



# Acharya Institute of Management and Sciences

## Library Policy and Procedures

## Library Policies and Procedures

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Library and Information Center was established in the year 1994 with a specific aim to impart quality information services in the area of Management, Information Technology, Hospitality, Tourism and Humanities. In 1994 the library has a collection of 320 Volumes of books and few journals. Today the library has a collection of over 23,000 Volumes and 132 National and International Journals and Magazines, 1034 bound volumes of journals.

### **Objectives:**

- To acquire and maintain information resources to satisfy the curricula and research needs of the institution.
- To facilitate access to various library collection and other information resources.
- Develop information services in line with staff/students expectations and requirements.
- To provide free and equal access of its resources to all staff/students of the Institute.
- To achieve maximum user satisfaction and full fill the need of the users.

### **Composition of the Advisory board:**

Library Advisory Committee (LAC)

- AIMS Principal as Chair Person
- AIMS Librarian as Member Secretary
- 1 External Expert Member
- 3 Program Directors or Faculty Members of AIMS as Members
- 2 Students (1 PG & 1 UG) as Student Members

### **Policy**

1. Library Collection, maintenance and replacement
  - a. The Library resources are majorly classified as
    - i. Print Materials
    - ii. Non-Print material – CDs, DVDs, on-line subscriptions
  - b. The Librarian has the primary responsibility for collection but will also encourage the faculty in each department to select materials to build the collection.
  - c. The norms of statutory bodies like AICTE/UGC/University will be considered, wherever applicable, to ensure the required collection.
  - d. Gifts

- e. Exchange Journals
  - f. Replacement for withdrawn books will not happen automatically but will depend on the demand for specific titles in support of the curriculum and the number of copies already available
  - g. Inter-library loan
2. Library Membership Policy
- a. The students and faculty members of AIMS are members of the Library
3. Circulation policy
- Loan period for text books
    - UG - 2 Books for 15 days
    - PG – 3 Books for 15 days
    - Faculty - 6-8 Books for 30 days
  - Renewal is permitted if the book has not been requested
  - Overdue books will be charged a penalty
  - Items in high demand may be subject to shorter borrowing periods
  - Reserve collection to be maintained for faculty/Students.
4. Reference Section policy
- a. Reference section may be used by all the employees and students of AIMS
  - b. Reference materials, books, periodicals, pamphlets, newspapers and any other materials labeled reference are non-circulating. Faculty /Staff may avail overnight loans in case of urgent requirement
5. WEB OPAC
- WEB OPAC (on-line public access catalogue) is available to all members of the AIMS Library.
6. Library decorum – ban on
- a. Usage of Cell phones
  - b. Eating/drinking etc.

Membership is open to the Students and Staff of AIMS

<b>Sl. No</b>	<b>Activity</b>	<b>Procedure</b>	<b>Records to be maintained</b>
1.0	<b>Library Membership</b>	<ol style="list-style-type: none"> <li>1. Students and faculty have to be members of the library to borrow books. Membership can be obtained by filling and submitting the <b>Student / Staff Application forms for Library membership</b>, available in the library.</li> <li>2. A student has to produce the fees paid receipt and Student AIMS ID card and submit 2 passport size</li> </ol>	For Faculty QR/NAC – 11 & For Student QR/NAC – 12

		<p>photographs along with the application form. The <b>Student Borrower cards</b> will be issued to the students on the subsequent day based on the policy for the particular program.</p> <ol style="list-style-type: none"> <li>3. Students of UG programs are issued red colored Borrower Cards for a period of 3 years.</li> <li>4. Students of the PG programs (except MCA) are issued Blue color Borrower Cards for a period of 2 years and for the MCA program the cards are issued for a period of 3 years</li> <li>5. A faculty who joins the institution can avail membership only after one month of reporting to the institution, after filling up the Library Membership form for Faculty. Meanwhile, they can refer library resources as reference in the library. <b>Faculty Borrowers cards</b> will be issued after a month.</li> <li>6. The Borrowers card is not transferrable</li> <li>7. In case of lost/stolen cards, the issue has to be reported to the library immediately. A duplicate card may be issued on request after paying the prescribed fine for the same.</li> <li>8. A student will cease to be a member of the library on completion of his /her course. The student has to return all the library cards and get a no due letter from the library.</li> <li>9. Faculty members, on resignation, have to obtain clearance from the library. They have to return all the Borrower cards and any other material issued from the library.</li> <li>10. In case of loss of cards, the student / faculty will have to pay the prescribed penalty to get clearance from the library.</li> <li>11. Staff/Faculty – 6 Books for 30 days on Card 2 Books on Reference for 7 days.</li> </ol>	Borrower card
2.0	<b>Collection</b>	<p>Books/Journals/Magazine/CDs/DVDs/On-line subscriptions</p> <ol style="list-style-type: none"> <li>1. Once in a year, the library will invite requests for collection from the academic departments. Wherever necessary the norms of AICTE/UGC/University will be considered to ensure the appropriate purchase of books. The PM/PD will approve/reject and forward the indent to the library.</li> </ol>	<p>Indent for books QR/NAC-08</p> <p>Purchase order for books QR/NAC-10</p>

		<p>2. The Librarian will present the book requirements of all the departments to the Library Committee, Principal and then to the Director for approval. Once approved, quotations are invited from at least 3 book vendors / publishers. A suitable quotation is identified by the Director and the librarian will prepare the Purchase Order (PO) and present it to the Director for approval.</p> <p>3. On receipt of the books from the vendor, the invoice and the received books are verified with the PO with respect to the book title, author, publisher, quantity, and pages of books.</p>	CD register QR/NAC-14
3.0	<b>Technical process</b>	<p><b>3.1 New Books</b></p> <p>1. The books are arranged as per the invoice given by vendor</p> <p>2. The Bibliographic details of each book are entered in the LIBSYS Library Software to generate the Accession number and bar code for the new books.</p> <p>3. Each book is stamped on the Title page and other secret pages and the Accession number and date is entered. The <b>Due date slip</b> is pasted on the last page of the book and the <b>Book card</b> is inserted. Bar code is pasted on Cover page &amp; Title Page.</p> <p>4. The Accession Register is updated with the books details.</p> <p>5. The books are then stored at the designated area of the library</p> <p>6. Books with value of Rs. 1000/- and above are classified as Reference Books. A <b>REFERENCE</b> stamp is affixed and is stored in Reference section in the Library.</p> <p><b>3.2 Donated/Gift books</b></p> <p>1. Book donor gets Acknowledgement and Thank you letter for gifted books.</p> <p>2. The gifted books are added to the collection using the technical process for New Books</p> <p><b>3.3 Non-book Material (CDs, VCDs, DVDs)</b></p> <p>1. For CD's that are purchased or received along with the books, the Bibliographic details are entered in the CD Register and updated in the software.</p> <p><b>3.4 Subscribed Journals and Magazines</b></p> <p>1. On receipt of the journal / magazine the details are updated in <b>Periodicals Record Register</b>.</p>	Periodical record register QR/NAC-13 Database File - No. 40

		<p>2. The receipt of journals / magazines is reviewed every month and in case of non-receipt of journal/magazine, the supplier is informed and necessary action is taken.</p> <p>3. The renewal of subscription is done after taking the suggestions from the Library Committee / Principal.</p> <p><b>3.5 Payment to Suppliers:</b> After completion of the Cataloging work, the invoice/bill along with Accession register is sent to the Finance department for release of payment.</p>	
4.0	Circulation	<p><b>Text Books</b></p> <p>1. Members of the library can loan text books after depositing their <b>Borrower cards</b>.</p> <p>2. At the time of issuing the book, the library staff will stamp the due date on due date slip. And the same details enter in the LIBSYS Software.</p> <p>3. Book card along with borrower's card is stored in designated location.</p> <p><b>Reference Materials -</b></p> <p><b>Books/CDs/Newspapers/Project Reports</b></p> <p>1. Reference material can be used in the library during library working hours and are not available for normal issue for the students and staff.</p> <p>2. In case of urgent requirement of reference material other than CDs, staff can avail overnight loan after entering books details in the Reference Register. CD's can borrow by staff for 7 days after depositing the borrower's card.</p> <p>3. Book reservation policy: Faculties/Students can reserve books when the required books are borrowed by other library members.</p> <p>4. Reference books are not to be issued even for a single day.</p>	
5.0	Return Process	<p><b>Books / CD/ Journal / Magazine</b></p> <p>1. When a book is returned back to the library, the concerned library staff should inspect the book for damages, missing page and due date of the book.</p> <p>2. In case of damages or the due date is exceeded, fine will be levied on the borrower. Student/Staff have to pay the fine at Accounts department and collect receipt which is to be produced to the library</p>	

		<ul style="list-style-type: none"> <li>3. The Borrowers card is returned to Student/Faculty and the books are stored in designated locations.</li> <li>4. If a member want their book to be renewed, the new due date is stamped</li> <li>5. The book return / renew details are updated in the Library software.</li> <li>6. When a CD is returned, it is verified and then stored in designated place.</li> <li>7. The due date is verified and in case it exceeds the number of days (15 days for students 30 days for faculty. Fine are Rs 5 per day for students and Rs 10 per day for faculty), fine is collected from the student and Faculty.</li> </ul>	
6.0	Newspapers	<p><b>SUBSCRIPTION DETAILS</b> - While newspapers are periodicals they present some special challenges. One challenge is simply how many do we need to get? There are 4 national news papers most often purchased in libraries are "The Hindu, Times of India, Indian express and Deccan Herald. Collect feedback from Faculty/ Students those who read the newspaper in the library for their opinions, and then try to make a reasonable choice. Use your good judgment</p> <ul style="list-style-type: none"> <li>1. News papers are received daily.</li> <li>2. Monthly once news papers are stored in designated racks.</li> <li>3. Any good article, clippings, supplementary sheets are also stored separately</li> <li>4. <b>DISPOSAL POLICY</b> - The approval for withdrawal or disposal must be go on file, any item which one capitalized must be "written – off", and the number of items withdrawn and /or disposed must be reflected in the annual statistics relating to the size of the collection. Records must provide a clear audit trail.</li> </ul>	News Paper Register & Bills File
7.0	Question Papers	<ul style="list-style-type: none"> <li>1. Every semester after the completion of the UG &amp; PG exams, the library staff will collect 2 sets of question papers of all the courses and semesters from the examination department.</li> <li>2. The Scanned Question Papers of all the courses will be uploaded to AIMS Digital Library (DSpace) database and students and staff can download from the site.</li> </ul>	

		<p>3. From 2 Sets one set of question papers are kept for circulation and another set is spiral bounded and preserved in the library.</p> <p>4. Students and faculty can barrow question papers for reference by depositing their id card.</p>	
8.0	<b>Student Project Reports CDs</b>	<p>1. The copies of project reports CD's are received from the respective Departments after completion of the student's project.</p> <p>2. Project reports are updated with the details in DSpace Institutional Repository.</p> <p>3. The project reports are available for reference purpose only</p>	
9.0	<b>Exchange journals</b>	<p>1. Library receive exchange journals under the inter college journal exchange program.</p> <p>2. The received journal details like Journal title, Publication month &amp; year, College name, Vol. No., Issue No., Journal Received date and library staff signature for received confirmation are entered in the Exchange Journal Register.</p> <p>3. Registered exchange journals are displayed in the designated locations in the reading room</p>	
10.0	<b>Inter library loan</b>	<p>AIMS library offers Inter Library Loan Services - ILLS with reputed institutions.</p> <p>1. AIMS is a member of British Library, IIMB Library and Bangalore University Library</p> <p>2. To utilize the ILLS facility, the AIMS library members should deposit their college ID card/Library card in the circulation section. The library staff will enter members name and other details in the ILLS register after which the ILL card will be issued.</p> <p><b>Renewal of ILL</b></p> <p>1. Renewal of ILL has to be done every year. The same will be done after due approval from the Principal.</p>	
11	<b>Protection and Storage</b>	<p><b>Books</b></p> <p>1. On collection of 500 books, they are either laminated or bound.</p> <p>2. Quotations are received and compared before selection of binder for binding/laminating. On approval of quotation by Director, a purchase order is issued to the approved binder and on completion of work, the books</p>	

		<p>are verified. On satisfactory completion, the bills are sent to accounts for payment.</p> <p>3. The books are stored in the designated racks.</p> <p><b>Journals</b></p> <p>4. Once in a year, the journals are bounded and stored. The procedures for identifying the binder are the same as that for books.</p>	
12	<b>Weeding out process</b>	<p>Materials in the following categories will be considered for withdrawal</p> <p>1. Superseded editions 2. Worn, mutilated, and/or badly marked items 3. Duplicates of seldom used titles 4. Outdated and/or inaccurate information</p> <p>1. With the approval of Principal Library requests all the departments Program manager/Directors (Subject Experts) to select the less used books for the weed out. 2. Replacement of the books will not happen automatically but will depend on the demand for specific titles in support of the curriculum and the number of copies already available</p>	
13	<b>Library Computer Center &amp; Server</b>	<p>Library has an information center with 3 PCs for Digital Library.</p> <p>The Circulation section has 3 systems. (1 LIBSYS server, 1 DSpace Server, 1 for circulation)</p>	
14	<b>OPAC</b>	<p>1. In library reading room we have an “Online Public Access Catalogue” for student and faculty. 2. Through this system one can check availability of books and other documents by them self.</p>	
15	<b>User feedback</b>	<p>1. Feedback is collected once in a year in the month of October/November from the library users. 2. The feedback is analyzed and actions are taken to improve the ratings.</p>	Feedback QR/NAC-16

16	<b>Reports</b>	<ol style="list-style-type: none"> <li>1. Monthly Reports: Librarian prepares monthly report as it was done in that monthly work in the Library.</li> <li>2. Every year in the month of December librarian prepare a report for LIC which gives complete details on library collection such as → No. of books, Titles, Journals, Magazines, CDs, VCDs etc.</li> </ol>	
17	<b>Stock Verification</b>	Once in 3 years Librarian takes permission for Stock verification from Registrar Academics. After taking permission Library Staff will start verification with the help of Teaching Staff and other supporting staff. The Stock verification report will be prepared by the Librarian and submit in the Library Advisory Committee meeting.	
17	<b>Information display board.</b>	Every day morning one of library staffs write a information display board which contains SENSEX up or down details, NIFTY up or and down details, FCER (Foreign Currency Exchange Rate) Dollar to INR, Pound to INR Euro to INR.	
18	<b>Library Rules</b>	<ol style="list-style-type: none"> <li>1. The consumption of food/ drinks/cigarettes is prohibited</li> <li>2. User should keep the Library clean. Spitting and littering are not permitted in the Library.</li> <li>3. Users should take care of the library resources and facilities. Vandalism is strictly prohibited.</li> <li>4. In the reading rooms, a user should not leave personal articles on the desk to indicate that the seat is occupied by him or her. If the articles are left there for more than twenty minutes, any other user may take this seat. The Library has no responsibility in case of damage to or theft of personal property.</li> <li>5. Silence is required in study areas. The use of mobile phones in the Library is prohibited. Phones should be either switched off, or set to silent ring mode.</li> </ol>	
	<b>Book Kit Procurement SEPARATE DIVISION</b>	<ol style="list-style-type: none"> <li>1. The library will inform the concerned department to identify the books that may be included in the book kit taking into account the current syllabus of each department for the forthcoming academic year and to submit an indent, approved by PM/PD. The indent for UG programs have to be submitted in the month of June and for PG programs in the month of July.</li> </ol>	

		<p>2. The approval and procurement for the book kit is obtained as per the procedure for the books purchase (1)</p> <p>3. On receipt of the books, the library will inform the respective department to inform the student to collect their book kit. The student has to approach the library with the fees paid receipt and college ID card to collect the kit.</p>	
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