

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 4594

Dated : 29-12-16

NOTIFICATION

Sub: **Standard Operating Procedure (SOP) of Central Library of IKGPTU.**

Vice Chancellor, IKGPTU has approved the following Standard Operating Procedure (SOP) of Central Library of I.K. Gujral Punjab Technical University.

1. The Librarian and Local Library Committee (LLC)

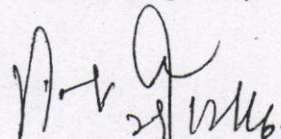
The Librarian shall be the in the charge of University Library and a Local Library Committee (LLC) shall be constituted for a proper management of the library. The LLC shall advice and recommend the functioning of the library and facilitate the library development plans. It will also act as a channel of communication between the university administration, library and its users.

1.1 Composition

The LLC shall be appointed by the Vice Chancellor, I.K. Gujral Punjab Technical University, Kapurthala. The composition of this Committee shall be as follows:

- Chairperson: Vice Chancellor or his nominee.
- Members: Not more than one faculty member from each department (total not more than five).
- Secretary: Librarian shall be the Secretary of LLC.

All officers of the University may participate in the meetings to provide required inputs, as and when required.



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1.2 Meeting Frequency

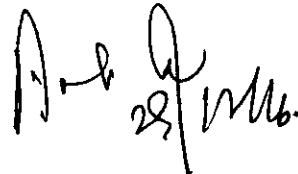
The LLC will meet at least once in six months and if necessary, more often.

1.3 Tenure

The LLC shall be reconstituted once in three years. A member who withdraws from the LLC shall be replaced with the approval of Vice Chancellor. No member shall serve the committee for more than two consecutive terms. For the sake of maintaining continuity, only 2/3rd of the members will be replaced at the end of each term.

1.4 Functions of Local Library Committee

- a. To provide general direction of the library.
- b. To review the functioning of the library with regard to its support to the academic programmes of the university.
- c. To advice the university on matters of policy relating to development of library.
- d. To outline the library collection enhancement policy as and when required.
- e. To 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.
- f. To suggest ways and means to generate revenue from library resources.
- g. To formulate action plan for the development of library infrastructure, facilities, products and services.
- h. To evaluate the suggestions made by the library users.
- i. To formulate the policy for the library use and framed procedure for its use.
- j. To assist library in providing need based information services.
- k. To review the requirements of the new programmes being introduced and advise library about financial assistance.
- l. To evaluate department wise book procurements and allocation of budget accordingly.

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2. Library: Different from stores

As indicated in the GoI.M.F.OM23(7)-EII(A)83 dated 7th February 1984, (GFR 116(2)(1)(1978)), "the position of library books, etc., is different from that of stores". LLC may recommend the purchase of books through book fairs etc. The above OM is reproduced below:

"Librarian (not below the rank of Deputy Secretary to the Government of India) subject to the powers delegated under Delegation of Financial Power Rules 1978, may purchase books, etc. from the reputed and standard book sellers on the prevalent terms and conditions. Tenders need not be called for this purpose."

2.1 Flat Discount Rate

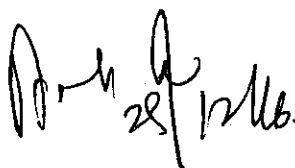
Based on the above, Tenders will not be called. However, the terms of supply like flat discount will be decided by the Library advisory committee once in every two years.

3. Procurement of Information Resources/ Books

Library shall make a systematic effort to build up the collection by identifying, evaluating, selecting, processing and making the learning resources available to the users.

3.1 Procedure for procurement of books

- a. Faculty shall recommend the books to be procured for their courses and research.
- b. Students/Research Scholars/ Staff may also recommend the books for procurement, provided their recommendation is endorsed by a faculty member/HOD.
- c. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Dean/Vice-Chancellor as per the financial powers delegated to each authority.
- d. Purchase orders will be issued by the Librarian/ Registrar (depending on financial delegation of powers).


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- e. Appointment for a panel of vendor shall be made on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. and the panel should have a minimum of eight vendors.
- f. Vendors panel shall be updated from time to time based on their performance.

3.2 Terms and Conditions for Vendors

- a. The vendor shall supply publication at current catalogue prices.
- b. Foreign exchange rates shall be charged according to Good Offices Committee report rates (GOC) or bank rates as decided by competent authority of IKGPTU
- c. Minimum discount as approved by the competent authority shall be provided by all vendors.
- d. In the case of short/no discount titles or titles procured from abroad against specific orders (like institutional/society publications), the supplier may be allowed handling charges on the net landed cost of the publication. The invoice of publication may be worked out as follows:
Published price minus discount earned plus handling charges of the overseas agent, if any. To this to be added is the actual freight, clearance, bank and postal charges; documentary evidence is to be given to the library for such charges on demand.
- e. Central and stage government publication may be purchased without discount.
- f. Library Acquisition Staff shall certify on the bill that (i) only editions have been received (ii) prices have been correctly charged in accordance with the publisher's latest catalogue.
- g. Unless otherwise mentioned on the books, all bills must carry the price proof (like photocopy of publishers catalogue, publisher invoice etc.)
- h. The purchase order issued will be valid for 60 days unless otherwise mentioned.


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3.3 Rules for Books Purchase

i. Rules for General/Text/Reference Books

*"Librarian (not below the rank of Deputy Librarian) may purchase books, etc., from the reputed and standard book sellers on the prevalent terms and conditions. **Tenders/ Quotations need not be called for this purpose.**"* The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications and nil discount items. Also in some exceptional cases the vendors charge the library for handling on publishers' demand.

ii. Rule for Multivolume Books

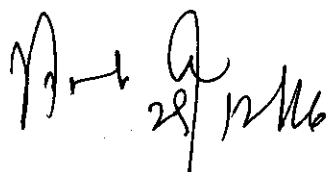
In case of multivolume books and encyclopedia, efforts may be made to obtain higher discounts.

iii. Rule for Government Publication

Many government documents are immensely useful information sources for research, therefore, all important Indian government publications may be placed on Standing Order. The list of such publications is to be finalised and should be approved by the Librarian/Dean/Vice-Chancellor from time to time.

iv. Rule for Online Purchase and purchase during Foreign Trips

Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorized to purchase books on official foreign trips in similar way. In such procurements discounts may or may not be available. Sometimes courier/ postage charges are also included. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.


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v. Rule for Purchase from Other Sources

Documents and books may be obtained from specific sources, book fairs, exhibition and standard agencies etc. If there is sufficient justification.

vi Rule for Faculty Publication Purchase

The Library may purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library.

vii Rule for Purchase of Resources with ephemeral value

Annual Reports, Directories, Yearbooks, Swamy's handbooks, etc., which have lesser archival importance may be purchased from contingent expenditure budgets only in order to facilitate easy weeding out of these items.

3.4 Procurement Process

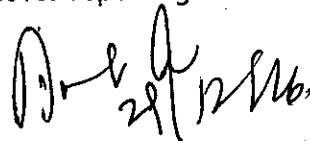
The procurement process for the library shall have the following steps:

i. Initiation of acquisition

- Receiving recommendations/Book recommendation form, noting sheets, publisher catalogues marked and through signed by users.
- Collecting exact details of the titles recommended.
- Checking for duplication.
- Corresponding with suppliers/vendors for checking availability status.
- Putting up for approval of the competent authority.
- Issuing purchase orders.

ii. Accessioning

- Details of the invoice and books shall be entered in accession register.
- Accession numbers to the titles in computers purchase bills shall be assigned.
- Entries in bill register passed and bills forwarded.
- Maintain bill file.
- Maintain bill register data in Excel sheet for reporting.


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iii. Invoice processing

- Books received from suppliers/vendors shall be cross checked with purchase orders.
- Foreign exchange rate verification shall be done.
- Price proof verification for foreign publication for books on which price is not mentioned (photocopy of the publisher catalogue, print out from the publisher's website, photocopy of the invoice received by the supplier from the distributor).

iv. Classifying

Books/ thesis/dissertations will be classified as per the Dewey Decimal Classification (DDC) schedule.

v. Cataloguing

- Bibliographic details of each book shall be entered into cataloguing module database according to AACR2 standards.
- Assigning keywords: minimum three keywords will be assigned to each title.
- Data validation: regular editing of various access points in the database like author, title, class number, etc.
- Making analytical entries, wherever needed.

vi. Processing books

- Stamping – library stamp to be put on the back of title page, on secret page and on the last page.
- Enter the book in computerized database.
- Generate Bar code
- Pasting of Bar code on spine & title page of the book
- Send the completely ready to use new arrivals to new additions rack, reference section or reserve shelf, as the case may be.

vii. University material like dissertation/thesis/reports and books received as gift/complimentary

- These items are to be treated like books for processing etc.
- The letter of Appreciation to the person/institution from which books are received.

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viii. Reports to be generated (Monthly)

- Number of requests received from Faculty.
- Number of titles recommended.
- Status of the recommended titles (already available, out of print, untraced).
- Number of titles ordered.
- Number of title received (success rate).
- Number of titles received as gifts/donations.
- New additions bulletin (Monthly).
- Books received information to recommending faculty (Fortnightly).

ix. Vendor follow up

- Titles not supplied.
- Reminders to suppliers fortnightly.
- After checking the inability of one supplier, redirecting the order to another supplier/vendor.

4. Procurement of Journals

4.1 Availability of funds

Adequate recurring/annual funds will have to be ensured for the journal subscription/renewals.

4.2 Procedure for preparing a panel of vendors

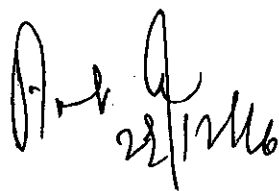
- i. Library should have a panel of vendors for supplying different kinds of documents with following criteria:
- ii. Registration number obtained under shop act, age of the organization.
- iii. Performance : response to the correspondence, speed of supply, adherence to the terms and conditions.
- iv. Experience by the peers.
- v. PAN/TAN, Sales/VAT tax numbers.

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- vi. Publishers that a vendor supports.
- vii. Vendors turnover.
- viii. Institutions to which the vendor supplies resources.

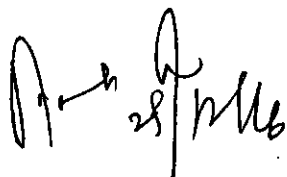
4.3 Terms and conditions

- i. Supply of periodicals shall be at current catalogue prices.
- ii. An agreement shall be signed with the vendor in case of foreign journals.
- iii. Proof of GOC/bank rates exchange rates having prices in foreign currencies as on the date of billing for the remittance towards journal subscriptions.
- iv. Advance payment if required, shall be made with the approval of competent authority.
- v. Library shall subscribe journals against institutional membership and not against 'personal subscriptions'.
- vi. Journal subscription payments: The payment towards the journal subscriptions shall be made (a) directly to the publisher or (b) through the subscription agent/vendor.
- vii. Missing issues: The Librarian shall seek one of the following replace original missing issues or publisher certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque.
- viii. Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.
- ix. Online access: A committee constituted for the purpose shall negotiate with the publisher/vendor and arrive at a fair price regarding electronic version of the print subscriptions.
- x. Terms and conditions for pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in- users, usage statistics, simultaneous access, etc. will be pre informed to vendor.


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4.4 Rule for the Subscription to Print /e-journals and online databases

- i. Recommendations will be received from the various Schools/Centres/ Departments to subscribe/ renew the Print/e-Journals.
- ii. Negotiations Committee will be formed by Vice-Chancellor to negotiate with the online journals/ database dealers about the subscription cost of each database. The tenure of the Committee may be two year with following composition:
 - a. Dean
 - b. University Librarian (Ex-officio)
 - c. Finance Officer (Ex-officio)
 - d. Member from Store /Purchase Department.
 - e. Faculty Member from concerned Department.
- iii. After obtaining necessary approval and sanction from the competent authority, the Print/e- Journals will be subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals may be also ordered directly from the publishers.
- iv. In case e-resources that are not available through any consortium, publishers of e-resources may be directly contacted for raising the invoice.
- v. The Journals are no discount items and under Govt. of India General Financial Rules, No tender needs to be invited for Print/e-Journals subscription.
- vi. The bills will be received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
- vii. The payment for Print/e-Journals subscription will be made as per the bank exchange rates prevailing on the date of billing.
- viii. The supplementary bills will be accepted in case there is rise in price of the Print/e-Journals and exchange rate.



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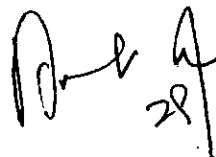
- ix. Each Print/e-Journal will be considered as a separate item in itself. The payment for each Print/e-Journals will be treated as Advance Payment. The payment will be made from the budget head "Journals".
- x. The University Library can adopt a pricing model based on the estimated usage.
- xi. Clear terms shall be enforced upon publishers/ vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.
- xii. In case of termination of the agreement or on expiry of the agreement, the licensor shall provide the full-text of the e-journals entered into agreement and for the period of agreement on the prevalent state of art formats i.e. DVDs, CDs, etc., with the retrieval software.
- xiii. Trial Access: Many a times publishers propose for trial access to their respective journal collections which can be made accessible through the university's IP numbers to supplement the existing journals collection whenever possible.

4.5 Ordering journals

- i. Compile priority list with the approval of the LLC and the Vice Chancellor.
- ii. Adhere to the terms and conditions of the University Library.
- iii. Place orders from available options as indicated in terms and conditions.
- iv. Payment against the original and proper invoice/bill/renewal notice etc.

4.6 Receipt of and access to the materials

- i. Ensure that the items received are as per the order/access is enabled to the desired resources.
- ii. Article/s entry into the in-house database in response to the set user profile.
- iii. Timely display of the loose issues of the periodicals on the respective display racks.
- iv. Linking to the online content wherever applicable.


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- v. Accessioning the virtual resources should not be done since they do not exist in physical form.
- vi. Accompanying materials such as CDs/DVDs etc. are being preserved at the Audio-Visual section of the library. Other than CDs/ DVDs are kept with the Periodical section.

4.7 Gratis and Exchange Periodicals

- i. All the documents relevant to the scope of the university's study and research areas be added and accessioned into the collection.
- ii. Try to get the free/ discounted subscription to the periodical wherever possible.
- iii. Gratis may be accepted from the faculty, scholars of IKGPTU or outside universities and organization of similar interest.
- iv. Avoid duplication unless essential.
- v. There should be a proper record of gratis items and should be acknowledge appropriately.
- vi. Journals under 'Exchange and Free Subscription' can be treated as regular subscription and article entry is advised to be done in the Library Database and the completed volumes will be bound and accessioned and archived.

4.8 Archiving and Weeding out

In order to provide better access to the frequently consulted literature, back volumes should be archived in a less active storage area.

The following categories of materials can be considered for weeding out:

- i. Ephemeral material (e.g. newsletter, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks etc. These may be weeded out periodically.
- ii. Duplicate issues of the journals may not necessarily be weeded out. These can be passed on to the other universities/ organisations.

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4.9 Other resources

A collection of Non-Book Materials such as audio cassettes, video cassettes/ VHS tapes, microfilms, microfiche, 35mm films, psychological tests, booklets, posters etc. shall be maintained at the periodicals section and enlisted in a computer file (MS-Excel). These materials shall be open to all library users.

4.10 Maintenance of records

The transactions of all the activities/ procedures/ etc. in the periodicals section shall be carefully and properly recorded for relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- i. Periodicals record registers.
- ii. Bills register
- iii. Gratis journals record register
- iv. various files

5. Circulation Section

Circulation section shall be handle front desk operations of the library with the following major activities:

- a. Issue and return of learning of resources (primarily books).
- b. Registration of new members and issue of barcode generated ID Card for users.
- c. Inter library loan service.
- d. Sending reminders to users whenever documents are overdue.
- e. Display of books during seminars/workshops.
- f. Correspondence for no due issuing.
- g. Library orientations/information literacy.
- h. Assisting the users for resource finding and references.
- i. Assigning library staff duties for Saturdays/Sundays. (whenever necessary)

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5.1 While issuing the books

- Quickly glance the book for any damage.
- Enter the detail into issue register.
- Issue books using software.
- Handover the book to the user.

5.2 Loan criteria/borrowing entitlements for faculty/students and others

Number of items that a user can borrow is as below. This is subject to revision, as found necessary by the LLC from time to time.

Category of User	General Shelf books		Reserve Shelf Books	
	No. of books	Issue period (Days)	No. of books	Issue period (Days)
Faculty Member/ Adhoc Faculty	10	30	02	02
Administrative Staff	05	15	--	--
Part time Ph.D. Scholars	05	21	--	--
M. Phil. Scholars	05	15	01	01
Ph.D. Scholars	05	15	01	01
Students (IKGPTU Campus)	05	15	--	--

5.3 Documents that can and cannot be borrowed

- Books from the general shelf can be borrowed.
- Reserve shelf books can be borrowed only for a specified period, i.e. one day.
- CD ROMS, DVDs and audio cassettes can be borrowed for a period of one week..
- All reference books and resources including encyclopedia, dissertations/theses, project repots, special collections and any other precious documents are available only for consultation within the Library and are not issuable.
- Journals bound volumes, loose issues of journals and the latest available issues of the magazines are to be referred within the library premises and are not available for issuing out.

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5.4 Renewals/ reservations and overdue fines

- Books can be renewed for another term if there is no demand on them. The renewal must be made on or before the due date.
- There will be an overdue charge as prescribed from time to time by the competent authority.

5.5 Loss or mutilation of documents

- Library materials are to be handled with care.
- If a book is lost or mutilated, then the book must be replaced with the same or latest edition of that book.
- Three times the cost of the book shall be payable to the library, if the book is out of print.
- If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case for a maximum period of two months from the date of report until the same is replaced.

5.6 Loan Privilege

- i. Maximum 05 books are issued for two weeks and they must be returned on or before the last date. Sending reminders to defaulters is not obligatory on the part of the library.
- ii. The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the person at the Circulation Counter who will put necessary remarks on the document before issuing. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Registrar/Deputy Librarian.
- iii. Any document issued may be recalled by the Library before the due date of return without assigning any reason and the borrower has to abide by the decision.
- iv. If a book is not returned within the loan period, issue of documents may be stopped.

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- v. Late fee of Rs 2/-/day/book would be charged from all the borrowers who retain book(s) beyond the due date. Registrar/Deputy Librarian may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc
- vi. Where books are not returned by the due date after the reminders the borrower will be charged cost of the book plus the fine and 10 per cent of cost of the book as processing charges.
- vii. Borrowers can get the book(s) reissued on or before the due date by intimating the Library through letter/email. Overdue books will not be reissued.
- viii. Books will be reissued for not more than two times. After that the borrower must return the book(s).
- ix. Reference books, journals / periodicals, magazines/newspapers, CD-ROM databases and other documents declared "For Reference" by the Deputy Librarian will not be issued.
- x. Documents, belonging to 'Reference' category, are not issued.
- xi. Members can reserve the documents they desire to borrow by filling in the 'Reservation Slip' or online. Intimation about the availability of the document(s) will be given to the members when they are available for issue. The reservation will be strictly on first-come- first-served basis.
- xii. The borrowers are advised to return the documents while proceeding on long leave.
- xiii. A borrower is responsible for the safe custody and return of the documents borrowed from the Library.
- xiv. In case of manageable damage/mutilation of the document, the borrower will be liable to pay the amount as assessed by the Registrar/Deputy Librarian.
- xv. In case of loss of document(s)/ irreparable damage/ mutilation of document, the borrower will be liable to pay the present cost of the book(s) and 10 per cent of the present cost of books as processing charge and late fine (extra), if any in case of foreign publications, current exchange rates of relevant foreign currencies will be applied to calculate the cost of the documents. The member may also replace the lost/damaged book(s) by a new copy with same edition with 10 per cent of the present cost of books as processing charge with late fine, if any. In case of loss/damage/mutilation of a volume of a multi-volume set, the borrower is liable to

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replace the whole set with the same edition in case the single volume of the set cannot be purchased. In case of rare or out of print or valuable documents, the amount of penalty will be decided, on case-to-case basis, by Registrar/Deputy Librarian. Replacement by photocopied version will not be accepted.

- xvi. The Library membership may be suspended / cancelled at the discretion of the Registrar/Deputy Librarian for any inordinate / unwarranted / unscrupulous act or illegal behaviour of a member.
- xvii. The Library members, especially staff, may request the Registrar/Deputy Librarian in a prescribed manner for any document(s), not available in the Library, to borrow from any outside Library on interlibrary loan (ILL). The safe upkeep of the document received on ILL will be the responsibility of the borrower. Such borrowers will abide by the terms and conditions of the lending Library.

Note: In case of any matter / issues which are not enumerated above, the decision of Registrar/Deputy Librarian will be final and binding.

6. Stock Verification & Procedure to Withdraw Books

6.1 Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity is fixed:

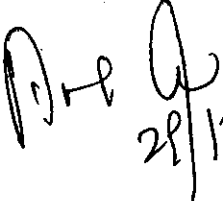
Size of the Library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000 volumes including the back volumes.	100% physical verification at 5 year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes.	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes.	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

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The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LAC and the library staff will assist the verification team.

6.2 Loss of Publications

- i. Some loss of publication is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- ii. Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- iii. Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs. 10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The VC will write off all such losses. The base value suggested for Indian and foreign books shall be reviewed every five years.
- iv. A publication may be considered as lost only when it is found missing in two successive stock verification and thereafter only action be taken to write off the publications by competent authority.
- v. 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.
- vi. Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non receipts/ damages be considered as loss for write-off.

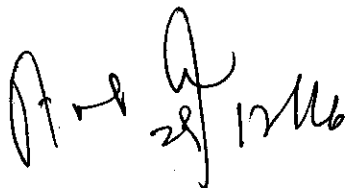

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- vii. Librarian may write off the loss of books, volumes, etc. mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations in the value of stores included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written off by the competent authority as specified in the Delegation of Financial Power Rules, 1978.*. There may be no objection to the Librarian disposing of mutilated/damaged/ the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

(*Extract from Ministry of Finance O.M No. 23(7) EII (A)/ 83 dated 7.2.1984 and CAG's U G No.1964-T.A.II/21-83 dated 13.12.83)

6.3 Procedure for write-off

- i. List the documents not found during stock verification
- ii. Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- iii. Prepare pre-final list of the documents not found and publicize
- iv. Compile a final list of documents not found
- v. Compare with the list of earlier stock verification to identify common entries
- vi. Compare losses with borrowing/consulting/photocopying statistics
- vii. Put up the list of common entries to the Vice Chancellor along with justification for the losses (open access, limited staff, in adequate security system), large number of students visiting library, losses within permissible limits, etc.)
- viii. Get approval from the Dean/VC
- ix. Issue OM
- x. Make necessary entries in the accession register, assets register. Etc
- xi. Remove records from databases
- xii. Close file
- xiii. Improve the system with additional precautionary measures

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6.4 Preventive measures

Some preventive measures are listed below.

- i. Follow closed access to the rare books and specialized collections.
- ii. The exit/entry to the library be monitored
- iii. Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.
- iv. Inadequate staff in the library is also one of the reasons for the losses.

7. Digital Resources

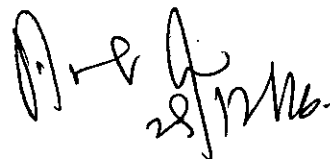
7.1 Licenses and Fair Use of e-Resources

The IKGPTU subscribes to thousands of electronic journals including full-text electronic resources and bibliographic databases. All electronic resources are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher.

The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used in a fair and just manner and for personal, educational and research purposes only.

7.2 Computer Access: Acceptable use and code of conduct

Only registered members of the library are authorized to use the computers, internet facility or to access e-resources. Prior to such authorization, the students must sign and return the library registration form acknowledge their responsibilities and the consequences of violation.

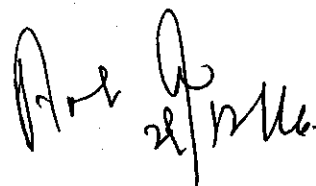

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Students are expected to observe network etiquette by being polite, Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers either their own or another person's or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks and system resources, including the Internet and e-resources, shall apply to all IKGPTU administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to the disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the technology department reserves the right to terminate access to system resources for any user who violates these guidelines.

7.3 Cyber Library Rules

- i. Every user in whose name a system account is issued will be responsible at all times for its proper use.
- ii. Users shall not let other persons use their name, login, password, or files for any reason.
- iii. Users shall not use others' system accounts or try to discover other users's passwords.
- iv. Users shall not erase, rename, or make unusable anyone else' computer files, programs or disks.
- v. Users shall not use computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
- vi. Users may not install, download, copy, or distribute copyright materials such as software, audio or video files, graphics and text without the written permission of the administrator.
- vii. Users shall not use the computers for illegal purpose, in support, in support of illegal activities, or for any other prohibited activity.

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- viii. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or some other name.
- ix. Users shall not use computers to purposefully access, distribute, create, or copy message or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another person reputation.
- x. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to library staff or to administrator.
- xi. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow other to misuse system resources.
- xii. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to : removal of parts, intentional destruction of equipment, altering system setting, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
- xiii. Users shall not use computers for forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the right of other users to send/ receive e-mail, or the use of another person's email account are prohibited.
- xiv. Users should not use library network for sending and receiving a large number of personal messages, including using group distribution lists to send non-administrative or non-instructional messages to other users.

8. User Services

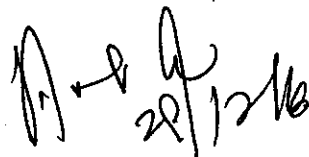
8.1 Library Timings

The Library is open from 09:00 am to 05:00 pm on all working days Monday to Friday (Except Gazetted holidays declared by IKGPTU).

The Issue/ Return Counter timing are:-

Morning : 10:00 am to 12:00 pm

Evening : 02:30 am to 04:00 pm

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8.2 Reference Services

Library houses all important reference like Encyclopedias, Dictionaries, Handbooks and Manuals, statistics and Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the ground floor reference section. Users can also contact the library staff on duty for any assistance. Library also has access to online reference sources which may be retrieved from the library website.

8.3 Information literacy/ library orientation

Library will conduct information literacy/ user education/ orientation programmes to all in the beginning of the academic year. Besides this, awareness programmes should be conducted as and when requested by the users from time to time.

8.4 Inter Library Loan

IKGPTU Library has signed a MoU with DELNET for Inter Library Loan. In this the user can request for any book that is not available in the IKGPTU Library but is available with DELNET member Libraries. The user will submit its request for inter Library loan to IKGPTU Library then library will arrange the book from DELNET.

8.5 Document/ Article Delivery Service

For the benefit of its affiliated college students/ faculty. IKGPTU offers documents delivery service. Any students/ faculty send request for the article etc. from the IKGPTU Library subscribed resources. The IKGPTU Library will send the desired article as early as possible.

8.6 Digital Library Services

Digital Library provides seamless access to various CD-ROM Databases, Electronic thesis & dissertation. In house bibliographic & full text databases, Intuitional repository etc. The scanning and printing facility is also provided to the students.


2/12/16

8.7 Remote Access Service

The remote access facility is provided to IKGPTU registered Research Scholars/ Supervisors and IKGPTU faculty/ officers. With this facility users can access the IKGPTU subscribed e resources using Username and password from any location. In 2015 the facility was subscribed for 500 users. In 2016 the facility has been extended for 2000 users.

8.8 Photocopying/ Print services

Presently the University Library maintains heavy duty photocopying machine. Approved rates for photo service as per below mentioned rates:-

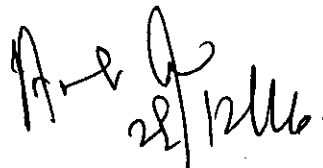
- | | | |
|---|---|--------------|
| a) IKGPTU Officers | : | Free |
| b) IKGPTU Ph.D/M. Tech/ Research Scholars | : | 1/- per copy |
| c) Outsiders (Non IKGPTU Students) | : | 2/- per copy |

9. Physical Ambience

It is essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors and washrooms.

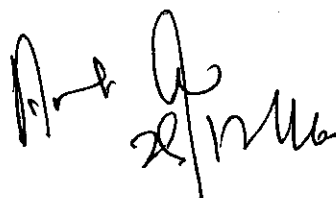
It has to be ensuring that essential things in the library are working at all times and users would not be put to any inconvenience.

Library shall have floor plans designed and proper directions/guideposts for people to move around the University Library looking for resources/services.


22/12/16

10. General Rules and Regulations

- i. A person desirous of using the Library shall enter his/her name, address and time of entry legibly and put signature in the register kept at the entrance for the purpose.
- ii. Strict decorum and discipline must be maintained in the Library. Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or demission.
- iii. Use of Cell phones is not allowed. If readers wish to keep them while using the Library, they must be switched off or strictly on silent mode. Receiving or calling not at all allowed.
- iv. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.
- v. A non-member can use the library materials in the Library premises with the permission of the Registrar/Deputy Librarian.
- vi. Readers must not bring sticks, umbrellas, briefcases, boxes and other such articles into the Library. They may be deposited at the Library property counter and get a token. The item deposited can be recovered by returning the token. The users are advised not to leave expensive items with the property counter.
- vii. Documents taken out of the shelves must be left on the table. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
- viii. Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
- ix. Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- x. No Library material can be taken out of the Library without permission of the Registrar/Deputy Librarian.
- xi. Photocopying service is available for bonafide members of the library at nominal charges. All photocopying must comply with copyright legislation.
- xii. Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.

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- xiii. The discretion/decision of the Registrar/Deputy Librarian on any matter pertaining to Library services will be binding on the Library users.
- xiv. Anyone who violates the rules and regulations of the Library may be debarred from using the Library facilities or other punishments due for breach of law or norms of public order and decency.
- xv. The Deputy Librarian, with the approval of the competent authority, reserves the right to add, delete, or modify any of these rules as and when required.
- xvi. Suggestions on all aspects of library services are welcome.


Registrar

Endst. No: IKGPTU/REG/N/4595-4598

Dated: 29/12/16

1. SVC: For the information of Vice-Chancellor
2. All HODs, IKGPTU
3. DR (Information Technology Services): For uploading on website
4. File Copy


Registrar