



<b>4.4.2</b>	<b>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - classrooms, laboratory, library, sports complex, computers, etc.</b>
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#### **Library Management: Library Staff Manual**

The job descriptions for different Titles, in the VSC Library have been provided listing the areas of responsibility, the duties, the qualifications etc.

#### **Title: LIBRARIAN**

##### **Areas of Responsibility:**

The Librarian is the head of the Library and Learning Centre (LLC), member of the administrative office and member of the Library department. The Librarian represents the Library staff and serves as an advisor in the Library matter, reports to the Principal of the Institute. The Librarian will:

- Formulate and administer all policies, regulation, plans and procedures to fulfill the mission, goals and objectives of the LLC.
- Create an environment encouraging to high staff morale as well as motivating library use by all clientele.
- Ensure compliance with AICTE and other accrediting bodies in all aspects of LLC's Collection and services.
- Develop, organize and Direct all operations of the LLC to ensure accessibility to the library resources and services
- Direct the organization and accessibility to collections regardless of format.
- Manage the development of the collection, including online resources, reference collections and gaps in the collection.
- Formulate and support the Assistant librarians and library assistants in the administration of personnel policy and procedures, including assignment of duties, service standards, staff development and evaluation.
- Ensure that each LLC staff member has a thorough understanding of the duties and responsibilities of the position.
- Maintain proper balance in the workload of each position within the library and manage a workflow that permits each employee to sustain a high level of performance.
- Develop and implement information literacy programming.
- Support the supervisory activities of the Library assistant of the LLC
- Advice & propose of new services, policies and procedures as necessary.
- Fulfill the duties assigned by the Institutes administration.

##### **Duties:**

- Participate as a head of the Library department including supervision of the LLC staff





- Assist LLC staff with setting annual goals and monitoring results
- Propose improvements to the library and its services including recommending and advancing the accessibility and provision of library reference, research, and online resources.
- Assist the Asst. Librarian & Library assistants with the provision and evaluation of Library services
- Collaborate with the Institutes webmaster in additions and improvements to the library website
- Look into additions and improvements in Integrated Library Automation Software
- Supervise the cataloging unit.
- Manage collection development services.
- Oversee the promotion of library services and collections to the college community including information literacy.
- Oversee the serials unit including selection, ordering, and cataloging.
- Prepare requests for funds and approve the expenditure of such funds granted (i.e., budget distribution, purchase order approval, etc.)
- Coordinate all library reports - budget requests, long range planning and strategic planning including the library's annual report to the Management.
- Oversee the operation of the interlibrary loan unit.
- Operate service areas of the library as necessary.
- Recommend LLC staff appointments, promotions, and salaries in conformity with the Institutes classification and pay schedule.
- Recommend appointments and dismissals of LLC staff according to established policies and procedures.
- Act as a coordinator for Library Committee.
- Improve library services through active participation in regional associations including committee work, consortium pricing, and offered library collections, services and workshops.
- Continue professional development through journals, seminars, workshops, conferences, etc.
- Assist the clientele, the management, the administration in special projects and day to day information requirements.

**Qualification:**

- Masters in Library and Information Science with NET/SLET
- Organizational and supervisory abilities
- Computer applications skills
- Public service capabilities
- Leadership Capabilities





**Title: ASSISTANT LIBRARIAN**

**Collection Development /Acquisitions / Technical Processing**

**Areas of Responsibility:**

In cooperation with the Librarian and the Asst. Librarian, performs cataloging and other collection development duties; reports to the librarian.

**Specific responsibilities are:**

- Provide cataloging services for all types of library resources
- Assist Librarian in collection development activities
- Inform Librarian on all phases of cataloging department
- Process and maintain reserves under supervision the Librarian
- Provide library services for extra hours during peak time and Sundays under the supervision of the Librarian
- Supervise and train assigned Support staff
- Other duties as assigned

**Qualification:**

- Masters in Library and Information Science / Bachelors in Library and Information Science
- Organizational and supervisory abilities
- Computer applications skills
- Public service capabilities

**Title: LIBRARY ASSISTANT**

**Serials / Technical Processing**

**Area of Responsibility: Serials/Technical Processing**

The Library assistant –serials/ technical processing form an integral part of the LLC team; having a responsibility to development access points for the documents available in the LLC. Works and association with and reports the Librarian.

**Specific responsibilities are:**

- Supervise all processes associated with serials acquisitions, and technical processing
- Inform the Librarian in serials acquisitions & technical processes
- Recommend new procedures and policy changes within the department
- Supervise library services everyday
- Train and supervise work of assigned support staff
- Other duties as assigned





**Qualifications:**

- Masters in Library and Information Science / Bachelors in Library and Information Science
- Public service capabilities
- Organizational and supervisory abilities
- Computer applications skills

**Title: LIBRARY ASSISTANT CIRCULATION HEAD**

**Reference / Circulation**

**Area of Responsibility:**

The Circulation head, Library assistant is a key member of the LLC staff providing the most visible connection between library patrons and the services and collections available. This position reports directly to the Librarian

The Circulation Department is committed to serving library patrons by performing or assisting with various functions related to the location and circulation of library materials, these functions include:

**Specific responsibilities are:**

- Assisting patrons with general questions about the library building and departments, library use and policies, and services and resources available
- Supervise circulation and reference areas
- Provide reference assistance
- Promote library collections, services and Institutes events
- Organize social events and programs under the direction of the Librarian
- Train and supervise assigned support staff
- Supervise stacks maintenance including inventory, cleaning, shifting, and shelving
- Along with the collection development library assistant, aid the cataloger in the preparation of new volumes
- Work closely with the Librarian on all phases of the reference & circulation departments
- Supervise library services everyday
- Recommend new procedures and policy changes within the department
- Loan and receipt of library materials
- Re-shelving of library materials, and maintaining order in library shelving areas
- Receipt of library fines and charges
- Other duties as assigned

**Qualifications:**

- Bachelors in Library and Information Science/ Diploma Certificate Holder or any graduate
- Organizational and supervisory abilities
- Public service capabilities
- Computer applications skills





**Title: LIBRARY CLERK**

**Reference / Circulation**

**Area of Responsibility:**

The Library Clerk (reference/circulation) work in the Circulation section of the LLC under and instruction of Circulation Head; they report to Circulation Head, Library Asst. for circulation issues and the Librarian for administrative/ personnel issues.

**Specific responsibilities are:**

- Provide circulation services
- Provide reference assistance
- Promote library collections, services and Institutes events
- Assist the circulation head in organizing social events and programs under the direction of the Librarian
- Stack maintenance including inventory, cleaning, shifting, and shelving
- Other duties as assigned

**Qualifications:**

- Any graduate/ Diploma certificate holders
- Organizational and supervisory abilities
- Public service capabilities
- Computer applications skills

**Title: LIBRARY ASSISTANT**

**SERVICES**

**Areas of Responsibility:**

The Library Asst. Services is a member of the LLC staff. Working under the supervision of the Librarian in cooperation with library staff, the Librarian Asst. will

- Develop techniques/methods that ensure access to collections and services for students, faculty, and staff at all campuses.
- Under the direction of the associate director, supervise the library's senior staff members and library student assistants.
- Manage circulation and reserve activities.
- Ensure that library services and collections are accessible (e.g. library hours, student staffing, circulation module, etc.).
- Supervise library services everyday
- Communicate with the Librarian concerning all phases of responsibility, and recommending new services, policies and procedures where needed.

**Duties:**

- Implement the provision, assessment, and promotion of library services at all sites.
- Implement information literacy programming.





- Assist in the operations of the integrated library system (ILS) including its web presence.
- Assist the Librarian in website improvements, changes, and additions.
- Operate service areas of the library, including reference, at all sites.
- Assist in collection development activities (e.g. weeding, disposal of weeded items, inventory).
- Continue professional development through journals, seminars, workshops, associational meetings, etc.
- Other duties as designated by the Librarian

#### **Qualifications:**

- Master's degree in library science
- Ability to promote and teach the value and use of collections and services accessed primarily in an electronic environment
- Organizational and supervisory abilities
- Computer applications skills

### **WORK INSTRUCTIONS IN THE LIBRARY AND LEARNING CENTRE**

#### **LIBRARY ADMINISTRATION (Librarian)**

##### **• Planning and policy making**

1. The Librarian has to plan the Library in terms of collection, services, HRD etc.
2. The librarian has to do the following in confirmation with the policies so designed for the different purposes.
3. If need rises the policies can also be amended to reach the objectives.

##### **• Budget administration**

1. Under this the Librarian prepares the budget proposal based on the Document requirements of the Library for the Current Financial Year (Usually 6-7% of the Total student fee)
2. This proposal is then put before the Library committee for approval
3. On approval the same is sent to the Management for sanction
4. On receipt of sanction the Budget is distributed as per the policy under different heads
5. This budget is regularly monitored for the performance.
6. At the end of the financial year the budget expenditure report is submitted to the management.

##### **• Services management**

1. Identify the user Information needs & other facilities required.
2. Design the services accordingly
3. Appoint staff and provide suitable training to get the desired results.
4. Monitor the service by taking feedbacks; accordingly improve upon the existing services or design new services.
5. Market the services properly to ensure 100% usage



- **HR Management**

1. The need of staff is identified and justified by the Librarian to the Management
2. The advertisements are published
3. Resumes are received
4. Interviews are scheduled after short-listing the candidates
5. Candidate is selected and reports are then sent to the HR for further actions
6. Appointment letter is given and the candidate joins.
7. On joining an orientation about the Library and its facilities is provided
8. Training is provided as per the post and later monitored for the performance
9. If the performance is found not up to the expectations, the training is further provided. If after enough training the candidate is found not meeting the needs of the post, he/she is terminated; else is continued.

- **Infrastructure & Stationary management**

1. Need for infrastructure is identified (IT, Stationary, furniture etc.)
2. The need is put in front of the infrastructure department
3. Once received is entered into the Stock registers respectively and made available for use.

**ACQUISITION SECTION (Asst. Librarian - Acquisition)**

- **Modes of purchase**

1. Firm orders
  - Requests are received from the patrons and after the approval of the same the orders are placed
2. Direct purchase
  - Documents are directly purchased and submitted to the Library by the user or the Librarian with permission from the Head of the Institute.
3. On approval
  - Documents are kept in the Library by the publisher for approval for a period of 30 to 45 days and the faculties are asked to scrutinize and select the document after looking into the contents.

- **Collection development policy**

- This Policy defines guidelines and criteria which have to be considered in selection of different types of documents for the Library.

- **Types of Library Documents**

1. Books
2. Multimedia
3. Serials

- **Tools for selection of Library Documents**

1. Catalogues from publishers
2. Book exhibitions & Publisher meet conducted by the LLC
3. Trails for access in case of Online E-resources



4. Reviews in newspapers, magazines etc.
5. Usage statistics

• **Processing the requests for addition of documents**

1. Allocate the Budget for Grant in aid if any grant has been released.
2. Prepare the report for each of the department
3. Send the pending order list if any for reconsideration
4. Forward the catalogues to the departments and collect the new requests from them in the request form.
5. Check if the mandatory details of the items are provided by them else find form catalogue or from internet and fill the details
6. Check from the Library holding data if the document exists and if so provide the details of the same in the form and notify the user.
7. Reconfirm in case of doubts
8. File this copy in the Order Request file

• **Approval Procedure**

1. Calculate the sum total of the amount in Rupees for the requests received.
2. Check the budget availability
3. Place the requests and the total amount details to the Library committee for approval
4. Get the approval. If not approved then inform the user about the same with the reason for disapproval. Else proceed to the next step.
5. Now shift the Order request form from the request File along with the approval letter into the Approval file.

• **Placing Firm Orders**

1. Choose the vendor from the list of vendors available based on the performance report.
2. Place the order using the format provided with the Terms & conditions of supply.
3. Attach the list to be ordered
4. Have a O/C copy of the same for record
5. Should be signed by the Principal. Take the outward no from the office and record the outward no in the internal outward register for record.
6. Dispatch the order depending on the location of the vendor (hand to hand, courier etc.)
7. Shift the Order request form, the approval letter and the order letter into the Order file

• **Receiving order & Invoice**

1. On receiving the order
2. Check the items received the with invoice received (if any errors, report to the vendor)
3. Check the items and invoice with the order placed for:
  - i. Bibliographic details -Title, author, publisher, year of publication etc.







- ii. Price details
- iii. Quantity details
4. If any error or beyond acceptable margin the inform the vendor
5. In case of confusion in any bibliographic details consult the user who placed the request and accordingly retain or return the document to the Vendor; else go ahead with the next step.
6. Shift the Order request form, the approval letter, order letter and the Invoice's received into the Pending Bill File.

• **Acquisitioning**

1. Record the details of the document in the respective accession register, in the Worksheet and the software too.
2. Provide the document with the accession number which is unique no for the document.
3. Send the document to the Technical Processing section for further process

• **Order validity – cancel or re-order & reminders**

1. Order validity is 45 days for Indian publications and 3 months for international publications.
2. If the order crosses the validity date, enquire the vendor about the status of availability and then reconfirm with the user about re-ordering or canceling of the order
3. In case of reordering, the process of approval is not again followed the order is directly placed with the mention in the reference no. of the same.
4. Reminders can be sent to the vendor when there are 10 days left regarding the order validity period.

• **Payment of Invoice**

1. Once the order is completed or has crossed the validity period, the Acquisition in-charge can pass the invoices received in the order for payment.
2. All items are checked if entered in the accession register and these accession numbers are also mentioned in the Invoice.
3. The invoice is then stamped with Pass for payment stamp and details are filled up
4. The pass for payment letter is prepared along with the Head of expenditure, the order details, invoice details and information of no of titles, no. of volumes, amount etc. The total is also provided for Account section.
5. The Librarian & the Principal need to sign on the Invoices and the principal then puts his remarks for the A/c Section for the further process.
6. The A/c section provides the payment in the form of cheque / DD; the photocopy of the same is maintained as a o/c and the letter of payment is made and sent to the vendor along with the payment
7. Shift the Order request form, the approval letter, order letter, the Invoice's, the pass for payment letter and the payment letter all together into the Acquisition File





- **Receipt of Payment**

1. On receiving the payment the vendor has to reply us with a receipt of the same;
2. Maintain the o/c copy and file it into the Acquisition file along with the other details of the order.

- **Reports generated**

1. List of requests
2. Budget Expenditure report
3. List of New arrivals in the Library
4. Status of Library collection every month
5. Vendor performance report
6. Accession register

- **Forms and formats**

1. Book order request form - DOC.No.:F-VIR-LIB/UG-01/00
2. Book order request form - DOC.No.:F-VIR-LIB/PG-01/00
3. Multimedia order request form
4. Book order
5. Accession register
6. Budget performance
7. Department wise collection
8. Approval
9. Pass for payment
10. Payment letter

**TECHNICAL PROCESSING (Asst. Librarian, Technical Processing)**

- **Classification**

1. Use DDC 21<sup>st</sup> Ed.
2. Every Library Document needed to be classified keeping in mind on the main subject.

- **Cataloguing & Data entry in to the software**

1. Library does not maintain manual catalogue cards, but directly enters into the software.
2. Follow the AACR2 cataloguing rules for cataloguing
3. Avoid spelling errors.
4. Provide proper access points such as subject headings(According Budget Heads), keywords etc.
5. Provide maximum details about the Document to help the user.





• **Physical Preparation of the Document**

○ **BOOK**

1. Enter the Accession no (In red ink) and Call number(in pencil) of the back of the front page (preferably on the top of the page)
2. Enter accession number on secret pages (51, 101). For books having less than 50 pages treat pg.no. 25 as the secret page.
3. Paste the book pocket on the back cover on the inside, pen down the Accession no, call no & department on the book pocket
4. Paste the date slip on the last page and take care to avoid pasting on printed matter
5. Paste the barcode on the last page of the book
6. Write the book card with the details mentioned and insert in the book pocket
7. Put the Library Stamp on the Front page, secret pages, last page and the three edges of the book
8. Paste the spine label on the spin of the book positioning 3 fingers from the lower edge.
9. Paste the section identifier label on the top edge of the book.
10. Please note to enter CALL NO in pencil, as is bound to change and accession no in Red ink.

○ **MULTIMEDIA (CD/DVD)**

1. Place the Multimedia in the prescribed pocket
2. Paste the barcode having accession on the cover

**CIRCULATION SECTION**

Service is provided at the **Circulation Desk**, located to the left after you enter the Main Library, and opposite the E-Library, Processing Room, & Reading Room

• **Membership & its procedures**

1. Every **student - SF** who has taken admission in the institute and every **staff** (SF & Grant in aid) appointed by the institute are eligible to be members of the Library free of charges. And for **Grant in aid students** who has taken admission in the institute they has to pay fees according to decide by Librarian/Library committee/Principal/ Management
  - a. The list of students is submitted by the student section to the LLC based on which the membership forms are distributed and cards are prepared and distributed to the students on producing the latest Fee receipt because they has to pay fees in every semester, cards are to be issue to the students in first semester.
2. Every staff of other Institutes in the campus is also eligible to be members of the library free of charge.
  - a. The user can use 2 of the Library cards provided by the respective institute's library that the staff belongs to.
3. Prepare NOC format for the every first year students.



4. Prepare Data Entry in Software after receive duly filled the forms from the students as per the branches with issued tickets no. & date

• **Privilege matrix**

**BOOKS**

Sr.No	Description	No of Books	Loan Period
1	HOD's Professors, Asst. Professor, Lecturers	20	One Year
2	Adhoc Lecturers	5	One Year
3	Lab Assistant, Programmer	3	One Year
4	Administrative Staff	2	One Month
5	UG Students	3	7 Days
6	PG Students	4	7 days
7	UG Students (Grant in aid)	2 (Who has taken Book Bank Books)	7 days
8	Faculties of Other Institutes of YogidhamGurukul	2	30 days
9	Visiting Staff *	They will be issued book via Departmental Library or on the other staff member's tickets	

**MULTIMEDIA / PERIODICALS**

Sr.No	Category of Documents	Description	Loan Period
1	Weekly Magazine	Staff Members & Students	2 days
2	Monthly Magazine	Staff Members & Students	Week
3	DVD/CD/Floppy	Staff Members & Students	2 days
4	Research Journals	Research Scholars	15 days

• **Rules for Circulation**

Read the rules related to Circulation a provided in the Library rules

1. The Librarian, with approval of the Academic, may make rules for the operation of the Library. A copy of rules shall be prominently displayed in the Library notice board and on the Library web site.
2. Everyone in the library shall respect the rights of others users
3. Anyone using the library shall identify themselves on any member of the Academic or Library staff
4. All cell phone should be switched off or to "silent ring" when entering the library
5. No students will be allowed inside the library without the I-Card/latest Fee receipt & dress code
6. The users are not allowed to take their personal books or the books issued to them inside the library unless they want to return them
7. Loose sheets or notebooks alone are allowed inside the library
8. Bags, files, and other printed materials are not allowed inside the library and are to be kept in the pigeon holes provided at the entrance of the library





9. Prior to entering the library, shoes, Chapels, Sandals any footwear be removed at a place specially allotted for the same, **the shoe racks**. Also note that the library department will not be responsible for the loss of shoes.
10. Library users are requested to positively enter their names and particulars in the gate register kept at the Check point
11. During teaching hours students will not be allowed in library except during recess and free slot
12. The institute accepts no responsibility for any personal laptop property brought into the Library
13. Inform all the users not to keep any valuables (e.g. money, mobile phones or any costly gadgets) in the property counter. Library department will not be responsible for nay such loss
14. A Librarian may require any person guilty of disorderly or inconsiderate conduct or of these Rules to leave the Library immediately. A Librarian may withdraw Library privileges from that person for such period as considered fit. Serious breaches of the Rules by students shall be reported to the Management
15. No unauthorized person shall enter or be in the Library for any purpose when the building is formally closed
16. The institute's policy of internet use, including the Information and IT Security Policy, applies to the use of all IT equipment within the Library
17. All queries should be addressed to the staff at the Circulation Desk or librarian
18. Inform all the Users of the Library staff/students to see the notice board every day for the rules & regulations with upcoming details

• **Circulation Timings**

Circulation Desk Timings

- Monday to Friday: 8.00a.m. To 5.00p.m.
- Saturday: 8.00a.m. To 2.00p.m. (Maintenance work)

Reference Section Timings

- Monday to Friday: 9.00a.m. To 5.00p.m.
- Saturday: 9.00a.m. To 2.00p.m. (Maintenance work)

• **Check out (Issue)**

○ **BOOKS**

1. Students should desist from marking library books with pencil or ink or mutilating them. Books found damaged/mutilated must be brought to the notice of librarian at time of issue, failing which the last reader will be held responsible for the same. Students found damaging/mutilating books; periodicals will be required to compensate for the damage. Further, at the discretion of the librarian, such student may not avail of library facilities thereafter
2. Check the Physical state of the Book (needs binding, torn pages etc.).
3. Inform the student the reason you are not allowing him or her to take out book(s).
4. Check if the user is eligible to borrow the book ((VSC, GYCMS,AITS, AITSDS,AIP,AIPDS other institutes)





5. Material shall not be issued to anyone who does not hold a current their own Library card
6. Check if is a “Not for issue” or Reference book
7. Check if the user is not renewing on the same day.
8. Check if the book has been circulating between two or three people in consecutive transactions
9. Make the user to enter his/her details into the book card with Signature & registration no.
10. Ask him/her for the I-Card, check his name, Photo and other details to verify the user, check the signature on the ID, Library card and Book card all should be same, if suspicious ask for more details.
11. Enter into the Software the details of the book, check if he/she is issuing a second copy of the same book, if so avoid the transaction
12. If he is using a duplicate ticket and exceeding his loan limits then immediately inform the Librarian as he could be a delinquent user and hold the transaction and ask the user to meet the librarian.
13. Else proceed by putting the stamp of the due date on the Date slip on the last page of the book.
14. For staff do the entry of the Document into the respective department register as well as in Software that he/she belongs to. & write the issued books date in the date column.
15. Scan the Barcode of the book(s).
16. Handover the book & Materials

○ REFERENCE BOOKS

- Reference books issued to staff members only for 48 Hrs.(2 Days) on library tickets

○ MULTIMEDIA

- Check the CD/DVD for cracks before issuing to the user
- Check if it's a original CD/DVD and not for issue
- Enter the details on the CD/DVD issue muster and the software
- Ask him/her for the I-Card, check his name, Photo and other details to verify the user, check the signature on the ID, Library card and Muster all should be same, if suspicious ask for more details.
- If he is using a duplicate ticket and exceeding his loan limits then immediately inform the Librarian as he could be a delinquent user and hold the transaction and ask the user to meet the librarian.
- Scan the Barcode of media materials(videos and DVD's)
- Handover the CD/DVD

○ PERIODICALS

- Check the Periodicals physicals for torn pages etc.
- Check if the periodical is a Current issue as this cannot be issued
- Enter the details on the periodical issue muster
- Ask him/her for the I-Card, check his name, Photo and other details to verify the user, check the signature on the ID, Library card and Muster all should be same, if suspicious ask for more details.





- If he is using a duplicate ticket and exceeding his loan limits then immediately inform the Librarian as he could be a delinquent user and hold the transaction and ask the user to meet the librarian.
- Handover the Periodical

• **Check in (Return)**

- During checkin, scan the barcode of the material and If some students are late to return a book's/Multimedia's/Periodicals collect a fine as mentioned below; from them & then return their Library Cards.
- If the students not bring their materials penalty fine than give back the materials to the students/staff & tell them to bring fine and then come to return the material.
- Not keep any pending penalty of the users in the library (except unavoidable circumstances)
- If the document is found damaged ask for replacement or binding of the same.
- Check the CD/DVD for cracks and & then checkin else ask the user to replace the copy

• **Collecting Overdue**

- During check in of Overdue documents the overdue should be collected as per the following policy and a receipt of the same should be submitted for the amount collected.
  - FOR BOOKS:
    - Overdue charges are Rs. 2 per day to all users for Books.
    - Overdue charges are Rs. 5 per day on book during reading period (start from reading time and end after complete exam).
    - At the time of examination as per the instruction by principal if the students exam is in out of the college campus then they have to come for return the books after the completion of the final examination on the very next day otherwise they have to pay penalties from the date of return the book (there time duration is from the 1<sup>st</sup> start date of exam to last day of examination)
  - FOR MULTIMEDIA
    - Overdue charges is Rs.5/- per day to all users (Staff & students).
    - Penalty of Rs. 200/- will be charged if DVD is lost or damaged.
    - Penalty of Rs.100/- will be charged if CD is lost or damaged.
  - FOR PERIODICALS
    - Overdue charges is Rs. 2 per day to all users (Staff & Students)

• **Receipt books**

1. Receipt books can be received from the Press by writing letter as per requirement, which on receiving should be entered into the stock register
2. The receipt book can be taken for use by mentioning the date and putting the initials against the Receipt book no.



3. One completion of the receipt book, the circulation head or the designated staff should deposit the receipt book along with the fine amount collected and signed by the Librarian to the account section and take the signature to whom they submitted.

- **Loss of Library Documents**

- In the event of loss of book the user has to report to the circulation staff immediately before the due date, else late fee will be charged till the reported date
- If the user reports about the loss of document then ask him/her to write an application to the Librarian reporting about the loss of the document.
- The user has to replace the copy of the document in; case of books – the same edition or the latest edition within 15 days.
- If the original library book is returned after reporting it lost, the fine will be calculated till the date of its return.
- Enter the replacement books in the manual register as well as in software with the remark who replace

- **Loss or damage of Library Cards**

1. The damaged / mutilated library cards are replaced free of cost.
2. When the user reports the loss of the card(s) – ask him/her to fill up application form for duplicate cards.
3. The process takes a week
4. After a week the library card will be issued with a stamp of DUPLICATE on the same with extra charges.
5. Enter the duplicate no. of the library tickets in patron list with date of issued in manual register and software
6. Library users are responsible for notifying a circulation staff/ Librarian immediately of any change of address, phone no./Email address. Failure to notify change of address will not be an acceptable reason for not receiving Library notices.

- **Reminders**

1. Send reminders for due books with students/staff to the counselors/ HOD of the respective departments in 1<sup>st</sup> week of every month.
2. In some cases we may have to send more than one reminders to recall the document
3. Reminders can be sent to staff on completion of the semesters (in view of 2<sup>nd</sup> point).

- **Departmental library**

1. Every department also maintains a departmental library in which the specimen copies received from the publishers, some manuals, reference books etc are kept. At the beginning of the year the departmental Library Incharge come to the library to issue/ return or renew the books.





2. In every department we fixed the limit of 35 library circulation, reference books except publishers/ specimen/complementary copies.
3. The visiting faculties are served from the departmental library.
4. Thus whenever any transaction happens then record into the departmental Library muster and the software simultaneously.
5. At the end of the year Dept. Library Incharge has to collect all the books to whom they issued & submit/renew the report of the departmental library report to the main library.

• **End of the year**

- Prepare notice for the staff to submit/ renew the library & departmental library issued books at the end of the semester.
- Inform the students via department HOD/counselor who has taken book bank books to return within 7 days after completion of Final examination.
- At the end of the year prepare the list of requirement if need students/staff library tickets, book cards, book pocket cards, date slip, Fine receipt books & multimedia covers.
- Also prepare manual register as per the requirement

• **Binding management**

1. Every time you find a book that needs binding, keep it aside in the process room
2. once the Number of books is about 100 then make a list of the same and submit to the librarian requesting to process for binding
3. Remove the book cards form these books and keep them with this list.
4. Prepare a letter for sending the books for binding to the student store, specifying the number of books and the type of binding required. Check the books and bundle them into ten books in one bunch and verify the titles as per the list.
5. Once these books are received check with the list and intimate the same to the student store.
6. Process the books with book cards, date slip, Book Pocket Barcode No. & spine label.

• **Weeding out**

1. Weeding out should be done by referring to the Collection development policy section on weeding out policy
2. Once you have selected the documents to be weeded out, prepare the list of the same and send it with a letter to the Librarian stating the need for weeding out.
3. Once approval is received for weeding out, make the note in the Accession register and the software about the same in the remarks column.
4. Keep these documents in the weeded out cupboard arranged in the process room, from where they will be disposed later.





- **No Dues Certificate**

- The no dues is issued to the students in the following events:
  1. While leaving the institute after completion of the course
  2. In event of leaving the institute without completing the course.
- The user has to surrender all his library cards before issuing the No Dues Certificate.
- At the time of NOC library staff has also to check the book bank books are return or not.
- Also inform every year in Administration office & to the principal that without NOC do not issue any original marksheet to the students

- **Reports generated**

- Books Issue Return Usage Report
- Total Issue Return Record (Books, CDs, Magazines) Usage Report
- E-Library Usage report (Not yet started)
- Library reading Usage Report, News papers& Periodicals Usage reports
- Separate Reading Room Usage Report (Not yet opened)
- Comprehensive Usage report

- **Forms and formats**

- Membership forms for the UG Student – DOC.No.:F-LIB-VIR/UG-05/00
- Membership forms for the PG Student – DOC.No.:F-LIB-VIR/PG-05/00
- Membership forms for the Staff - DOC.No.:F-LIB-VIR/04/00
- Students Reminder - DOC.No.:F-LIB-VIR/06/00
- Library card replacement/ duplicate card - DOC.No.:F-LIB-VIR/11/00
- Suggestions/ Feedbacks/ Complaints - DOC.No.:F-LIB-VIR/12/00
- Loss of Library cards while taking NOC - DOC.No.:F-LIB-VIR/13/00
- NO DUES CERTIFICATE - DOC.No.:F-LIB-VIR/03/00
- Library Staff Tickets - DOC.No.:F-LIB-VIR/08/00
- Library Students Tickets - DOC.No.:F-LIB-VIR/07/00
- Library Book date Card & date Slip - DOC.No.:F-LIB-VIR/09/00
- Library Pocket Cards - DOC.No.:F-LIB-VIR/10/00

- **Book Bank Facility to the Grant in aid students only Arts - Commerce**

- Book bank facilities provide to only for the Arts & Commerce Students on the basis of fees paid for the 3 years with depreciation & Deposit charges.
- While issuing the Book bank books verify the original book bank fee receipt
- List out all the issued books at the back side of receipt
- Inform personally to all the students who has taken book bank books to return all the issued book after completion of final examination other wise they has to pay penalties.
- While returning the book bank books library staff must has to check all the books are in must be in good condition without any pen/pencils marking in the books
- If they lost the books then they have to replace new latest edition book





- Inform the students via department HOD/counselor who has taken book bank books to return within 7 days after completion of Final examination.

- **Newspapers**

- The newspapers are delivered by the agent every morning
- The Newspapers should be registered into the newspaper muster along Price and with other details if any.
- The newspaper should be stamped with the library stamp and then put on display for the use of the users.

- **Closing Procedures**

- **1 HOURS BEFORE CLOSING**

- Make sure ALL BOOKS are checked in and put on the re-shelving cart. Check-in all the books for the book drop. Check both the section for books or periodicals that need to be put away.

- **30 to 15 MINUTES BEFORE CLOSING**

- Inform all patrons that the Library will be closing
- Arrange all the issued cards Accession Number wise.
- Make sure students do not forget to signed out departure time and any other material which they bring (as like Laptop)
- Make sure to push in all chairs, pick up trash, put away all stray books, magazines, etc.
- Make sure the all the monitor turns off all the computers and pushes in the chairs.
- To check all the lights, fans are turn off
- Check the all the doors are properly locked

**PERIODICAL SECTION (Library Assistant, Periodicals)**

- **Tools for selection**

- From the catalogue received from publishers, agents, internet,
- Websites of other Libraries
- Some secondary sources

- **Subscription procedure of New or renewal of the existing periodicals**

- The User has to submit the List of new periodicals to be subscribed via the Periodical subscription form
- Mail the publisher or the agent to send the rates of subscription for the current year.
- After getting the invoice for the same list the rate in the request form.
- In case of renewals, 2 months before the due date the letter has to be sent to the publisher for renewal charges.
- Once that is received list the same and send the department wise list to all the departments for selecting the periodicals



- The final list is prepared and sent for approval.
- **Approval procedure**
  - Put the requests in front of the committee
  - Once the committee approves, a letter is made with the list and amount to be sanctioned to the principal, which he then forwards to the A/c section for the demand drafts to be drawn in the respective favors as listed in the list.
  - Once the demand drafts are issued by the A/c Section then move on to the next step.
- **Ordering procedure**
  - A letter is made to the publisher or the agent as preferred mode of subscription with the list of periodicals, the period of subscription and the Demand drafts towards the payment of the same are sent.
- **Recording details of subscription in the s/w & periodical register**
  - Once you receive the receipts with the subscription details then enter the same into the respective Periodical muster and software.
  - Fill in all the details in the prescribed format (contact details, subscription details, payment details etc.)
  - Send the original copy of the receipt and maintain the O/c copy for the LLC record
- **Preparing the schedule**
  - Look into the previous years periodical muster and notice the pattern of the schedule of the arrival of each of the periodicals.
  - Accordingly prepare a monthly schedule for the periodicals and enter the same with prediction date for the issues that are to be arriving accordingly,
- **Registering the periodicals in the register and the software**
  - Registering a periodical means on arrival of the issue making the note of the date of arrival the issue no. the volume no. and other details related to the issue in both the muster and the software.
- **Claims for missing issues**
  - Claims can be made by emails, phone calls, or a formal letter on the letter head of the institute
  - Claims are to be made according to the frequency as mentioned below:

Frequency	No of days after the due date	Gap between subsequent reminders
Weekly	4	2
Fortnightly	7	3
Monthly	15	5
Bi-Monthly	20	10
Quarterly	1 month	15
Half yearly	2 months	20
Annually	3 months	1 month

- **Binding of Periodicals**
  - At the end of the Calendar year the periodicals are sent for binding into bound periodicals
  - The issues are arranged in the sequence and based on the size of the bundle they are then accordingly made into sets.
  - These sets are then entered into a list for the benefit of the binder and then sent for binding.
  - The letter is made to be sent to the Vendor through the student store along with list and the periodicals bundles.
  - On receipt of the bound volumes, thoroughly check if the issues are bound in sequence and correctly.
  - If so process the bill for payment
  - Accession the bound periodicals and enter the details in the software.
- **Newspapers**
  - The newspapers are delivered by the agent every morning
  - On receipt of the newspapers check each of the newspapers for any mutilation or need for change etc. if everything is ok then you can sign on his diary
  - The Newspapers should then be registered into the newspaper muster along with other details if any
  - The newspaper should be stamped with the library stamp and then put on display for the use of the users
  - The Newsupdate service provider will record the important headlines useful for the community and forward the same to all the staff by email.
- **Reports generated**
  - Periodical usage report
  - List of missing issues
  - News paper usage report
  - Bound Journal report
- **Forms and formats**
  - Periodical recommendation form - DOC.No.:F-VIR-LIB/UG-02/00
  - Periodical recommendation form - DOC.No.:F-VIR-LIB/PG-02/00

#### MAINTENANCE (Supervisor)

- **Stack arrangement**
  - The stacks section has to arranged according to the stack guides provided and other indicators provided for easy identification
  - This process has to be done everyday.
  - The Support staff has to be trained in the same.
  - If there is need to change the stack guides that should be intimated to the librarian



- **Maintenance call reports**
  - For maintenance of any work you need to fill in the maintenance call report and submit to the librarian who will then send the call report to the maintenance section of the institute
  - When the concerned person comes for maintenance then be with him explain the problem and get it done once he has completed the work report to the Librarian so that she can accordingly sign the call report as work completed.
- **Care of IT infrastructure**
  - It should be observed that no user fiddles with the IT infrastructure in the LLC
  - Especially in the E-library care should be taken that no USB devices are used, no software are installed that may have virus and may in fact the machine and cause the service to be closed.
- **Cleanliness**
  - Cleanliness should be maintained in all sections in the LLC.
  - The work distribution and work schedule provided for the support should be monitored and should see that they have done their job everyday and if need arises get it done again.
- **Discipline**
  - Should see that discipline is maintained by the Users (especially students), and the support staff.
  - If any user is found misbehaving he/ she must be reported to and produced before the Librarian, you can ask the user for the ID card and submit the librarian with the same for further action.
  - Arguments should be avoided as it could cause disturbance to other users thus should be quietly taken out of the LLC or brought to the Librarian.
- **Security**
  - Care should be taken that there is no robbery of the Library documents, at every checkpoint if you find any user suspicious you can stop them and check the documents.
  - Not allowed any personal material in the library except note book and library return books
  - Care should also be taken that no user flicks any IT or other tools which are an asset of the LLC.
  - In such cases report to the Librarian for further action.
- **Extra Curricular activities Notice Board**
  - Prepare notice board as per the festivals, occasions and also put up new articles from newspapers and periodicals or from Internet

The management/principal /librarian reserves the right to introduce, amend or change the rules and regulations when needed to fulfill the aims objectives and ideals of the managing trust and college(s)

Librarian,  
Shree M. & N. Virani Science College  
(Autonomous), Rajkot



Principal  
Shri Manibhai Virani and  
Smt. Navalben Virani Science College  
(Autonomous) Rajkot.