



LIBRARY POLICY - 2021



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Gujarat - India



LIBRARY POLICY

A library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material and may be a physical building or room or a virtual space or both. A library's collection can include books, periodicals, newspapers, manuscripts, films, maps, prints, documents, CDs, DVDs, e-books/journals, databases, and other formats.

A place set apart to consisting of books, periodicals, and other material for reading, viewing, listening, study or reference in a comfortable peaceful environmental accommodation, or a building where books may be read or borrowed. A modern general term for library is; Library and Information Center, Resource Center, Knowledge Center, Learning Resource Center, etc.

1. Library Space & Building

- Library should have separate digital library section & technical processing section.
- A Cloak room facility should be provided to students for keeping their personal belongings when they come to library
- The reading room facility should have with sufficient seating capacity.
- A Separate library building should be planned for future.

2. Library committee

A library committee shall be constituted with VC/Director as the Chairman and Librarian as the Member Secretary and one/two members from each constituent institute of the University.

The committee shall consist of the following members:

- One Faculty representative from each academic department/Centre, generally the Faculty-in-Charge of the Departmental Library.
- Three representatives each from UG, PG and Research Scholars.
- In addition, the Chairman of the committee may make an additional nomination to the Committee.
- The tenure of the Chairman shall not exceed three years.
- Faculty members on the Committee other than its Chairman shall serve on the Committee for two years. However, student-members shall serve for one year only.

- The Committee shall meet at-least once in a quarter in an academic year with 50% of its membership consisting a quorum.

Library Committees should carry out following functions:

1. Provide general direction to the Library staff
2. Monitor the sufficiency of resources as per the requirements of the Statutory/Regulatory body concerned.
3. Scrutinize books/journals/e-resources requisitions by various stakeholders and recommend for procurement
4. Maintain liaison between Library and various academic departments
5. Review the functioning of the library with regards to its support to the academic programs of the institute
6. Advise the management on matters of policy relating to development of library
7. Outline the library collection development policy as and when required, for its implementation.
8. Monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption
9. Formulate action plan for the development of library infrastructure, facilities, products and services.
10. Evaluate department wise books procurement and allocation of budget accordingly
11. Formulate policy for provide Inter library loan facility.
12. The library committee should be advisory in character and nature. The library committee should help in developing all policies of the library that include infrastructure, staffing, collection building and procurement, library budget and allocation, technology applications, user privileges, etc
13. The librarian should submit the library transaction report every month to the library committee members and should be reviewed in every library committee meeting. The report should include books added, daily walk-ins, downloads, circulation status, OPAC visits, etc.
14. The library committee should focus on library staff development and this is the key to effective library services. Library staff should have permit to attend training programs/ workshops/ seminar/meeting/ conference etc. for updating their knowledge in library & information science field.

3. Acquisition Policy (Materials Procurement Policy)

- **Book Selection:**

Faculty members and students may take part in book selection in the University. The Library staff may also recommend general or reference books and those materials not covered by

departmental subject categories like books on library and information science etc. Publishers and vendors are increasingly providing electronic lists of titles, printed catalogues and other printed announcements. These may be forwarded to the concerned Faculties and Departments from time to time.

- **Procurement of Books**

Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member

- It will be desirable that books relating to semester courses may be sent in with one clear semester notice. Recommendation will be sent using Library Book Recommendation Form.
- The Library would then check for duplication and place the list of recommended books before the Library Committee (LC) for review. Very urgent requirements of books forwarded by the Deans/Chairpersons of respective Faculty/Departments may be purchased with the approval of Chairperson of the Library Committee or by circulation to LC members.
- The Library will prepare the final list of books and obtain approval from the concerned authority.
- Indents will be routed through HODs, and library committee for the approval
- The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions
- Once approved by the library committee, and sanctioned by the competent authority, purchase orders will be issued by the Librarian.
- Faculty members may also buy books from online book store i.e. Flipkart etc. on urgent basis. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed

- **Procurement Process:**

- Initiation of Acquisition:**

- Receiving recommendations by indent forms and emails,
 - Find out the exact details of the title recommended
 - Duplicate checking
 - Correspond with Suppliers/vendors for checking availability status
 - Put up for Approval by competent authority
 - Prepare and Issue Purchase Orders by librarian

Accessioning (Accession number is a unique number to be assigned to each book.)

- Enter the details of the Invoice and Books in Accession Register
- Assign accession numbers to titles in purchase bills
- Approval of invoice by competent authority and forward bills to the account department for payment process
- Maintain bill file
- Maintain bill register data in excel sheet for reporting

Classifying

- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) Scheme
- Write the Class No, Book number (first three letters of the author's surname) on the Title page

Cataloguing:

- Bibliographic details of each book is entered into physical register and cataloguing module in SOUL library management software

Processing Books:

- Stamping – Library stamp to be put on the back of title page, on secret page and on the Last page.
- Prepare and paste bar codes on the front page and on the title page and laminate it with cello tape
- Paste class number label on book spine
- Send email to the users of newly added books/
- display newly added books on new arrival desk

Billing Process:

- Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the library staff.
- Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc.
- Then the bills are processed for payment with the accession numbers entered against each item.

Library staff certifies above procedure before forwarding bill to Accounts for further processing. The bills are put up to the Librarian by library staff to Accounts section for expenditure sanction on the basis of approval by the competent authority.

Subscription to Print/e-Journals and online Databases

Students/Research Scholars can also recommend the print/e-journals for procurement provided their recommendation is endorsed by a faculty member

- Recommendations for subscribe/renew of the Print/e-Journals may be fallen from faculty or department
- Indents will be routed through HODs, and library committee for the approval
- Print/e-Journals will be subscribed by the library, once an approved by the library committee & sanctioned by the competent authority
- The Print/e-Journals journals are no discount items.
- Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment.
- The Print/e-Journals are subscribed in the name of the Institute.
- While receiving the issue of print journals it registered in excel file
- Put stamp & date on cover page of periodicals then display on periodicals rack.

4. Collection Development

- Library should develop collection of resources in both print & electronics which supports the curricular and research programs of the University
- Library may accept gifts of books/periodical/multimedia materials from donors, provided they are not duplicates, out dated or damaged
 - Only licensed E-resources should be purchased/accepted. The license agreements should be properly studied and then only signed by the relevant authorities

5. Procurement and preservation of library resources (Furniture / Infrastructure)

Furniture / Infrastructure for preservation of media and other resources shall be as per needs of the library, and must be procured as and when the need arises

- Cupboards
- Book Racks
- Magazines Racks
- Newspaper stands
- Tables and chairs
- Computers

One computer for advanced search of books users. However, for access to E-journal and other resource material, a separate reading room facility (Digital Library consisting of 20 computers) is to be adopted, wherein 5 computers are to be solely dedicated to Ph.D. candidates.

- Wi-Fi and CCTV within library

6. Circulation Policy

Membership: teaching and non - teaching staff may apply for membership of Indus University Library through the prescribed membership application form

For Students' membership, their details to be directly upload in library software.

Loan periods and associated fines for Indus Library items should be as below

Category	Max No. of books	Max duration of loan	Overdue fines
Faculty	7 books	Term End	Rs. 2/- per item per day
Staff	7 books	Term End	Rs. 2/- per item per day
Students	3 Books	15 Days	Rs. 2/- per item per day
Visiting/Adhoc faculty	2 books	15 Days	Rs. 2/- per item per day

- Books can be renewed for another term if there is no demand on them.
- Books issued by the library should not be taken out station.
- Reference books shall be issued for duration not more than 24 hours.
- If a book is not available for issue, members can reserve it.
- **Materials that cannot be issued**
 - Library Resources like reference books, periodicals, bound volumes, standards, should be referred within library premises.
 - Bound volumes of age less than 3 years are to be referred within the library.
- Loss or Mutilation of documents by Students / faculty
 - If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book by the user.
 - If the book is out of print, then three times the cost of the book has to be paid to the library.
 - The library account has to be cleared within two weeks.

7. Weeding/Discarding/ Repairing

The process of withdrawing documents from the shelves for transferring them to storage or discarding them permanently is defined as weeding. It is an important activity for the following reasons:

- To allow space for new materials

- To ensure easier access to collection
- A sub-committee should be appointed for this task. Library should write off/ weed out library materials such as outdated, worn-out and/or seriously damaged or mutilated books and other materials. The sub-committee formed must give a 15-day time period prior to weeding / discarding of above mentioned books/materials.
- The following categories of materials can be considered for weeding out:
 - Mutilated, brittle, pest-infected documents
 - Multiple copies of documents
 - Older outdated edition
 - Poor content
 - Documents on a subject not relevant to the programmes of the institute
- Ephemeral material (e.g. newsletters, progress reports, pamphlets, newspapers/magazines etc.) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Library should repair normal damaged books at the library whereas those which require major repair should be send outside.

8. Stock Verification and Shelf Rectification Policy

- Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection.
- The verification has to be carried out by a team of members appointed by the Library Committee and the library staff will assist the verification team.
- This would be done annually by the library administration. If the number of books is below 20,000 the verification is to be done every year, and if it exceeds 20,000 then verification is to be done once in three years. Sample physical verification at intervals of not more than five years may be done in the case of library having more than 50,000 volumes.

Write off/Loss of Books

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, 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 has a role as information manager and facilitator and not just a custodian. It's the responsibility of entire library team in the library. Therefore, librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence.

- Loss of ten volumes per 1000 volumes consulted/circulated on loan in a year may be taken as permanent value /un-service able and it may be considered for write off.
- if the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- 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 a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books

Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification
- Prepare pre-final list of the documents not found and publicize/circulate among the committee.
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Put up the list of common entries to the Vice-Chancellor along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Get approval from the Library Committee
- Issue official memo
- Make necessary entries in the accession register, write-of register, assets register etc.
- Remove records from databases
- Close file

11. Library Automation

- Library Portal should be made available on Indus website.
- Online Catalogue should be made available to see the availability of library resources and status of library account
- Users should be automatically intimated about overdue books through e-mail. Flexibility should be provided to reserve/renew the books online.

- Library should have good integrated library automation software like SOUL / KOHA for giving global level services to its users. It should be a compatible with high technology and more user-friendly.

12. Library and Information Services & Facilities:

- **Circulation Service:**

The circulation section is the nerve center of the library. It provides an opportunity for the library staff to come in direct contact with readers. The circulation section is responsible for the following items of the work:

- Membership of Users
- Issuing and return of books and other reading materials
- Sending reminders for overdue books
- Realization of overdue charges and maintaining the account
- Reservation of Books
- Maintaining the circulation statistics.

- **Book-Bank Facilities:**

With the bit of distance between semesters, services given to the users are not sufficient in general circulation. As a solution to that library may provide book bank scheme, books extra service on demand by the students.

- **Newspapers Clipping**

The library is subscribing number of newspapers. Every day the newspapers are containing very important news in special edition on various subjects which are very useful to the readers. Depending on the usefulness of the information available in the newspaper, it may be cut/photocopied and arranged subject wise and kept in the library files for the use of readers.

- **Reference Service/Referral Service**

The librarian tries to assists the reader in finding the book or information which he wants. The librarian should make them available to the readers in the prominent place in the library. Reference service is now generally acknowledged as most important duty of the librarian. In case of information is not available in the library; the users may be directed to visit other libraries where the information is available. This is called referral service.

- **Inter-Library Loan**

Inter-Library Loan facility should be established for getting reprints/books not available in library. Library should be linkage to other network e.g. ADINET/DELNET/INFLIBENT etc.

- **OPAC-Online Public Access Catalogue**

Online Public Access Catalogue is a catalogue consisting of a collection of bibliographic records in machine readable form maintained on a dedicated computer that provides uninterrupted interactive access via terminals or work stations in direct, continuous communication with the central computer. Most OPACs are searchable by author, title, subject headings and key words.

- **Photocopy/ Printing facility.**

Any reference from books/periodicals of the library if needed by the faculty members and the students found to be important can get it photocopying without spending their valuable time outside at a nominal cost. Print out from e-resources can also be provided if required.

- **Faculty and student orientation**

Library shall be carried out once in a year, which shall be during the commencement of the semester and as a part of the student/faculty orientation.

- **New Arrivals**

Display of new books would enable library users to catch up on new trends. They can familiarize themselves with latest developments in their interested field. As and when the library purchases new titles need to be displayed in the "New arrival Stand" and sent email for the benefit of users.

- **Library Exhibition**

Library shall be held once in a year wherein publishers are invited to display/sell at concessional rates, their recent editions.

13 Instructions for the use of Reading Area in the Library

- Identity Card is compulsory for getting access to the library.
- All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint. Only notebooks and the Library books to be returned will be allowed inside. Do not
- leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings.
- The "PASS OUT" slip should be handed over to the security guard at the checkpoint before taking out the issued book/s.

- Students are advised not to issue Books to others on their names.
- Not to bring their own books/journal and Issued Books in the Library
- Carrying a radio/ Walkman etc in the library is restricted.
- Eatables/tea/coffee etc are not allowed.
- Smoking, chewing tobacco is not allowed.
- Mobile phones must be in the silent mode.
- The arrangement of the furniture in the library must not be disordered.
- Sitting on the table is not permitted.
- It is mandatory to maintain silence in the library.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- It is not permitted to engage in common meetings or have group discussions etc inside the library.
- Please do not litter the reading room with rough papers or stationery. Use dustbin for the same.
- Please maintain discipline in the Library.
- Strict disciplinary action will be taken against the student violating the above mentioned norms.
- Contact Library staff anytime if you face any problem
- Give suggestions to improve the Library Services

14 Various form used in library

- 1 Book Recommendation Form
2. Journals Recommendation form
3. Library Membership Form for faculties






LIBRARY
Recommendation form for Books

Name:

Date:

Designation:

Depa

Signature
Of Faculty

Head of the Department

Librarian



LIBRARY

Recommendation form for Journals/Magazines

Name: _____

Designation: _____

Date: _____

Department:

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Signature of
Faculty

Head of the Department

Librarian

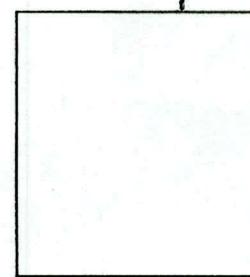


Library Membership Form

Name _____

Email (IU) _____

Email (Private) _____



Phone (Res.)

(Cell)

Present Address _____

Permanent Address _____

Institute _____ Department _____

Designation _____

Sign of Applicant

Sign of HOD

(For library staff only)

Membership No. _____ Date _____ Signature _____

(Librarian)

