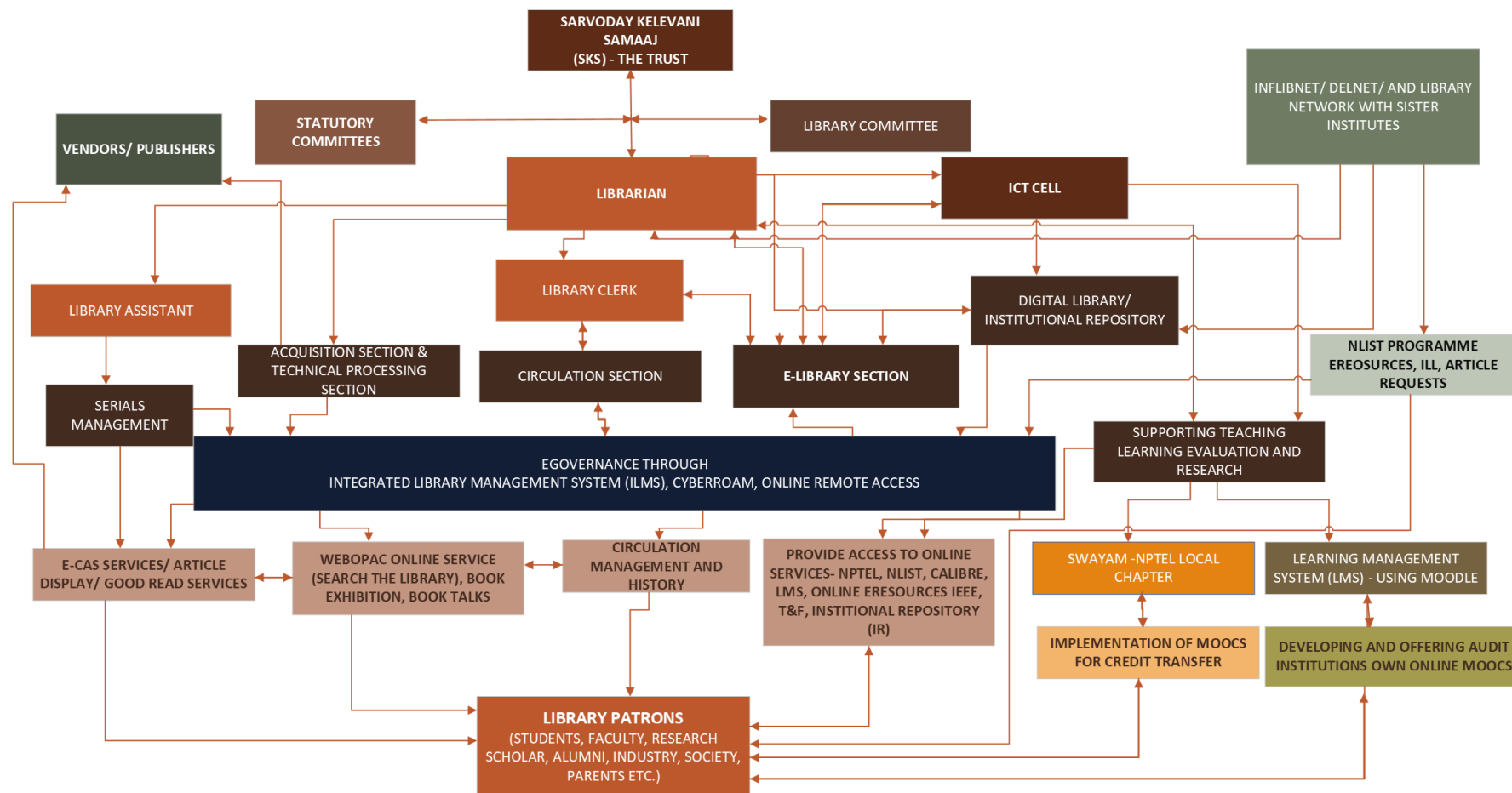




LIBRARY AND LEARNING CENTRE

SYSTEMS AND PROCEDURES





Library Maintenance Schedule:

Details	Frequency
ILMS software	<ul style="list-style-type: none">• Yearly AMC paid centrally by the Trust• Backup and database maintenance quarterly• Software upgradation as and when new version is released
E-library PC	<ul style="list-style-type: none">• Fortnightly updation of antivirus.• Defreeze enabled in all PCs in E-library• PCs replaced/upgraded as per IT policy
LMS Server	<ul style="list-style-type: none">• Backup and database maintenance once in a month• Up-gradation of PC based on IT policy• Software updation/ upgrade based on the stable version available
CCTV surveillance system	<ul style="list-style-type: none">• Based on IT policy• In case if the position of stacks are changed
Book Stacks Area	<ul style="list-style-type: none">• Every Saturday –Library is closed after 2.00pm for maintenance of stack area• Stock verification every year in the month of May/June<ol style="list-style-type: none">a. Weeding out of books that are totally damagedb. Moving to off site storage of books that are no longer in use but may be needed for record keeping in consultation with HOD's
Library PC and Other ICT tools	<ul style="list-style-type: none">• Maintenance, upgrade, update of hardware and software as per IT policy