures.

#### **45.2 Weeding Out:**

The library periodically verifies the condition of the book in the cupboards and removes damaged books. The list of books is prepared and submitted to the library committee for weeding out unnecessary documents. The weeding out process is done when needed on the recommendations of a library committee constituted for this purpose.

#### **45.3 Process:**

The library staff deputed for weeding out books should scan the publications, section by section, and identify publications that may be considered for weeding out. These publications may be kept separately until the final decision is taken. Subject- wise list of such publications must be prepared and should be circulated to all departments/ centres of the Institute.

#### **45.4 Disposal:**

- Send the list of discarded publications to departments/centres that may need the discarded publications for its department library.
- The remaining books may be exhibited for sale at a minimum price by the library and
- The publications that could not be disposed off using steps mentioned above and unwanted material received free of charge from time to time may be destroyed by pulping through paper mills or disposed off as waste paper following the institute procedure for such disposal.

#### **46. Maintenance of Documents**

##### **Introduction:**

It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the library staff. Proper care must be taken to avoid any damages. Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents.

To save the time of the users as well as the staff, documents in the library should be arranged in a logical order. Reference documents should be arranged in a separate room, and currently received documents should be displayed in the reference collection room. Other collections may be arranged in such a way that they should meet the needs of the users. Proper dusting and cleaning of documents should be done on a regular basis. User-guides should be put at different places in the library so that users can have access to different parts of the library, like reference room, periodicals room, circulation counter, photocopying room, audio-visual room, book stack, etc.

#### **46.1 Shelving and Shelf Rectification:**

The library has an open access system, where users have the freedom to pick up documents from shelves. Some users misplace documents intentionally. Sometimes, by mistake, staffs also keep reference documents in general collection or vice versa. There should be a regular checking of the order of arrangement of documents in the shelves. All misplaced document should be restored to assigned positions. This process is called 'shelf rectification'. Each staff and officer of the library should scan the shelves systematically and shift the misplaced or wrongly shelved documents to their proper locations. If any torn document is found, it should be sent for binding.

The arrangement of all documents should be according to the classification scheme. Movement or arrangement of documents should be parallel to the movement and arrangement of the corresponding shelf-list cards. If a document is transferred from one sequence to another sequence, the cards in the shelf-list should also be rearranged accordingly.

#### **46.2 Care of Documents:**

The library staff is clearly instructed on the care and handling of library documents, particularly during processing, shelving, and conveyance of documents. The following steps should be taken:

- Bound volumes should not be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. If a document will not slide out of the shelf with a gentle push, then the shelf is too-full. A too-full shelf can crack the spines of the book and cause damage when a user tries to remove a volume.
- Huge volumes should be kept in a horizontal position
- Dust should not be allowed to accumulate on the documents because the collection of dust causes staining of documents and promotes chemical and biological damage. Cleaning and the use of vacuum cleaner should be done regularly and carefully.

- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room
- There are more than 70 varieties of insects that can cause damage to the library materials. The most common are cockroaches, silverfishes, termites, book lice, bookworms, white ants, mud wasps, moths, etc. Poor housekeeping, excessive moisture and darkness contribute to the problems caused by insects. The insufficient air circulation combined with dampness or humidity also leads to mould-growth
- Cockroaches disfigure books by eating the varnish and colour of the binding. They eat starch and glue found in papers and book covers. They also excrete a dark liquid that discolors and stains pages or other surface over which they crawl. Borax or common salt can be used to prevent cockroaches
- Silverfish, like cockroaches, are attracted to glues, pastes and other adhesives. Sodium fluoride can be applied to bound volumes to save them from silverfishes. Termites are the more common damaging insects to library materials. They eat cellulose and attack all forms of paper as well as wooden products. They are difficult to detect because they eat into the interior part of the materials leaving an undisturbed outer shell. Spread of kerosene, oil, DDT or gammaxine powder over the affected area can help in the control of termites

- Proper cleaning, fumigation and exposure to sunlight also help in reducing the effect of insects in the library and
- Rats and mice also damage the library materials. Repellants should be used to protect materials from them. Proper pest control can minimize the problems caused by the above insects.

#### **46.3 Binding of Documents:**

Binding of library materials is done by commercial binders whose services are available in the local market. In this regard, the library decides the specification, terms & conditions of binding, type of binding, color of binding for each type of document.

The Library prepares a list of documents to be bound. These documents along with a gate pass and supply orders are issued to the vendor for binding. After the bound volumes are received from the binder, the library verifies each document, checks the binding, tooling, ensures the proper binding and changes the status in the software. The procedures followed to carry out binding work through binder are as follows:

- Cost up to Rs. 15,000 - directly through any local binder.
- More than Rs. 15,000 and Rs. 1,00,000 - through the Library Committee calling limited quotation and



- More than Rs.1,00,000 - through tender process as applicable.

#### **47. Physical Ambience:**

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

**Electricity, Water and Ventilation:** The Library ensures that these essential facilities are working at all times and users are not put to any inconvenience.

#### **48. Preventive Measures:**

Some preventive measures are listed below:

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

- Sealing of windows with wire mesh, installation of RFID security gate for detection of the theft, adequate vigilance in the stack rooms, closed-circuit television, monitoring system, introduction of Identity/membership cards for identification of users are followed.
- Adequate numbers of staff in the library for monitoring have been employed.

# ANNEXURE

ARKA **JAIN** UNIVERSITY

**Library**

**BOOK/ E-BOOK RECOMMENDATION /INDENT FORM**

(Please use additional forms if necessary)

Department:

Date:

Supplier:

Budget/Grant:

Sr.No.	Author	Title	Publisher	Edition	Editor	No of Copies	Amount

The library may please purchase the above books recommended by the faculty.

Recomended By

Signature of HOD/Dean

**ARKA JAIN UNIVERSITY**

**BOOK/ E-BOOK RECOMMENDATION /INDENT FORM**

**JOURNAL/ONLINE JOURNAL SUBSCRIPTION/RENEWAL FORM**

Department:

Date:

Supplier:

Budget/Grant

**Note:**

1. All the entries must be accurate & legible
2. Submit on or before 30th September every year
3. Subscription will be considered depending upon the priority/ fund availability/ special approval
4. Default subscription period is next calendar year
5. Applicable for current subscription only.

Sr.No.	Title with ISSN	Publisher	Vol. no.,	Issue No.	Amount

The library may subscribe the above mentioned journals recommended by the faculty.

Recommended By

Signature of HOD/Dean

**ARKA JAIN UNIVERSITY**

**Library**

**Vendor Registration Form for Supply of Books**

I/We.....the Proprietor(s) Others (Please specify)\_\_\_\_\_ of the firm/company submit. The following particulars of the firm for registration as book suppliers to the ARKA JAIN University Library.

1. Firm's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

2. Properties' Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

3. Nature of Business:

Publisher

Online Bookstore

Others (Please Specify)

4. Type of Establishment:

Proprietary  Ltd. Company  Others (Please Specify)

5. Date of Establishment \_\_\_\_\_

6. Financial Turnover (Per annum) \_\_\_\_\_

7. PAN / TAN No. \_\_\_\_\_

8. Memberships of Association etc. (Please give details National/State Level Professional Associations only).

**ARKA JAIN University**

**Central Library**

**Book Request Form**

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