



## **LIBRARY**

# **Standard Operating Procedure (SOP)** **for KRMU Library and Information Centers**

### **A. AIM:**

- I. For smooth functioning of the Library and to provide academic peaceful environment to the users (students, academicians, & professionals)
- II. To lay down procedures for acquiring, processing and disseminating (circulation) of Library materials (books, periodicals, newspapers, e-resources etc.), accounting and disposal.
- III. To use Library & Information Science standard procedure for managing all activities of libraries.

**Terminology:** Materials; Document; or Resources are used synonymously for Books, Periodical, Journals, Magazines, Newspapers, Theses, Dissertations, Report, and CDs etc.

### **Sections of the Library:**

1. Acquisition Section
2. Classification Section
3. Cataloguing Section
4. Circulation Section
5. Periodical Section
6. Reference Section
7. Thesis/Dissertation Section
8. Digital Section
9. Maintenance Section
10. User Assistance

### **1. Acquisition Section: PROCEDURE FOR PROCUREMENT LIBRARY RESOURCES**

- 1.1 Library resources requisition generation as per department and Library user's needs.



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- 1.2. Check the catalogue to avoid duplication of procurement. In case, similar resource is already available in the Library then duplicate resource will delete from the list or number of copies be reduced as per norms or need of Library.
- 1.3. Prepare list of all the Library resources recommended by the faculty and obtain sanction from the Competent Authority as university decides time to time.
- 1.4. Consolidate the requirements of all the publications to be procured and send to the Purchase Department.
- 1.5. Purchase Department of KRMU Obtain quotations from authorized suppliers for the procurement of resources and gets the approval from the competent Authority for final purchase.
- 1.6. Where any resources is not available with the approved supplier, depending upon the urgency, procure the same from available source direct from the market with due approvals.
- 1.7. Follow up with the Purchase Department/ suppliers for the timely supply of the resources.
- 1.8. All supplied materials should take Security Gate entry clearance before reaching the Library.
- 1.9. Security staff should verify the supplied materials (books, journals etc.) with the bill, enter in their Check-in register and write entry number on the bill with their stamp.
- 1.10. Library materials with the bill(s) should be sent to the Library by the Security staff after verification & entering in their register.
- 1.11. Library staff will receive the document(s) & bill(s) from the security staff and check/compare with the supplier's invoice for correct supply of document.
- 1.12. Check the proper condition of the document.
- 1.13. Accessioning (enter the details of the document/publication) in the Central Accession Register, if the same is in good condition, otherwise return to the supplier to replace.
- 1.14. Accessioning in KRMU's different Schools Libraries (Departmental Library).
- 1.15. Supplied resources bills management and budgeting be maintained.



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- 1.16 Original bill(s) after processing the documents should be sent to the Purchase Department, Head Office for payment. Payment is made from head office.

### **2. Classification Section:**

- 2.1 After Accessioning the documents, it is sent to the Classification Section to classify as per DDC (Dewey decimal classification) scheme.
- 2.2 Classification work is a very tough work of the Library. Sometimes it takes hours to classify a document.
- 2.3 After classifying the number drawn is called Class Number.
- 2.4 A coding from authors name is drawn, that is called Book Number.
- 2.5 Combination of class number and book number is called "Call Number".
- 2.6 Generally Call No. remains same universally.
- 2.7 After drawing the call number the book were sent to the Technical Section for further processing.

### **3. Technical Section:**

- 3.1 Technical Section catalogues the documents as per AACR-II (Anglo American Cataloguing Rule-II).
- 3.2 Enter the bibliographic details in the software to create an electronic database of every document.
- 3.3 Bibliographic data driven from the books title page and copyright page.
- 3.4 Bibliographic data covers title, author, edition, publisher, place, year of publication, pages, volumes, Source or vendor, price etc. a complete information about a book were feed in the Library Management Software (LMS).
- 3.5 LMS were differs from Library to Library depending on the recommendation of their authority.
- 3.6 KRMU Library currently using LSEase/E of Libsys Corporation, installed on university server, which is under control of IT section of KRMU.





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- 3.7 After cataloguing, the book Physical Processing work is started. Physical Processing work consist of stamping in a book at least three places.
- 3.8 Next pasting work is carried out by pasting Due Date Slip and ownership slip.
- 3.9 Book Tag of call number is printed and pasted on every book.
- 3.10 Book Tag is having information of Class No., Book No., & Accession No.
- 3.11 At the mean time Bar Code is being generated of each book.
- 3.12 Bar Code is having information about books Accession No.
- 3.13 Accession No. individualizing each book of the Library.
- 3.14 Pasting of Book Tag is completed.
- 3.15 Book Tag is pasted on cover page and spine of each book.
- 3.16 Finally Books were sent to the Circulation Section.

#### **4. Circulation Section:**

- 4.1 Issue and return of books is essential for staff as well as students as per availability of books in Library.
- 4.2 Reference resources are allowed for use inside the Library only or can be issue for overnight on written permission of authorities.
- 4.3 Circulation of Library resources though libsys application procedure and to maintain security.
- 4.4 Membership is essential for circulation of Library resources.
- 4.5 Membership is compulsory for use of Library facilities.
- 4.6 Resources will not issue to any user without membership.

#### **MEMBERSHIP OF LIBRARY/MEMBERSHIP CARD:**

- 4.7 All registered students in the University become a member of the Library.
- 4.8 The University ID card with barcode facility is essential for usage of Library.
- 4.9 All faculty and staff desirous of membership of the Library will fill the application form for Library membership and submit it in the Library after obtaining counter signatures of the Dean.



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### **PROCEDURE FOR CIRCULATION OF BOOKS ON LOAN:**

- 4.10 Books would be issued only for fourteen (14) days to the students and for two months to the faculty/staff members.
- 4.11 Re-issue of books to the student may be done in the set of fourteen (14) days each for a maximum of three times.
- 4.12 The moment the book so issued is reserved by another user, the same shall not be further extended to the current holder of the book.
- 4.13 The faculty/staff members shall be required to renew books at the end of due date, to avoid overdue charges/ late fine.
- 4.14 An UG (Under Graduate) student can take only three (3) books at any point of time.
- 4.15 Faculty/ staff member may borrow maximum of five (5) books at a time.
- 4.16 Books shall be issued only after a valid Identity Card is produced at the circulation counter of the Library.
- 4.17 All books borrowed by the students from the KRMU Library would be returned to the Library within the period specified and stamped at the Due Date slip.
- 4.18 Students, Faculty member, Technical/ Admin Staff member failing to return the books on time would be liable to pay fine as laid down from time to time in the University as per Library rules.
- 4.19 Students withdrawing admission from the K.R. Mangalam University will be required to take NOC/ No Dues from the Library.
- 4.20 Account sections will not issue clearance unless the student deposits the 'No Dues Certificate' duly signed by the Librarian.
- 4.21 Librarian has to display a notice with a list of overdue Book/Fine holders before the end of every semester. A copy of the same should be emailed to the Deans, faculty members, account section, with CC to Registrar, CoE (Controller of Examinations), PVC (Pro Vice Chancellor), & VC (Vice Chancellor).
- 4.22 Prior to every year, each annual semester examination, every student shall get "No Dues Certificate" from the Library.



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### **ISSUE OF BOOKS TO FINAL SEMESTER STUDENTS DURING EXAMINATION:**

- 4.23 Final Semester students who have got their no dues cleared and desire to get a book issued for the duration of the examination can do so by making a refundable deposit, the three times cost of the desired book(s).
- 4.24 The book issued must be returned within one week of the last examination.
- 4.25 Books not returned within one week of the last examination then fine will be charge @ Rs. 10/- per day per book, & @ Rs. 20/- after ten days, per day per book, which will be deducted from the deposit or new book will be replaced in circulation to maintain the stock.

### **FINE POLICY:**

- 4.26 Fine charges are @ Rs. 10/- per day, per book & @ Rs. 20/- after ten days, per book per day on late submission of book(s).
- 4.27 The maximum limit for fine is two times cost (print cost) of a book. If the book is lost then three times cost (print cost) of the book is a fixed upper limit.
- 4.28 Fine rate will be fed in libsys for generation of fine. The late deposit of books by the number of days is automatically calculated by the Software. This would be shown to the student/faculty/staff member on the screen before making payment in Account Section of the University. There is no fine for holidays.
- 4.29 Account Section of KRMU, after accepting the fine from the student will issue a receipt to the student. The student should show that receipt at Circulation counter of the Library to enter its Receipt No. in the software to make their account clear from fine/ due.

### **SHELVING:**

- 4.30 To put the books on classified order shelving is very necessary.
- 4.31 Shelving staff is supposed to remain in stack area to assist the users to find easily their desired book.
- 4.32 Rectify the misplaced books and put them on proper place as per classified order.
- 4.33 Shelf every book returned by the user on daily basis.





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- 4.34 Re-shelve and re-position the books on standing position, misplaced or disturbed by the users while searching.

### **STOCK VERIFICATION:**

- 4.35 Time bound Stock Verification will be done in every two years by an order of the Registrar, constituting a team from faculty members to carry out the process.
- 4.36 No book will be issued during the Stock Verification process.
- 4.37 Missing/Lost books record to be maintained and problem will be rectified.
- 4.38 Repairable books & periodicals binding should be maintained.
- 4.39 Unserviceable books will be written off as per committee decisions.

### **DEALING WITH LOSSES:**

- 4.40 Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be write off.
- 4.41 Loss of a book of a value exceeding Rs. 2,500/- (Rupees two thousand five hundred only), bulky volume (of more than thousand pages) and rare books irrespective of value shall invariably be investigated and a recommendation will be given to prevent theft or loss of books, provided that sufficient number of Library staff was provided for every Section of the Library.

## **5. Periodical Section:**

- 5.1 On receipt of periodicals/newspaper, enter the details in the Periodical, newspaper registers separately.
- 5.2 Library stamp is compulsory on the periodical/journals/newspaper at minimum two places and staff signature on the title page.
- 5.3 Place the periodical/newspaper in the appropriate shelf in the Library.
- 5.4 Maintain a record of all bills and a summary of receipts through the year.
- 5.5 Monthly physical checks are essentials for supplied periodical to maintain the record.
- 5.6 Newspapers and periodicals may be auctioned/ disposed off on annual basis or before as per notification of authority, to clear the space.



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- 5.7 Disposing off or auctioning process will be made by a committee consisting of at least three members, including one from the Library.

### **6. Reference Section:**

- 6.1 The main function of Reference section is to guide the users to the relevant source for his/her desired information.
- 6.2 A user may request for desired information by telephonic, email, text, or chat mod.
- 6.3 Need of Reference section is most useful for new users.
- 6.4 Reference Assistant Librarian prepare and recommends to the Acquisition Assistant Librarian a list of relevant required documents to help the users.
- 6.5 Reference Section reserves the documents for available every movement in the section.
- 6.6 Documents (Books and other materials) placed in the reference section is meant for consult with in the Library/ section.
- 6.7 No document of reference section is allowed to get issued.
- 6.8 In special case and with written recommendation of Librarian/ Dean or any other higher authority of the K.R. Mangalam University, a document may be issued for an overnight.
- 6.9 Overnight issued document should be returned to the Library next day before 10 o'clock in the morning.
- 6.10 Librarian may impose a heavy fine by using special power, if student fails to deposit the document in time, because it will be treated a barrier to other needy student, and trying to break discipline, mismanaging the sections policy.

### **7. Digital Section:**

- 7.1 Digital Section is responsible to provide on-line resources to the users.
- 7.2 Maintains entry record of every user in Digital Section.
- 7.3 Guide users to access the desired information from subscribed & open e-resources.
- 7.4 Provide Login ID and Password to the users of subscribed e-resources.





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- 7.5 Demonstrate the user about on-line access of the Library materials.
- 7.6 Monitor Internet connection and keep its record.
- 7.7 In case of Internet connectivity failure, call the IT maintenance professionals to rectify the problem.
- 7.8 Display the information about subscribed e-resources (e-journals, databases etc.)

### **8. Maintenance Section:**

- 8.1 Maintenance section is responsible maintenance of Library materials.
- 8.2 Maintain the damaged book traced while issuing or traced by users.
- 8.3 Put aside non usable books or fully damaged books for binding.
- 8.4 Bind minor damaged books on daily basis.
- 8.5 Send more damaged books for binding to the binder assigned by the authority.
- 8.6 Check the received book's binding quality as per approved quotation.
- 8.7 Send the books to the shelving staff for shelving.

### **9. Miscellaneous Instructions**

- 9.1 All students would be required to deposit their bags outside the Library, in the space provided for the same. There should be no valuables (like: mobile, wallet, cash or any other costly item) left in the bag. Library staff will not be responsible for any loss.
- 9.2 Library staff shall ensure strict checking on Library gate/ check point.
- 9.3 The Library Committee would be formed at the beginning of the Academic Year. It shall meet and address all issues pertaining to the effective functioning of the Library. It is also responsible to plan budget, get it sanctioned, need of resources and recommendations.
- 9.4 In case of loss of books, student/ staff can be allowed to replace the book, if approved by the University Librarian (Chief Librarian) or Dean/Registrar/ PVC/ VC, only new and good condition, and of the same/latest edition/ original publication and no duplicate publication copy.



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- 9.5 Fine and penalties as per KRMU rules for theft of books, defacing of books including tearing of pages, disturbances and indiscipline in the Library.
- 9.6. Digital Section of the Library, E-resources are only for academic use.

### **10. User Assistance:**

- 10.1 Assist the users to solve their problems.
- 10.2 Provided an e-mail ID and contact No. to contact any time if any assistance is needed by the users.
- 10.3 Librarian's e-mail ID and mobile number has been provided to every user for any help regarding Library resources to contact any time (24x7)
- 10.4 Provide on-line solution to the users as per their need.
- 10.5 A web based Library page has developed to provide 24x7 Library services. It can be accessed through university's website: [kmangalam.edu.in](http://kmangalam.edu.in)

**Chief Librarian**

  

**Registrar**