STANDARD OPERATING PROCEDURE

(SOP)

FOR

CENTRAL LIBRARY

TABLE OF CONTENTS

1 Introduction:

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, magazines, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

2 Objective:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

3 Procuring Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum, Students feedback, through book exhibition and latest catalogue.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of management. Once the management approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.
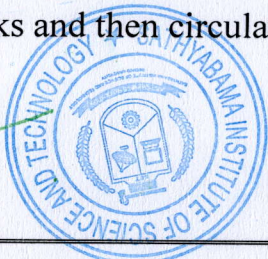
4 Membership of Library:

All the students of the Institute become members in the library after their enrolment into the course offered by the Institute. Staff members have to fill the form and get the barcode for membership of Library.

5 Roles and Responsibilities of the Librarian:

- ➢ It is mandatory to maintain silence in the library.
- ➢ Faculty and students should not be allowed to take their personal belongings into the library
- ➢ To promote the e-resources of the library to the target audience.
- ➢ To assist the staff and students in proper usage of the resources.
- ➢ To maintain a register for outgoing books.
- ➢ To collect the issued books in time.
- ➢ To collect fine from the students if they are not returning after the due date.
- ➢ To see to that the issued books will be returned in proper condition otherwise action will be taken

6 Processing of the Books/ CDs/DVDs:

- ➢ The books are stamped with library stamp for identification as library property.
- ➢ The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the Digital Library section.
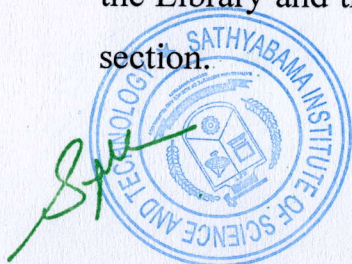
➤ The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

7 Procedure for borrowing of Books:

Books will be issued for a period of 30 days at a time to the students, faculty, technical and admin staff.

Re-issue of books will be done in the set of 30 days each for a maximum of two times, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book. The faculty should renew the books at the end of each semester to avoid any fine.

Technical and admin staff or students can at best hold only 4 books in his/her account at any point of time, whereas a faculty members can hold a maximum of 10 books in his/her account.

Books will be issued only after the ID card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode/RFID Tag.

For re-issue after the last date for return of the book, the book has to be physically brought to the circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
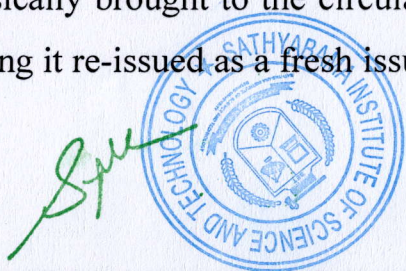
Students withdrawing admission from Sathyabama Institute of Science and Technology are required to take "No Due Certificate" from the Library.

Controllers of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Librarian.

Librarian shall issue a list of books and fine defaulters every year and send the list to the Registrar. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR).

Before final semester written examination each final semester student shall get "No Dues Certificate" from the Library circulation section for the books issued in his/ her name.

List of defaulters if any will be intimated to COE and online generation of their admit card will be stopped by intimation to ERP. Hard copy of admit Cards will only be issued once the "No Due Certificate" duly countersigned by COE is produced in the department.

8 Accounting of Fine:

Rate of fine will be as follows:

Students - Rs 1/- per day.

The maximum limit for fine per book is Rs 300/- . There after fine stops accumulating.
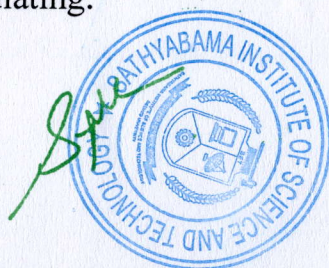
Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment.

The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued to the card holder. The Circulation in charge would press 'OK' option in the process and the transaction shall thus be finally completed.

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If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately informed by e-mail and by putting the information on the Students Notice Board. The fine due from the individual would be reflected as "pending" option on the computer, till the fine gets cleared by the card holder.
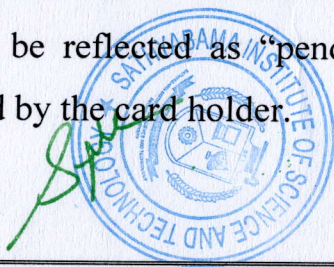
The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library- In -Charge. The list so generated from the computer when tallied with the manual receipts shall be retyped on the Excel Sheet, which should contain manual receipt No., serial – wise. The Library- In- charge is required to approach LIBSYS to incorporate receipt number in the System to avoid

Fine collected from the students will be deposited, every month in the campus bank. If the day falls on a holiday/Sunday then the fine will be deposited on the next working day.

The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed.

9 Annual Stock Verification

Annual Stock Verification will be ordered by the Registrar in the last week of April every year.

Due to the large volume of books held in the LIRC, 100% physical check of books will be done at the beginning of the academic year i.e June. This cycle will be repeated every year. Books added every year will be taken into account.
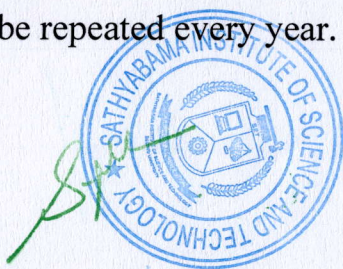
After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the Registrar.

- Missing/Lost books
- Damaged books
- Unserviceable books/old curriculum books for weed out
- Books not issued for over three years

The Stock verification board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun), books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year.

10 Dealing with Losses:

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 written off.