## PERIYAR EVR CENTRAL LIBRARY

## LIBRARY POLICY

### Vision:

The vision of the Central Library is to be a world-class facility, which will be at the core of VIT's education system, enriching the teaching-learning process and ensuring research excellence by emerging as a source of institutional pride and gaining international recognition. The end users, empowered by accessible, innovative; creative and responsive library services are supported by an excellent range of high quality resources and committed professional staff members.

### Mission:

The Library's mission is to create inspiring education by offering exemplary resources for learning and providing best research environments, which will be a gateway to right and relevant resources, supported by an enabling and user-focused service culture. The end users shall have seamless and timely access to a wide range of high-quality information resources.

### Working Hours:

The Library is working on all 365 days:
- Monday to Friday- 7.30 am to 12.30 midnight
- Saturdays, Sundays- 9.00 am to 8.00 pm
- Weekend During Examinations - 9.00 am to 12.30 midnight
- University Holidays- 9.00 am to 6.00 pm

## 1. Introduction:

The global changes in Library and Information Services, particularly with the adoption of Information and Communication Technologies (ICT), have created a profound impact on the functioning of academic libraries. The developments in ICT have changed the users' expectations from the academic libraries in several ways. The modes of collecting information and disseminating knowledge have undergone tremendous changes in recent times. To meet the requirements and demands of the end-users effectively, academic libraries need to identify and adopt good practices and benchmarks, which will enhance the value-based services of libraries.

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Patrons visit a library to read, consult and borrow reading and reference materials. Hence, the atmosphere in the Library should be inviting, which is ensured through cleanliness of areas in and outside the library. Maintaining a calm and neat atmosphere in the reading and stack areas is essential for concentrated reading and searching of materials. Periyar EVR Central Library aims provide the users with clean and green atmosphere including dust-free environment in the stack and reading areas.

## 2. Rules and Regulations:

The Periyar EVR Central Library provides the best information services to student and faculty and scholars. These rules and framed to ensure that all the members may take the maximum utilization of the Library facilities.

The students, faculty members, research scholars and staff members of Vellore Institute of Technology-Vellore are automatically eligible for membership of the Periyar EVR Central Library. By using any facility of the Central Library, a user/member agrees to abide by the following rules and regulations.

1. General Rules and Regulations
2. Library Membership
3. Book Borrowing and Renewal Rules
4. Return of the book after the due date
5. Loss and damage of Library resources
6. Document Scanning facilities
7. Digital Library access facilities
8. Discussion Rooms facilities
9. Video Conferencing facilities
10. Library Information and Digital Notices

## 2.1 General Rules and Regulations:

- Strict and absolute silence shall be observed in the Library.
- Wearing ID card is mandatory.
- Speaking through mobile phone is strictly prohibited. Use of cell phones is allowed only for academic activities and they are advised to keep them on their mobile phones on silent mode.
- Academic decorum should be maintained in the library premises.
- Using mobile phone in the library is strictly prohibited.

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- Group discussions /combined studies should be made in the discussion rooms on prior permission.
- Open discussion should be avoided in the open reading halls.
- Non-academic discussions, meetings should not be conducted in the library premises. Defaulters will be viewed seriously.
- Bags, Helmets, Water Bottles and other Eatable Items, Big handbags, Raincoat, Jerkin and casual wears are strictly prohibited inside the library. Users are advised to keep all the above said items in property counter/cloak room. Members are requested to deposit their belongings at the cloakroom at the entrance of the Library.
- However, the users are advised not to leave, cell phones, purse, money, cards etc. in the bags and Library is not responsible for the loss or damage of any such items.
- Library users are strictly prohibited from carrying the borrowed and stamped books inside the library after issue of books.
- If the due date falls on a holiday for the Library, the next working day will be taken as the due date.
- New books and journals received will be on display for a week.
- Reference books, Newspapers, Magazines, Journals should not be taken out.
- Library timings and other relevant information are displayed on the Library digital display Boards.
- Thesis and CD/DVD's are not for lending.
- In case of minor disruption, the user will be first warning and they have enter the first warning entry register, if the member again do the same, the members name forwarded to the Registrar for institute discipline committee enquiry.
- Improper use of Library facilities by User(s) will lead to the block the entry of the library for certain period or will be handed over to institute discipline committee.
- Bringing inside or use of eatables, drinking and sleeping in the Library are strictly prohibited.
- Project materials such as circuit boards, batteries and any other experimental equipment's are strictly not allowed inside the library premises.

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### 2.1.1 General Administration and Management:

Library and Information System Management is the fundamental and core facility which helps the users in identifying and accessing various knowledge resources available in the library, in print and electronic forms.

The Library Advisory Committee (LAC), headed by the Vice Chancellor and consisting of faculty and student representatives from all the Schools of the University meets periodically to review the functioning of the library and assess the requirements pertaining to Library facilities and services.

### 2.1.2 Roles and Responsibilities of Library Advisory Committee (LAC).

The Library Advisory Committee suggests, recommends and reviews the developmental activities of the library.

University Librarian is the Member Secretary of the Library Advisory Committee, and is responsible for implementing the suggestions and recommendations of the Committee.

Faculty members representing the various schools in the Committee are nominated by the Vice Chancellor for a two-year term.

The Member Secretary convenes periodic meetings of the Committee in consultation with the Vice Chancellor. He/she prepares the agenda and minutes of the meetings and is responsible for the implementation of the meeting outcomes.

### 2.2 Library Membership:

VIT Faculty members, students, and research scholars and staff members are eligible to become members of the Central Library. All the above members are automatically eligible for membership of the Periyar EVR Central Library.

### 2.3 Book Borrowing and Renewal Rules:

Book Borrowing/Circulation Policy will help and support to the Library users for their academic and teaching learning activities, research and reference work.

The members borrow the books through self-issuing kiosk which uses RFID technology and records the due date one time online renewal is permitted through web-OPAC and they are not required to bring the book for their first time renewal. If they fail to return or renew the books, members have to pay penalty charges for the delay. Faculty members are permitted to borrow the books for a semester.

The book borrowing details are as follows:

### 2.3.1 Book Transaction hours:

Book borrowing facility is during week days 7:30 am to 8:00 pm and on Saturdays, Sundays and Holidays 9:00 am to 6:00 pm.

- Faculty Members: 6 Books;
- Staff: 2 books
- UG Students: 4 Books;
- PG Students: 5 books
- Research Scholars:5 books;
- STAR Students: 6 books from Alumni Book Bank
  Book Issues through Self Book Kiosk system:
- Books will not be issued to members on the ID card of others and book will be issued through ID card along with biometric for authentications.
- Books will be issued subject to availability.
- No sub-lending of books is permitted.
- Any kind of marking, underlining, clipping of books is absolutely forbidden.
- Readers shall be held responsible for any damage done to the library books belonging and they shall be required to replace such books or pay the value thereof.
- Absence from the university will not be accepted as an excuse for the delay in the return of books.
- Under special circumstances, the University Librarian may refuse the issue of books or recall the books already issued without assigning any reason thereof.
- Borrowers are allowed to take the books during their winter and summer vacation period with extended the due date.

### Borrowing of Reference Books:

The facility of overnight issue is available for selected reference books.

### 2.3.2 Book Renewal Policy:

- Library offers the facility of one-time online renewal through WEB-OPAC.
- Already over-due books not possible to renew through online.
- The borrower not to bring the books physically for renewal.
- More than one renewal is not permitted.

- If the book due date falls on holiday of the Library, the next working day will be taken as the due date.
- The Borrower is responsible for any loss or non-return of any books issued against his / her original (or) duplicate ID Card.
- Advance book due reminders will be sent through SMS alert service and e-mail.

## 2.4 Return of the book after the due date

- Overdue charges for late submission:

The following over-due charges will be collected from the students and research scholars the book(s) are not returned by them on due date.

- First week Rs.1 per day per book
- Second week Rs.2 per day per book
- Third week Rs.3 per day per book
- Fourth week Rs.4 per day per book
- Fifth week Rs.5 per day per book
- Sixth week Rs.10 per day per book

- Total Fine on 42$^{nd}$ day – Rs.175.00
- From 43$^{rd}$ day to 56$^{th}$ day – Single Cost of the book or Rs.175.00 (whichever is higher)
- From 57$^{th}$ day to till return – double the cost of the book as fine
- Books issued on overnight – Rs.20/- per day

The Library dues payment facility is available in V-TOP student portal through online. The fine amount is reached Rs. 100 automatically the software will lock the self-book issue system, once if the payment made by the student automatically the issue system will release.

Initially the defaulters list of students will be sent to the respective Department/School Deans office, even after payment have been not paid by the student the final list of students will be sent to Finance department for further processing.

There is no fine system for faculty/students/staff if Library books are not returned by the due date however, "No Dues Certificate" will not be issued until the library returned.

## 2.5  Loss and Damage of the Library Resources:

- The borrower will be responsible for loss of any book(s) and other resources issued against his/her ID with biometric authentication.
- If any book is lost or damaged beyond repair, the borrower shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the University Librarian.

   If a member loss or damages of Library resources, he/she should report the loss through e-mail ([librarian@vit.ac.in](mailto:librarian@vit.ac.in)) otherwise he/she have to pay the fine from the date of documents are due for return.
- If the lost item does not any price without any price, the borrower will be charged the requisite replacement cost.
- If the item's original price is in foreign currency, the compensation will be calculated based on the current exchange rate.

## 2.6  Document Scanning facilities:

The document scanning service is provided in the Central Library as per the need and requirement of the students, scholars. This service is strictly followed by the copyright act. The student member can pay the document scanning charges through V-TOP student login online payment.

## 2.7  Digital Library access facilities:

The modem thin client desk-top systems 120 numbers is available in the digital library for the accessing of teaching notes, subscribed electronic resources through authorized e-gateway single sign login credentials.

## 2.8  Discussion Rooms facilities:

All the library floors having the discussion room facilities for academic and subject group discussions and research purpose only.  All the discussion rooms are first cum first serve basis only, the user should surrender their ID card and all the users enter their name and registration numbers in the user registration note and collect the key from the Library help-desk. After usage receipt of the discussion room keys, the ID card will be returning back to the members.

## 2.9 Video Conferencing facilities:

The modem video conference hall is available for e-learning, Swayam and Swayam prabha e-content accessing purpose. The required faculty member may book through online hall booking system through campus intranet portal.

## 2.10 Library Information and Digital Notices:

All the Library information and circulars and notices will be displayed in Library digital display units.

Except the approval of the Library authority, notices, bulk chart papers, hand bills, personal newspapers or any other materials may not be displayed in the Library.User(s) should inform the library as soon as possible of any other situations such health disorder which might affect their use of library and their ability to comply with the rules and regulations and the library authorities has the direction to grant special permission on the basis of compassionate background.

Enforcement of these rules for users may take the form of any of the following actions depending on the severity of the misconduct

The Central Library rules and regulations may be changed or modified from time to time and shall be binding on all concerned.

## 3. Library Resource Collection and Development:

Major activities of the Library include procurement of new books, subscriptions to Journals (print and online) and procurement of e-books and other resources.

## 3.1 Budget:

Every year, the Library submits the budget proposal based on the requirements and in accordance with developmental, project-based activities such as procurement of books and e-books, subscriptions to print journals and online databases and renewal of e-Journal subscriptions, and, infrastructure and ICT requirements and other essential needy items.

## 4. Book Procurement Policy

- Book procurement is based on the online book recommendation form which is available in VIT-LMS namely V-TOP faculty login and student login page.
- Faculty members can also send e-mail requests to the University Librarian in special circumstances.
- Under special circumstances, faculty members may procure resources externally and get it reimbursed through the library.
- The Library conducts print and e-book exhibition annually, where the patrons (faculty members, students, and scholars) select the books according to their requirements.
- The syllabus based text and reference book collection is a major aspect of the

Library. Apart from these, the Library procures general reading collections, general reference materials, literature books, novels, fictions, etc.

- Also, the library procures resources recommended by AICTE/UGC from time to time. The library accepts book donations/gratis presented in good condition.
- The Book purchase is process through the Central Purchase department, with the approved vendors and normally receives the quote from three different vendors, whichever is lower quote the purchase order will sent by the purchase department through ERP system P2P Software.

## 5. Subscription of Print Journals/Magazines:

Print subscription is based on the recommendations received from the faculty and students. Further, it follows the norms of AICTE/UGC for subscription of printed national and international journals (discipline-wise). General magazines are subscribed regularly. Complimentary copies of various newsletters, magazines are also accepted.

### 5.1 New Subscription:

The recommendation of new subscription of periodicals may be submitted by the individual with recommendation of the Head of the Department and Dean of the School in the month of September/October.

### 5.2 Renewal Subscription:

Every year the renewal subscription process starts in the month of October and after receipt of the recommendations from the respective school Deans.

Central Library can also submit the recommendations of the subscription of the new titles as the recommendation and norms of the government policy and other regulatory bodies such as AICTE, UGC etc.

## 6. Subscription of Online databases/e-Journals and E-Books- (E-Resources)

Periyar EVR Central Library subscribes the electronic resources (Online databases/ e-Journals and e-books) as per the need and requirement of the faculty members, scholars and students for their academic, teaching and research activities. The access is through only authorised e-gateway (cloud based institutional IP address) with single sign option of both off and off campuses for 24x7 with unlimited user's access.

## 6.1 New subscription of E-Resources:

The new proposal or subscription of online databases/e-Journals may submit to the Library in the month of October with the recommendations of the Department Head and Dean with justifications. The Library team will verify if any duplicate checking process in the existing subscriptions, If not the Library will the arrange one month to two month free trial access from the publisher through e-gateway platform. After the trial access period the University Librarian will submit to the proposal to central purchase department after the approval on the basis of usage and recommendations received from the respective departments/school deans.

Finally the execution of license agreement is essential for both the renewal and new subscription of e-Journals and online databases and the Institute Registrar be authorized for signing the agreement with the publishers.

## 6.2 Renewal Subscription of E-Resources:

Subscription and renewal of online databases and e-Journals is done purely on the basis of suggestions received from the faculty members and recommended by their respective School Deans/ Centre Directors. The library evaluates the usage, and then confirms the subscription through e-SS, MHRD Govt. of India. The renewal process is also done on the basis of usage statistics and number of downloads and recommendations received from the respective School Deans and Centre Directors. If the usage is not encouraging, the library may discontinue (ROI- Return on Investment) the subscription to electronic resources after approval by the authorities. The institution enters into License Agreement with publishers/ vendors/ online database service providers / e book publishers.

The proposals/quotations may preferably be invited from the direct publishers.

## 6.3 Procurement of E-Books:

Generally Library prefers to purchase perpetual access one time purchase.

- E-Book recommendations may be submitted to the Library with the complete details like Publishers, subject collections, text or reference collection in specific etc. with recommended member signature along with respective heads and Deans comments for further processing.
- And also the members of Sub-Committee of LAC will also select the e- books with the support of respective department/school coordinators.

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- Library also may submit to the Committee the list of titles on the basis of recommended text and reference books as per the syllabus prescribed by the University.
- Central Library can also submit the recommendations for procurement of e-books of as per the norms of AICTE, UGC etc.
- The access is through only authorised e-gateway (cloud based institutional IP address) with single sign option of both off and off campuses for 24x7 with unlimited user's access.

### 6.3.1 <u>Use of Subscribed Electronic Resources and download policy</u>

All the members of VIT shall adhere to the following policies while downloading the subscribed e-resources (e-Journal articles and book chapters) and electronic content from Central Library, VIT-Vellore:

<u>6.3.1.1</u> Access to Licensed e-Resources (e-books, e-Journals and other digital resources) is governed by the Terms of Use as per the license agreement between VIT and the respective publishers. The e-resources are licensed for non-profit educational, teaching and research use exclusively of VIT. Copyright Law, in addition to individual license agreements, governs the use of the subscribed Electronic resources. Any violation of these is subject to judicial action under these laws.

<u>6.3.1.2</u> Library users are requested to make appropriate and judicious use of the subscribed e-resources. The articles downloaded from e-Journals, book chapters of e-books, etc. should be used only for academic and research purposes. Members are advised not to share these resources via e-mail or any other manner with their friends or acquaintances studying /working in other institutions, as all subscribed contents employ digital watermarking technology. Any such sharing is against the copyright act and violates the license agreement between VIT and its various publishers/aggregators.

<u>6.3.1.3</u> Downloading or printing of a complete e-book or an entire issue or a volume of one or more journals is not recommended. Large chunks of electronic content (systematic downloading) should not be downloaded and is strictly prohibited. Within a particular time frame, members should not access or download any content continuously in large volumes.

**6.3.1.4** Use of software or tools, robots, spiders or intelligent agents to access, search and/or engage in systematic download from these resources is also strictly prohibited.

**6.3.1.5** Please be aware that systematic downloading will cause the publisher to block the entire community of users from accessing the subscribed resources.

**6.3.1.6** We have licensed for many e-resources, which have more detailed terms and conditions for use. Each member of VIT is responsible for complying with the terms and conditions of these licenses and is automatically governed by these laws. Misuse or failure to do so can result in the loss of access to a resource for the entire VIT User community. If a user fails to comply with this policy, VIT reserves the right to restrict, suspend or revoke the individual user's access to our subscribed electronic resources.

**6.3.1.7** Further, the downloaded content or article should not be uploaded in any website or multimedia resource on a website, electronic distribution list, community or subject forum, etc. available to the public. Social networks such as Facebook, blogs, twitter, etc. should not be used as forums for commercial gain including reselling, redistributing or republishing of the VIT subscribed licensed content.

**6.3.1.8** Any violation of this policy will be viewed very seriously and suitable action will be initiated against the erring member.

**6.3.1.9** Systematic Downloading is Strictly Prohibited (downloading or printing of complete e-book or an entire journal issue or bulk number of articles continuously downloading a volume of one or more Journals). The digital content should not be published in the public portals, blogs and should not be shared through e-mail to other non-members.

All the members are eligible to access the electronic resources both on/off-campus during their tenure period only.

## 7. Procurement and Maintaining of the other Resources:

Depending upon requirements, the Library procures other media resources such CD/DVDs collections, e-content repositories (government initiatives-NPTEL, Swayam, and Swayam prabha, NOL). It also stocks the e-content materials developed by VIT faculty members and holds institutional repositories, etc.

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## 8. Technical Processing:

The procured books undergo various technical processing activities such as assigning them to the Library stock through ILMS (KOHA software) and RFID tagging, stamping, etc. The UDC (Universal Decimal Classification) system is followed and AACR-11 cataloguing system is employed for preparing the bibliographic details about books.

## 9. Library Classification and Cataloguing System:

The library classification is a system of knowledge organization by which library resources are arranged and ordered systematically. The Central Library has been using the Universal Decimal Classification (UDC) for book classification for bibliographic information and documentation since inception.

The Library follows the Anglo-American Cataloguing Rules (AACR 2).

The organization books in the stack area and reference section is open access.

## 10. IPR and Copyright Policy

Members are permitted to download e-content /photocopy printed resources solely on the basis of the Intellectual Property Rights (IPR) and copyright policy in force.

## 11. Use of Library by non-members:

Non-members and outsiders wishing to use the library facilities have to obtain special written permission from the Registrar. Such persons are allowed to access books, journals and reference material (in print form) but they are not eligible to access VIT subscribed electronic resources.

## 12. Thesis Submission:

At the time of final submission of PhD thesis, the scholar must submit a soft copy of the thesis in a single file and also the chapter-wise split-up format in DVD to the Central Library for uploading in the VIT Institutional Repository as well as in Shodhganga portal (UGC-INFLIBNET).The prescribed thesis soft copy submission application form is available in office of the Dean-Academic Research.

If thesis is applied for patent or waiting for number will be published in Shodhganga portal with an embargo (title of thesis only displayed) period for one year on renewal basis. The request letter may submit to INFLIBNET from Registrar of the institute.

13. **Books/Journals Donation Policy:**

- In generally library will accept the good quality/condition of the books accepts as a donation and Journals/magazine are not accepted.
- The Library accepts donation of manuscripts, books, periodicals, etc., from donors. Such donations once accepted will become the absolute property of the University.
- Students used books with good condition accepted as donation for STAR Book Bank Collections for STAR students.
- There is no prescribed form or format the above said policy, the donor may submit to the University Librarian in the form of normal letter or e-mail with complete details of the book and other materials.
- An appreciation letter or e-mail be issued to the donor by the University Librarian.