

# Library Procedures & Policy

*Version 1.1; July 2022*

## Library and Information Centre

### A. Purpose:

To create a conducive learning environment and to supplement and complement teaching, learning, and research possibilities of the University.

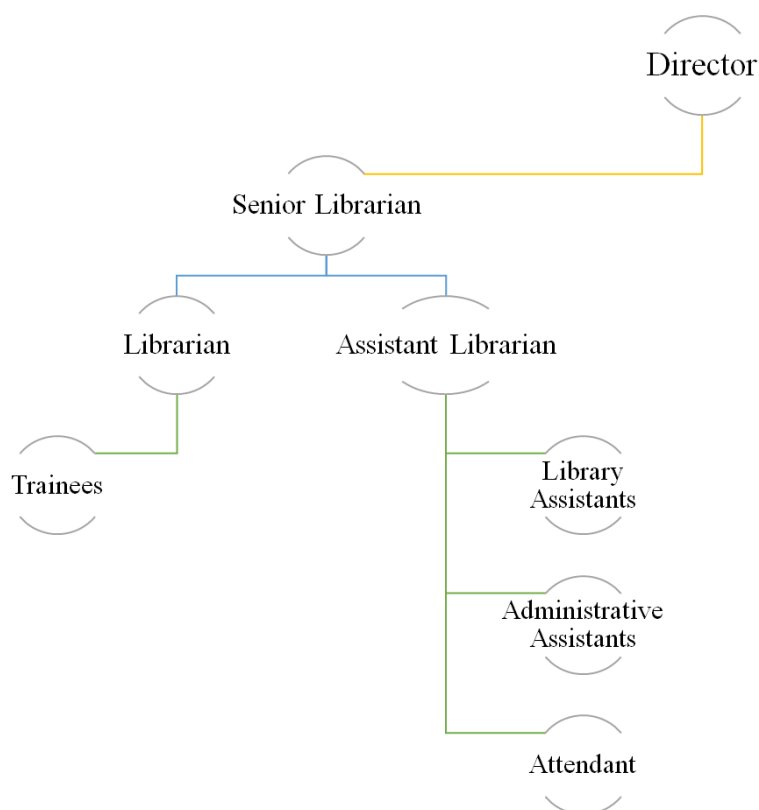
### B. Scope

It covers all the stakeholders (students, teaching, non-teaching, scholars of CHRIST (Deemed to be University) and any other knowledge seeker).

### C. Objectives:

1. To create awareness of various resources and facilities subscribed by the Library through multiple events
2. To organise, provide access to, and preserve materials to meet the needs of the students and faculty members
3. To facilitate the creation of knowledge and develop an archive of books, journals, electronic resources for teaching and research purpose.
4. To ensure maximum utilization of books, journals, electronic resources subscribed by the library.

### D. Supporting Structure



## **E. Roles and Responsibilities**

### **Director**

1. Advisor to the library finance, library performance and library policies
2. Oversee the Library Budget and prepare reports for the Finance Committee
3. Approve the finances for library purchase as per the Collection Development Policy
4. Supervise and recruit staff for the effective functioning of the library
5. Annually appraise library staff-based job descriptions and expectations
6. Monitor and review the overall effectiveness of the library monthly in collaboration with a librarian
7. Advocate for the Library through establishing contacts with general public and public officials and in various University meetings

### **Senior Librarian / Librarian**

#### **1. Collection Development**

1. To create awareness about the materials added to the Library
2. Advise the Faculty on the new titles in the subject areas
3. To call for books on approval for collection development
4. Prepare the library budget in consultation with the Chief Finance Officer for the financial year
5. Liaise with Departments and organise Book Exhibition, Book Talk and Book Review Competition to inculcate reading habits among the students

#### **2. Record and Data Management**

1. Maintain a record of library materials purchase/subscribed by the library
2. Provide library data as and when required by the approving bodies
3. Liaise with IQAC to provide library details for AQAR
4. As a University Coordinator, liaise with INFLIBNET, a unit of UGC, for uploading thesis and dissertations in Shodhganga repository

#### **3. Convenor of the Library Advisory Committee:**

The Librarian is the Convenor of the Committee and provides support to the Library Advisory Committee on the following:

##### **3.1 Before the Meeting**

1. Prepare the notice for the meeting in consultation with the Chairperson
2. Call for the meeting by sending the Notice to the Committee members via email
3. Prepare necessary documents and circulate for review before the meeting
4. Prepare the attendance book for the meeting
5. Prepare the venue of the meeting with the help of a Library Assistant

##### **3.2 During the Meeting**

1. Assist the Chairperson with the meeting and brief the agenda details during the meeting
2. To present the action taken and provide details about the compliance with the minutes of the previous meeting

3. Present the relevant documents during the meeting for Committee members for reference and reviews

### **1.3 After the Meeting**

1. Maintaining the official record of minutes, proceedings, and communications
2. Prepare the minutes for review before circulation and release by the Chairperson
3. Circulate the minutes of the meeting after approval from the Chairperson

### **4. University Meetings**

1. Represent the library in the meeting called by a competent authority
2. To minute the meeting for future reference

### **5. Research Support**

1. Provide orientation to faculty and scholars on various library materials
2. Liaise with publishers and faculty for conducting author workshop for the faculty and research scholars
3. Liaise with the other University libraries for resource sharing among research scholars and faculty

### **Assistant Librarian**

#### **Collection Development**

1. Generate Call No for the books using Dewey Decimal Classification System
2. Verify the invoice for the selected books before passing it to the Librarian for payment
3. Verify the ownership stamp, barcode, and spine label and prepare for arranging the books on shelves
4. Track the payment details of the invoices with the Office of Accounts
5. Contact the Facility Department for booking and putting up the stalls for exhibitions

#### **Asset Management**

1. Prepare a list of assets available in the library and update the list as and when new assets are added
2. Conduct the stock verification of assets at least once a year with the help of Library Assistants
3. Report the details of used/unused assets to the Librarian on a periodic basis
4. Liaison with facility team for service and repair of the assets as and when needed

#### **Patron Registration and De-Registration**

1. Registration of patrons according to their categories and ensure that the patron list is as per the template
2. De-registration of patrons who have completed the course at the University
3. Check for any dues in the databases before deleting the record from the library software

4. Prepare an overdue list and send it to the Office of IPM before the commencement of the End Semester Examination
5. Prepare 'No Due Clearance' for the students/staff/scholars who have cancelled their account

### **Library Software and Data Management**

1. Ensure that the items subscribed by the Library are updated on the Library website
2. Ensure that the Online Public Access Catalogue (OPAC) search facility is working and is up to date
3. Connect with the IT department and ensure that the Library software has periodic maintenance
4. Ensure updating of yearly library holidays in the library software
5. Generate reports from the software for various data analysis
6. Deletion of Patrons from the software who have graduated from the University
7. Ensure that the photographs of the patrons are up to date for easy identification and record

### **4. Stack and Display Area management**

1. Ensure that the arrangement of books in a stack, reference and periodicals section is up to date and in classified order
2. Ensure that the stacks are labelled with subject guides and Class Number guides
3. Prepare a list of books every semester for weeding out books and binding for preservation

### **5. Stock Verification**

1. Scan the book barcode and enter them in a Notepad/Excel
2. Trace the books misplaced with the help of Library Assistant
3. Change the last seen date of the books while uploading the stock verification list
4. Make a list of the books "not found" during the stock verification
5. Report the misplaced books to the Librarian

### **6. Other Activities**

Liaise with the Librarian regarding other activities of the Library

### **Library Assistant**

#### **1. Collection Development**

1. To check the library databases for duplicates for the suggestions received from the users
2. Tally the invoice for the books received from the purchase
3. To check for damage or mutilated pages before data entry for books
4. Generate call numbers for the books received by the library

## **2. Record and Data Management**

1. Maintain a record of library materials purchased/subscribed by the library
2. Process the books received along with the invoice
3. Tally the invoice received with the books supplied to the library
4. Data entry of books in the Library Software
5. Generate barcode for the books entered in the library software
6. To check the invoice for any deductions to be made for the journal issues not supplied in the previous year
7. Verify that the barcode, spine label and anti-theft tag is placed properly in the books before transferring the books to the shelves

## **3. Stack Room and Display arrangement**

1. To supervise the floor allotted; replace the books on the shelves
2. To ensure that the books removed from the stacks are replaced in their shelves at the earliest or at least twice a day
3. To ensure the stacks are labelled with subject guides and Class Number guides
4. To ensure that floor allotted is dust free and periodic cleaning is in process
5. To ensure that the journals, magazines, newspaper are arranged according to the shelf arrangement and replace them with new issues as and when received

## **4. Patron Registration / De-Registration**

1. Register patrons according to their categories and ensure that the patron list is as per the template
2. De-registration of patrons who have completed the course at the University
3. Checks for any dues in the databases before deleting the record from the library software
4. Prepare an overdue list and send it to the Office of IPM before the commencement of the End Semester Examination
5. Prepare 'No Due Clearance' for the students/staff/scholars who have cancelled their account

## **5. Circulation**

1. The issuance of books to the Users
2. Collecting the books returned to the library
3. Check the books for any damages before issuing or taking the return books from the users
4. Library Fine collection, if any, from the users who have returned books late
5. Prepare an overdue list and send it to the Librarian for necessary action

## **6. Stock Verification**

Prepare the list of books every semester for weeding out or send them for binding for long-term preservation

## **7. Other Activities**

Liaise with the Librarian to help prepare the venue for the Library Advisory Committee meeting or any other activities

### **Library Attendant**

1. Put the ownership stamp and paste the barcode stickers for the books purchased by the library
2. To check the books received on approval for the damages, if any
3. Ensure that the books are properly arranged as per the Classification Number on the shelves
4. Ensure the books are dust free
5. Ensure that the book returned by students are taken to the respective floor for arrangement on the shelves
6. Ensure that the books are arranged as per the classification system for easy retrieval
7. Periodic checking of books for damages and minor repair of the same wherever necessary
8. Ensure that the reprography section is free of book accumulation and the books are put back on the respective racks
9. Ensure that the fans, lights, and other electrical items are switched off when not in use
10. Ensure that the Library furniture are placed in order and kept clean

## **F. Processes**

### **7.1 Collection Development**

#### **Guidelines**

Ref: Collection Development Policy [Annexure 1](#)

#### **7.1.1 Purchase of Books**

##### **Process 1: Books received on approval**

1. The Librarian calls for books on approval and shows it to the concerned department faculty.
2. The Librarian asks for the invoice for the books selected and returns the unselected ones.
3. Once the invoice is received, the Library Assistant tallies the book with the invoice received.
4. The books are checked for damages, if any, by the Library Attendant.
5. The books are then entered in the library database for barcode generation by a Library Assistant.
6. The Library Assistant generates the Call Number by using the Dewey Decimal Classification.
7. The Library Attendant then adds the ownership stamps, places the barcode and puts spine label and security tag on the books.

8. The Library Assistant verifies whether the ownership stamp, barcode, and spine label are in order and ready for keeping the books on shelves.
9. The books are then transferred to the respective floors managed by a Library Assistant for placing them on the shelves.
10. The Librarian checks the invoice for any errors and omissions.
11. The invoice details are entered in the bill tracking register before forwarding it to the Office of Accounts.

### **Process II: Suggestions Recommendations received from users**

1. The Library Assistant checks the database for duplicates as per the suggestions received from the user.
2. The Librarian validates the list and intimates the user regarding the acceptance or rejection of the suggested material via email.
3. The Librarian places the order for books to the publishers/vendors.
4. The book is received along with the invoice by the Library Assistant for processing.
5. Once the invoice is received, the Library Assistant will tally the books with the invoice received.
6. The books are checked for damages, if any, by a Library Attendant.
7. The books are then entered in the library database for barcode generation by a Library Assistant.
8. The Library Assistant generates the Call Nos. by using Dewey Decimal Classification.
9. The Library Attendant then initiates the assigning of ownership stamps and barcoding.
10. The Library Assistant/Assistant Librarian verifies whether the ownership stamp, barcode, and spine label are in order and ready for keeping the books on shelves.
11. The books are then transferred to the respective floors managed by a Library Assistant for replacing them on the shelves.
12. The Librarian then checks the invoice.
13. The invoice details are entered in the bill tracking register before forwarding it to the Office of Accounts.

### **Process III: Book Mark – The book exhibition**

1. The Librarian/Assistant Librarian contacts the Reception and books the venue one month in advance.
2. The Librarian decides the registration fee in consultation with the Director.
3. The Librarian prepares an invitation letter and circulates the same to the book vendors and publishers.
4. The Librarian/Assistant Librarian contacts the Facility Team for putting up stalls for the exhibition.



### 7.1.2 Subscriptions to Journals and Electronic Resources

1. The subscribed journal list/electronic resources of the previous year are circulated by the Librarian to the department faculty for their recommendations and suggestions. The time limit given for suggestion and recommendation is 30 days.
2. The list is sent to the vendor/publisher by the Librarian for renewal or for a new subscription. Invoice is sought for making the payment in advance.
3. Once the invoice is received, the Library Assistant checks whether any deductions to be made for the issues/purchases not completed in the previous year.
4. The Librarian checks the invoice before forwarding it for payment to the Office of Accounts.
5. The invoice details are entered in the bill tracking register before forwarding it to the Office of Accounts.

### 7.1.2 Data entry of Book purchased

The following format is used for the data entry of books in KOHA.

Tags	Marc Fields	Field Name	What you have to do	Sub-fields	Sub-field Name	What you have to write	Remarks	Example	
0	000	Leader	Click on the field name			Click on the box			
	005	Date and time	Click on the field name			Click on the box			
	008	Fixed Length	Click on the field name			Click on the box			
	020	ISBN	Click on the field name			Entre 13 digit ISBN No.	Refer back cover for ISBN No.	9780521866446	
	082		Click on the field name						
					082\$2	Edition number	22nd	Dewey Decimal Classification Edition No.	323
					082\$a	Classification number	Call.no	Dewey Decimal Call No.	22
				082\$b	Item number	Cutter Mark in CAPS	The last three letters of author/ editor/ compiler surname	GEA	
	100	Main entry personal author	Click on the field name						

1			100\$a	Personal author	Surname, First Name.	The author or editor's name	Gearty, C. A
	110	Main entry corporate	Click on the field name				
			110\$a	Corporate Name	Name of the Corporate	Name of the Corporate	NIMHANS, Bangalore
	111	Main entry meeting	Click on the field name				
			111\$a	Meeting Name	Name of the meeting	Name of the meeting	WIPRO Annual General Meeting
2	245	Title	Click on the field name				
			245\$a	Title	(title of the book) :	Title page reference detail should be used. Avoid taking cover page detail for title.	Can human rights survive
			245\$b	Reminder of the title	(Subtitle of the book) /		A short story /
			245\$c	Statement of Responsibility	by (author of the book)		by Conor Gearty.
	250	Edition statement	Click on the field name				
			250\$a	Edition statement	(edition of the book) ed. (Reprint edition of the book) rep.	Write the edition of the book; edition can be found in title page of the book	12 <sup>th</sup> ed.
260	Publisher, Publication,	Click on the field name					
		260\$a	Place of publisher	(Place) :	If there are two or more than two place of publication,	Cambridge :	

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							write the first one	
				260\$b	Name of the publisher	(Publisher) ,		Cambridge University Press,
				260\$c	Date	(Copyright date).		2006
3	300	Physical description	Click on the field name					
				300\$a	Extent	( prelim pages), (total pages ) p.	Prelim pages and total pages of a book should be entered in this	Xvi, 174 p.;
				300\$e	Accompanying material	With accompanying material)	If the books has CD/DVD/Maps, enter the details in this field	
4	440	Series title	Click on the field name					
				440\$a	Title	Title of the series	Write the title of the series if any	Hamlyn lectures ;
				440\$n	Number of part/ section of a work			12
				440\$v	Volume number/ sequential designation	Volume number	Volume number of the series title, if any	57 <sup>th</sup> ser
5	500	General note	Click on the field name					
				500\$a	General note	Notes	If any	
	504	Bibliography, Etc. Note	Click on the field name					
				504\$a	Bibliography	Includes Bibliography	If book contains bibliography write the same in the field	Includes bibliography ( p.158-169) and Index
	586	Award	Click on the field name					

				586\$a	Awards note	Award	If book has received the award e.g. Booker prize; Pulitzer Prize etc. write the same	Pulitzer Prize 2011
6	650	Subject topic	Click on the field name					
				650\$a	Topical Team	Subject Keyword etc.	Mention subject, Key words etc. here.	Human rights.
7	700	Added Entry Personal Author	Click on the field name					
				700\$a	Personal name	First name Surname	If there are two or more than two authors mention the second author here	George Thomas
	710	Added - Entry- Corporate author	Click on the field name					
				710\$a	Corporate Name	Name of the Corporate	Name of the corporate	
8	800	Series Added Entry Personal Name	Click on the field name					
				800\$9	Personal Name	First name surname	Write author of the Series, if any	
	856	Electronic location and access	Click on the field name					
				856\$3	Materials Specified		Write the materials specified in the URL	Publisher's Description
				856\$u	Uniform Resources Identifier		Link of the electronic location	<a href="https://www.loc.gov/catdir/enhancements/fy0665/2006297074-d.html">https://www.loc.gov/catdir/enhancements/fy0665/2006297074-d.html</a>

9	942	Added elements (KOHA)	Click on the field name					
				942\$c	Item type	Choose from the drop-down list	Mention whether the book is reference, stack, bare act etc....	Book

## 7.2 Patron Registration /De-Registration

### 7.2.1 Registration - Bulk Upload process

1. The List of Patrons to be added for the academic year is forwarded by the IT department to the Librarian.
2. Login to KOHA. Go to *More* and then to *Tools*. Under *Patrons and Circulation*, go to *Import Patrons*.
3. Download the CSV File template
4. Fill the details in the CSV File template

Column No.	Items	Details to be Filled	Example
A	Card Number	Registration Number	1432382
B	Surname	Full Name of the Student	Sree Kumar Nair
K	City	Class/Department	1PHDARCH JUNE
L	State	Course/Denary	PhD-Architecture (June Batch)
Q	Mobile	Mobile Number of The Student	9964419320
O	Email	University mail ID	library@christuniversity.in
AF	Branch Code	Library Branch Code	KC
AG	Category	Student Course Category	PHD   UGD   PGD
AH	Date of Enrollment	Student Enrollment Date	07-7-2022
AI	Date of Expiry	Student Course Expiry Date	31-05-2023

AV	Password	Student Library Account Password	89544945
AX	User ID	Register Number	1432382

5. Save the CSV File and upload the same.
6. The uploaded list is tested by a randomised process for checking conformance of details with the original list sent by the Assistant Librarian (BGR) /Library Assistant.

### 7.2.2. Patrons photograph upload process

1. Download the photographs from the KP which is under *Admission* and then select *Export Student Photos* and save it in a folder. Rename the folder to "Photograph".
2. Create a new CSV File in the above 'Photograph' folder. In the first column, put the *registration number* followed by a *comma (,)* and then *registration number.jpg* (without spaces). Example: **143282,1432382.jpg**
3. Save the file as IDLINK in the same 'Photograph' folder
4. Convert/Compress the 'Photograph' folder to ZIP file
5. Upload the compressed ZIP file in Koha - *Tools - Upload Patron Images*

### 7.2.2 De-Registration

#### Method 1: Bulk Delete

1. The Assistant Librarian identifies the patrons who have completed the course with the University.
2. The list is forwarded to the IT Services for deleting it in bulk within a week.
3. The deleted list is cross-verified by the Assistant Librarian.

#### Method 2: Cancellation of admissions

1. The library receives the cancellation forms from the Office of IPM.
2. The Library Assistant checks for any dues in the database before deleting the record from the library software.
3. The Librarian duly signs the cancellation form before forwarding it to the Office of IPM.

## 7.3 Circulation of Materials

### Guidelines

Refer Library Access and Circulation of Library Materials [Annexure 3](#)

#### 7.3.1 Issue of Books

The Issue of Books is done with the help of a Library Assistant.

1. Visit-<http://library.CHRISTuniversity.in/staff/>
2. Login with Library Username and Password
3. After logging in, there four options 1. Check Out 2. Check-In 3. Renew 4. Search the catalogue on the database. To Issue a book select Check out option.
4. After selecting Check Out, scan the ID card of the user in the ID card reader
5. The patron account will open. Check the book for any damage before issuing.
6. Scan book barcode using a barcode reader to issue a book.
7. Once a book is issued, due date of the book is generated
8. The due date is written on the due date slip of the issued book.
9. Deactivate anti-theft tag before handing over the book to the user.

#### 7.3.2 Book Return

The Book Return is done with the help of a Library Assistant.

To Check-in issued books, visit <http://library.CHRISTuniversity.in/staff/>

1. Login with staff Username and Password
2. Check for any damage
3. Select Check In option
4. Scan barcode of the returning book
5. If there is any fine, the same will be collected through student Smart Card

#### 7.3.3 Book Renewal

The Book Renewal is done with the help of a Library Assistant.

1. To renew books visit [library.CHRISTuniversity.in/](http://library.CHRISTuniversity.in/)
2. Login with user ID and password provided to you at the time of admission
3. Click on book renewal against each borrowed title to renew books. After renewal, the new due date will be generated for the renewed books.

#### 7.3.3 (A) Procedure for No Due Clearance

1. The library sends a notice for return of library books via email and SMS in advance to students to clear their library account.
2. The dues list is then sent to the IPM to block the hall ticket of the student alongwith library service.

3. The student has to download the clearance form from the ERP(KP)
4. The student has to clear the library dues and get the clearance from the library.
5. Clearance form has to be submitted to the IPM for unblocking the hall ticket.

#### **7.4 Stack Room /Display Area Management**

For optimum utilization of library materials like books, journals and so forth, the Library Area Management plays a very important role. Presently, the learning resources are stacked/displayed in the following categories and managed by a Library Assistant:

1. Stack Area - consisting of books meant for home reading
2. Reference Section - consisting of Encyclopaedias, Reference books, Dictionaries, Manuals
3. Bound Volumes of Reports - consisting of bound volumes of journals, cases, laws etc.
4. Newspaper/Magazine Display Area - consisting of daily newspaper and weeklies
5. Periodical Section - display of peer-reviewed and scholarly publications

For a pleasant display and quick retrieval of library materials by the users, the Library Assistant must ensure that:

1. All the books removed from the stacks are replaced in their shelves at the earliest or at least twice a day.
2. The stacks should be labelled appropriately with subject guides and Class Number Guides and to be reviewed periodically for any new addition in subject areas.
3. Each unit of the above section to be supported by a Library Attendant. The Library Attendant should ensure that the shelves are kept dust-free.
4. Shelf-Reading must be done continuously to look for misplaced books.
5. Prepare a list of books every semester for weeding and for keeping some books for binding to facilitate preservation.

#### **7.5 Meeting of the Library Advisory Committee**

##### **Guidelines**

Refer "Library Advisory Committee Roles and Responsibilities" Annexure 5

The University Librarian is the Convenor of the Committee and provides support to the Library Advisory Committee.

##### **Before the Meeting**

1. Prepare the notice for the meeting in consultation with the Chairperson.



2. Call for the meeting by sending the Notice to the Committee members via email.
3. Prepare necessary documents and circulate them for review before the meeting.
4. Prepare the attendance book for the meeting.
5. Prepare the venue of the meeting with the help of a Library Assistant.

#### **During the Meeting**

1. To assist the Chairperson with the meeting and brief the agenda details during the meeting
2. To present the action taken and provide compliance report in conformance with the minutes of the previous meeting
3. To present the relevant documents during the meeting for Committee members reference and reviews

#### **After the Meeting**

1. Maintain the official record of minutes, proceedings, and communications
2. Prepare the minutes for review by the Chairperson before circulation and release
3. Circulate the minutes of the meeting after approval of the minutes by the Chairperson

### **7.6 Stock Verification**

#### **Guidelines**

Refer “**Stock Verification and Procedure to Write Off**” Annexure 6

#### **Before Stock Verification**

1. Fix the date of stock verification in advance in consultation with the Director, Library
2. Intimate closure of library to the users via email
3. Call for books from the users or ask the users to renew books by sending a notice via email
4. Close the Library with a Notice of next reopening date

#### **During Stock Verification (Library Assistant)**

1. Scan the book barcode and enter them in a Notepad/Excel
2. Send the Notepad list to the IT Services
3. The list has to be uploaded to the KOHA software by the IT Services
4. Change the last seen date of the books while uploading the list
5. Take the stock report from KOHA “Reports.”

#### **After the Stock Verification**

1. Segregate the list with the last date seen by the Library Assistant
2. Prepare the list of missing/misplaced books according to the Call Numbers by the Library Assistant
3. Search for the missing/misplaced books on the shelves
4. Update the library record when the books are found

5. Make a list of books “not found” during the search procedure
6. The Librarian will submit the list of missing/misplaced to the Director for approval along with details about the purchase cost for replacement
7. Update the missing/misplaced books in the KOHA software as “misplaced” or “lost.”
8. The list is submitted to the Office of Accounts after the approval of the Director
9. The list is placed before the Library Advisory Committee for their information
10. A copy of the report will be placed in the ‘Stock Verification’ file.

### 7.7 Data Entry of Materials

The data entry of Books is done with the help of a Library Assistant and Assistant Librarian.

#### 7.7.1 Books / Bound volumes- Manual ENTRY

1. Receive the books and check for any damages or mutilated pages
2. Log in to library software KOHA
3. Go to *Cataloguing* and then to *New Record*. Under the *New Record* select *Book, Booklet, Workbooks*
4. Enter the record as per the **Template** given below
5. After the data-entry, write the accession number and call number on the front back cover of the book

#### 7.7.2 Books - Copy Cataloguing (Z39.50 SRU)

1. Receive the books and check for any damages or mutilated pages
2. Log in to library software KOHA
3. Go to *Cataloguing* and then to *New from Z39.50 SRU*. Under *New from Z39.50 SRU* select *Book, Booklet, Workbooks*
4. Enter the ISBN No. or the Title of the book in the *Z39.50 SRU* search box
5. Select *Library of Congress* from the list *Search Targets* and then click *Search*
6. Tally title, author, ISBN from the search results and then click *Import*
7. Once the record is imported, go through the Template and fill the local library information
8. After the data-entry write the accession number and call number on the front back cover of the book

#### 7.7.3 Thesis/Dissertation

1. Receive the thesis and check for any damages or mutilated pages
2. Log in to library software KOHA.
3. Go to *Cataloguing* and then to *New Record*. Under the *New Record* select *Thesis and Dissertations*
4. Enter the record as per the **Template** given below.

5. After the data-entry, write the accession number and call number on the front back cover of the Thesis or Dissertations

## 7.8 Maintenance of Electronic Items / Gadgets (Computers/cameras)

### Guidelines

Refer to “Library Computer, Internet and Electronic Resources Access Policy” Annexure 7

The maintenance of Electronic Items/Gadgets is done with the help of Assistant Librarian and Library Assistant.

1. Prepare a list electronic items / gadgets available in the library
2. Ensure that the electronic items/gadgets have a unique number in the stock register
3. Ensure that the library computer systems work daily and non-functioning items are reported to the IT services for immediate repair or replacement
4. Maintain a register of items taken out for servicing
5. Follow up on the item taken for servicing and its return at the respective place

## 7.9 Housekeeping

The Library Housekeeping staff undertakes the following activities:

1. Office room cleaning
2. Floor Cleaning
3. Cleaning of Toilets
4. Dusting Chairs and Tables
5. Dusting Computers and accessories
6. Dusting Shelves and books

The activities are listed above are scheduled as per the following

DAY	Activity	Area Covered
Monday	1. Office Floor 2. Dusting Chairs and Table 3. Stack & Reference Floor 4. Toilet Cleaning (4 times)	Floors Tables & Chairs Toilets
Tuesday	1. Office Floor 2. Dusting Chairs and Table 3. Dusting Shelves and Books 4. Dusting Computers and Accessories 4. Toilet Cleaning (4 times)	Floors Shelves & Computers Toilets
Wednesday	1. Office Floor 2. Dusting Chairs and Table 3. Stack & Reference Floor	Floors Chairs and Tables Shelves

	4. Toilet Cleaning (4 times)	Toilets
Thursday	1. Office Floor 2. Dusting Chairs and Table 3. Dusting Shelves and Book 4. Dusting Computers and Accessories 5. Toilet Cleaning (4 times)	Floor Chairs and Tables Computers Shelves Toilets
Friday	1. Office Floor 2. Dusting Chairs and Table 3. Stack & Reference Floor 4. Toilet Cleaning (4 times)	Floor Chairs and Tables Shelves Toilets
Saturday	1. Office Floor 2. Dusting Chairs and Table 3. Dusting Shelves and Book 4. Dusting Computers and Accessories 4. Toilet Cleaning (4 times)	Floor Chairs and Tables Computers and accessories Shelves Toilets

**G. Infrastructure**

Sl.no	Materials	Knowledge Centre	UG Library	Kengeri Campus	BGR Campus	Grand Total
1	Air Conditioner	4	0	0	2	6
2	Almirah	9	11	0	0	20
3	Anti-Theft Gates	3	3	2	1	9
4	Barcode Printer	1	1	2	1	5
5	Barcode scanner	3	4	4	3	14
6	Binding Machine	0	1	0	0	1
7	Book Activator/ Deactivator	3	2	2	1	7
8	Cash Swiping Machine	2	0	2	1	5

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9	Catalogue card table (wooden)	0	1	0	0	<b>1</b>
10	CCTV Monitor	1	0	1	1	<b>3</b>
11	CCTV Camera	29	10	17	23	<b>79</b>
12	CFL Blub	0	3	0	0	<b>3</b>
13	Chairs	498	269	234	282	<b>1283</b>
14	Clock	0	1	0	1	<b>2</b>
15	Computer Table	12	0	2	0	<b>14</b>
16	Computer	109	15	37	65	<b>226</b>
17	Curtains	134	0	21	50	<b>205</b>
18	Digital Clock	1	1	0	1	<b>3</b>
19	Display computers	7	1	3	3	<b>11</b>
20	Dust Bin	6	9	4	6	<b>25</b>
21	Bio-metric Access Gates	3	2	0	2	<b>7</b>
22	Book display Shelf	4	1	0	0	<b>5</b>
23	Fans	175	18	98	74	<b>365</b>
24	Fans (Wall Mounted)	0	0	9	4	<b>13</b>
25	Globe	3	1	0	1	<b>5</b>
26	Hanging Display Board	15	25	2	10	<b>52</b>
27	ID Card Reader	3	2	5	2	<b>12</b>

28	Journal rack	0	14	0	0	<b>14</b>
29	Ladder (Big)	1	0	0	0	<b>1</b>
30	Ladder (Small)	2	2	1	2	<b>7</b>
31	Land phone	5	1	2	1	<b>9</b>
32	LED Light	32	2	71	12	<b>117</b>
33	LED Light(Big)	0	0	0	2	<b>2</b>
34	LED Light(Small)	27	0	0	6	<b>33</b>
35	Light(Small)	4	0	0	40	<b>44</b>
36	Navigation board	0	4	0	0	<b>4</b>
37	Navigation board (floor contains)	0	3	0	0	<b>3</b>
38	News paper Display shelf	0	1	4	0	<b>5</b>
39	Notice Board	1	0	6	2	<b>9</b>
40	Office Cupboard	37	0	33	24	<b>94</b>
41	Office Table	2	0	0	1	<b>3</b>
42	OPAC Stand	5	0	0	2	<b>7</b>
43	Pedestal Fans(Table fan)	2	4	0	0	<b>6</b>
44	Photos with frames	0	15	0	0	<b>15</b>
45	Printer	1	0	2	1	<b>4</b>
46	Projector	1	0	0	0	<b>1</b>

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47	Property Counter Keys	249	8	106	76	<b>439</b>
48	Rack	111	311	68	28	<b>518</b>
49	Remote(AC)	2	0	0	2	<b>4</b>
50	Remote(TV)	3	0	0	3	<b>6</b>
51	Scanner	1	1	2	1	<b>5</b>
52	Shelves	0	0	147	0	<b>147</b>
53	Sofa Set	0	0	0	10	<b>10</b>
54	Stool	1	3	0	0	<b>4</b>
55	Table	117	130	111	110	<b>468</b>
56	Tape dispensers	5	3	0	0	<b>3</b>
57	Television	3	0	0	3	<b>6</b>
58	Trolley	3	1	0	3	<b>7</b>
59	Tube Lights	281	197	129	116	<b>723</b>
60	UPS	2	1	0	0	<b>3</b>
61	Wall shelves	40	0	32	0	<b>72</b>
62	Water Purifier (Croma)	0	0	1	1	<b>2</b>
63	Wooden rack (book processing cabin)	0	1	0	0	<b>1</b>
64	Working Desk	1	0	0	21	<b>22</b>

**H. Measurable Outcomes**

- Number of Suggestions received from the users vs. implemented (compliance)
- Budget vs Actuals

- Adherence to annual procurement plan
- Adherence to exigency purchase
- Library usage by students/research scholars/faculty/external users
- Number of Errors in maintenance of library records
- Number of borrowers
- Number of Circulations
- Number of books Lost
- Total value of books lost

#### **I. Review**

- Director reviews monthly & bi-annually with the Librarian on the measurements as mentioned above
- LC meeting bi-annually to review the library activities

#### **J. Compliance**

The Library has compliance towards the following statutory bodies:

1. IQAC/AQAR
2. University Grants Commission
3. AICTE
4. NAAC

#### **K. Communication to Stake Holders**

The following are the methods of communication to the stakeholders

1. Library Notice
2. Email
3. SMS



L. **Templates**

**CHRIST (Deemed to be University)**

**BookMark \_\_\_\_\_**

**Book Requisition Form**

**Name of the Supplier:**

<b>Sl No.</b>	<b>Title</b>	<b>Author</b>	<b>ISBN (13 digit)</b>	<b>Price</b>

**Shodhganga Thesis Submission Form**

University Name	
Department/Place	
Name of the Researcher <i>(Surname, Forename eg. Smith, Donald)</i>	
Name of the Guide <i>(Surname, Forename e.g. Smith, Donald)</i>	
Registration Date	
Completed Date	
Awarded Date	
Title with subtitle <i>(First letter capital and rest small letters)</i>	
Alternative title	
Abstract (Max 2048 characters)	
Keywords	
Coverage	
Citation Reference	
Total No. of Pages	
Copyrights <i>(choose any one option)</i>	University SELF
Accompanying material <i>(choose any one option)</i>	CD DVD None

**Student Approval Form**

Name of the Author	
Department	
Degree	
University	
Guide	
Thesis Title	
Year of Award	

**Agreement**

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission /statement from the owner(s) of each third party copyrighted matter to be included in my thesis /dissertation, allowing distribution as specified below.
2. I hereby grant to the University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis / dissertation, in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis / dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

**Conditions:**

1. Release the entire work for access worldwide	
2. Release the entire work for 'My University' only for 1 year, 2 years, 3 years and after this time release the work for access Worldwide.	
3. Release the entire work for 'My University' only, while at the same time releasing the following	

parts of the work (e.g. because other parts relate to publications) for worldwide access: a) Bibliographic details, synopsis only. b) Bibliographic details, synopsis and the following chapters only  c) Preview / Table of Contents / 24 pages only	
4. View only (No Downloads) (worldwide)	

Signature of the Scholar  
the Guide

Signature and seal of

Place

Date

**Note:**

1. A copy of the Ph.D. notification or certificate (scanned copy) is mandatory for merging thesis in Shodhganga repository.
2. It is mandatory to collect the filled-in student approval form before submission of thesis in Shodhganga repository. The approval forms, however, need not to be uploaded with the thesis.
3. **Thesis Splitting and Naming Convention:** In order to maintain quality, standards and uniqueness in all theses INFLIBNET Centre devised standards and formats based on international practices. This will give a proper photo print of physical appearance of the thesis with the same template available for individual thesis. Kindly Note that file name should be start with serial number like 01\_title.pdf, 2\_certificates.pdf.etc. An example of split files along with chapter wise naming is given below:

01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page

07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter.....	Chapter...
13_conclusion	Conclusion
14_summary	Summary
15_bibliography	Bibliography

**Table 1: Naming Convention used for each PDF file**

1. All files should be in Portable Document Format (PDF).

**Checklist before electronic submission of thesis:**

1. The Submission Form
2. The Student Approval Form
3. Electronic thesis in above format with a scanned copy of the certificate or notification.

## **Annexure 1**

### **Collection Development Policy**

For this document, a *collection* is defined as the material regardless of the format that is acquired by the CHRIST Library.

#### **Scope**

The Library Collection Development Policy is applicable only to the Students and Faculty of CHRIST (Deemed to be University).

#### **Objectives:**

1. To support teaching, learning and research functions of the University by acquiring and organizing a relevant and well-balanced collection.
2. Respond to changes in teaching and research programs
3. Maintain both print and electronic accessibility of the collection
4. Evolve cost-effective storage/archive programs to create long-term access to research collections.
5. To participate in resource sharing with other libraries as and when required.

#### **Collection Development Principles**

- i) The Library is responsible for the condition and content of its collections
- ii) The Library will maintain a strong collection of books, journals and electronic resources.
- iii) The Library cannot meet every need from its collection. Specialist research needs may be met through institutional membership or inter-library loans (ILL).
- iv) The preference to purchase print/hard copy of material in preference to electronic resources or vice versa will be at the discretion of the University Library. The Librarian will take the suitability of format for particular discipline areas into consideration.
- v) The Library will collect limited copies of textbooks and recommended materials.
- vi) The Library aims to purchase material that will be available to the University as a whole and so may not purchase classroom resources or research datasets which provides restricted access.

#### **Process guidelines**

##### **(a) General**

1. The staff and students may make recommendations for the purchase of library materials. The recommendations can be through email, the library software or library suggestion register.
2. The final decisions for the purchase of all Library materials rest with the Librarian and the Library Director.

**(b) Language**

Priority is given to publications in the English language. Exceptions to this will be made where non-English resources are required to support the teaching of languages other than English, or where the content is pictorial, and its acquisition is made based on the content.

**(c) Books**

The Books form an integral part of CHRIST Library collection. The Library accepts purchase requisition from students, staff, non-teaching etc. through purchase recommendations made for this purpose.

**(d) Journals**

The Library is committed to providing access to a broad range of journals which meets the learning, teaching and research needs of the University. The Library prefers to purchase journals and reference resources in electronic form to maximize staff and student access.

**(e) Multimedia**

The Library collects and provides access to a wide range of multimedia, for both teaching and research purposes. The general principles of selection also apply to multimedia. The availability of suitable equipment, both within the Library and by the borrower is an additional consideration.

**(f) Newspapers**

The faculty and students of CHRIST can recommend subscribing a newspaper for the library through purchase recommendations. Recommendation for regional language newspaper will be considered, and wherever deemed necessary the library will have more than a single copy of a newspaper. The Library will discard a month old newspapers.

**(g) University Publications**

The Library endeavours to collect CHRIST Publications in print. Three copies of University Publication for each library will be collected from the Centre for Publications for display inside the Library. However, if the copies are not supplied to the Library, the material is not added to the collection.

**(h) Theses and Dissertations**

- i. PhD Theses: The Library complies with the rules and regulations of INFLIBNET, an Inter-University Centre of UGC, to archive electronic copies of every PhD thesis published in its repository *Shodhganga*. The Librarian is the University Coordinator for the project and archives the research thesis in coordination with the Centre for Research. For more detailed guidelines refer to [UGC Guidelines for Shodhganga](#). The electronic version of the thesis is available via Shodhganga.
- ii. MPhil Theses: The Library archives/displays all the MPhil theses published during the year. The hard copy of the thesis is submitted by the [Centre for Research](#) to the Library for archival. A digital copy of all the theses in CD/DVD format is collected from the Centre for uploading it in the Library Repository.

iii. Masters Dissertations: The Library archives and displays only five best theses received from the Department. The selection of the five best theses is as per the **Department coordinator's** choice. A digital copy of the Master Theses is collected from the Department for uploading the same in the Library repository.

iv. Under Graduate Dissertations: The Library archives and displays only five best theses received from the Department. The selection of the five best theses is as per the Department coordinator's choice. A digital copy of the Under Graduate Theses is collected from the Department for uploading the same in the Library repository.

**(i) Government publications**

The Library is not a depository library for government publications and therefore does not automatically acquire them. The request should be made for acquiring government publications.

**(j) Additional copies of Library Materials**

As a general principle, the Library can have a maximum of 5 copies of a textbook and one subscription for a journal. The library does not purchase duplicate copies of any material. Where duplication is requested, it must be related to use of the material.

**(k) Price**

The value of the material cannot be measured simply considering its price. The price, however, will be considered when evaluating a potential purchase.

**(l) License terms**

Materials will not be purchased where license terms of the resource cannot be adhered to by CHRIST or where acceptable license terms cannot be negotiated. However, for materials purchased by the Library where it adheres to the license terms please follow the guidelines for use available under the *Guidelines for Electronic Usage*.

**(m) Donations**

The Library will accept gifts of material provided they fall within current collection priorities. The Library Director or the Librarian must approve all major donations. Materials are accepted on the clear understanding that the Library has control over what is kept and what is discarded, and where the items will be located. Only items which will enhance the collection are added.

**(n) Budget allocation**

The Finance Office allocates the budget. The Library prepares a tentative budget in January every year, based on the previous year's expenditure, for the approval of the Finance Officer. An increase of 15% of last year's budget is added to the new budget. The new budget for the library is allocated in April every year.

The Budget allocated by the Finance Office is divided into four categories

1. Books, which includes both textbooks and reference necessary for learning and teaching
2. Journals, which includes the subscription to print journals
3. Electronic resources, includes books, journals and databases



4. Maintenance, includes repair and service to Library materials as and when needed.

**(o) Document Delivery Services (ILL)**

The Library does not and cannot hold every item requested by its patrons. The Library has institutional membership with other University libraries. Access to items may be provided through the interlibrary loan service. Materials asked for via interlibrary loan are usually supplied free of charge to individual users. However, certain request incur photocopying and courier charges and are passed on to the patrons. The Library is a major contributor to document supply to other institutions nationally.

**(p) Digitization and Library Archives**

The Library selects, develops, manages, implements and promotes a broad range of Digitized Collections to be made available through its repositories. The purpose of the Digitization is to support learning, teaching and research and to facilitate access, engagement, preservation and archiving. Although some digital collections will liberate physical library space, space is not usually the primary consideration.

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## **Annexure 2**

### **Annual Book Exhibition**

#### **Name of the exhibition**

The annual book exhibition conducted by the library is to be known as '*BookMark – Empowering Knowledge*'.

#### **Objectives:**

The objectives of this exhibition are

1. To support the collection development policy of the University.
2. To inculcate reading habits among students and faculty

To update the library collection in the new subject areas

To have a platform wherein the students and faculty interact with publishers on new subject areas and information on Publishing books.

#### **Scope:**

This book exhibition is restricted to the students and faculty of CHRIST (Deemed to be University).

#### **Month and Year:**

The BookMark is to be held in July every year. The exhibition is to be conducted for three days from morning 9:00 am – 5:00 pm on weekdays and 9:00 am – 1:00 pm on Saturdays.

**Venue:**

The Library to coordinate with the **Facility Management Team** for booking the exhibition hall and contacting the vendor to put up the stalls at the exhibition.

**Participants:**

The Library to invite Publishers, Distributors and Vendors for display of books at the exhibition from their panel of vendors.

**Number of Stalls:**

A minimum of 20 stalls have to be put up for the exhibition. The stalls have to be outsourced and the size of the stall should be 9 X 10 sq mt. minimum. The first preference for the stall is to be given to the Publishers.

**Coordinating Department:**

The library will be taking the support of the School of Education to promote Library services and orientation to students during the exhibition. The **School of Education** should promote the library facilities by displaying library information in the stalls.

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**Annexure 3****Library Access and Circulation of Library Materials**

These guidelines are designed to help you access the library materials.

The students/Faculty of CHRIST University has access to three specialized libraries:

1. Knowledge Centre - The Post Graduate, Law, and Research
2. Under-Graduate Library - The Under Graduate, B.Ed and Science
3. Kengeri Campus Library - MBA and Engineering
4. BR Campus Library - UG (Hons) and MTA library

**Accessing Library Account Online**

To access library account online, username and password is provided separately for your account. Username and password are usually sent by email from system administrator. Contact library for your username if it is not made available to you.

Our catalogue is available at <http://library.CHRISTuniversity.in>

You can search a book Author wise, Title wise, Subject wise, ISBN and keywords; review items checked out; determine return dates; conveniently from home or wherever internet access available . The Library also has online public access catalogue (OPAC) terminals at various locations inside the library. Information pertaining to library is also made available through OPAC.

You can also get links to various online databases from our catalogue. All library information and resource details are provided in the catalogue. Ensure that you are familiar with our catalogue. We will be glad to help you with catalogue during library working hours.

## Library Resources

### 1. Books and their arrangement

The books are arranged according to 22<sup>nd</sup> edition of Dewey Decimal Classification, a classification scheme followed by all major libraries.

### Journals and their arrangement

The List of journals subscribed is made available on the library website. The latest issues of journals are displayed on the shelves separately. Back volumes of journals are made available on request.

### Electronic Resources

Electronic resources are documents in electronic form, or that can be accessed via electronic transmission and include books, journals, newspapers, magazines, archives, theses, conference papers, examination papers, government papers, research reports, scripts and monographs. The Library has the subscription to electronic resources. All the electronic resources are IP based and can be accessed without username and password inside the campus.

### Institutional Membership

The Library has Institutional Membership various University Libraries. For details on member institutes and ways to access the libraries you may contact the library or the Librarian.

### Library Facilities

### 2. Borrowing Facility

Category	Entitlement	Library	Duration of borrowing	Penalty for late return
Students (UG)	2 books	General Library	14 days	Rs. 5/- per day
		Law Library	7 days	
Students (PG)	4 books	General Library	14 days	
		Law Library	7 days	
Research Scholars (Mphil, PhD)	10 books	General Library	21 days	
		Law Library	14 days	
Faculty	20 books	General Library	90 days	
		Law Library	30 days	
Staff members	5 books	General Library	30 days	

**Issue of Books**

1. Users cannot borrow copies of the same book.
2. The issue of books stop a week before every exam. This is done to ensure equal reading opportunity among the students.
3. The students have to return the outstanding library books and deposit Library dues if any.

**Return/Renew**

1. Books must be returned on or by due dates.
2. Where the due date falls on a University holiday, the return period will be considered as extended by one day. However, users are advised to check the Library Notice Board regularly.
3. A book may be renewed any number of times provided there is no reservation placed on the book. Users may reserve two different books at a time through OPAC.
4. Library fines, if any, are to be paid at the **cash counter in the** Central Block, Ground Floor, along with due slip from the library.

**Reference Books**

1. Reference books are not for issue and are to be referred inside the Library.
2. Under no circumstances, reference books will be issued either for classroom reading/reference or for reading outside the library.
3. Photocopying full book is not permitted inside the Library or campus.

**Journals/Reports**

1. Journals and Reports are not for loan.
2. Users must take care of the journals/ reports taken for Xerox and should ensure its safe return.

**Photocopy Service**

The Library photocopy service is available from 9.00 am to 8.00

**Expectations from users:**

1. An identity card is a must for all library transactions. ID cards are non-transferable.
2. Users are requested to maintain silence in the library.
3. University dress-code is applicable while visiting the library on all occasions.
4. Do not highlight/ mark in library books.
5. Users should ensure that when browsing through books, they replace the item from where it was taken, according to the shelf arrangement. Feel free to seek staff assistance for replacing the books.
6. Users should avoid taking out several volumes of reports, journals and books at any one moment.
7. The library reading area should be used only for reference and consultation of resource materials.
8. Use of cell phone is prohibited.

9. Keep the library clean. Use dustbins provided in the library.

## **Annexure 5**

### **Library Advisory Committee**

#### **Purpose**

The purpose of a Library Advisory Committee is to advise the Library Director and the Librarian on library issues, collection development, services and facilities, but limited to library policy matters.

#### **The Meeting**

The Library Advisory Committee will meet twice in a year, preferably at the end of the semester.

#### **The Composition of Library Advisory Committee**

1. A senior Faculty nominated by the Vice-Chancellor as the Chairperson
2. Registrar
3. One Faculty representative from each Deanery, who is a Library coordinator.
4. Two Assistant Librarians
5. An External Expert in the field of Library and Information Science
6. Librarian - Convenor

#### **Terms/Tenure of the Members**

1. The Vice-Chancellor shall appoint the Chairperson of the Committee from amongst the Professors. The tenure of the Chairperson shall not exceed five years.
2. In addition to the composition specified above, the Chairperson may make an additional nomination to the Committee.
3. The Faculty members of the Committee other than its Chairperson shall serve the Committee for two years and are eligible for nomination.
4. The Chief Finance Officer and the University Librarian are the permanent members of the Committee.
5. The Committee may have representations Undergraduate, Postgraduate and PhD scholars.

#### **Quorum**

The Quorum of a meeting of the Library Advisory Committee shall be half of its total strength.

#### **Role of the Advisory Committee**

The role of the Library Advisory Committee is to offer advice to the University Librarian on issues of importance in the policies and the development of the Libraries and their contribution to the mission of the University. In addition to the above, the roles of Library Advisory Committee are:

1. To consider policy matters regarding CHRIST University Libraries including the policy for procurement of books and journals and render advice to the Librarian for Library procurements.
2. To supervise the allocation and utilisation of funds for different libraries for the purchase of books and journals.

3. To consider the views of faculty members regarding books/journals selection, ordering process for the academic year.
4. To consider the views of students and Research Scholars to improve library services and facilities.

### **Responsibilities of the Advisory Committee**

The Committee within the framework of the overall strategic policies of the University shall:

1. Represent the views of the Library's stakeholders on library and information services.
2. Deliberate and advice on the direction and development of policies for library and information services to ensure that the best possible support is provided.
3. Recommend new library facilities for the dissemination and preservation of CHRIST University's intellectual and institutional knowledge.
4. Support the Library's efforts in ensuring financial accountability, judicious use of resources and responsibility in the provision of library collections.
5. Share insights on the internal and external environment affecting the Library.

### **Convenor**

The University Librarian is the Convenor of the Committee and provides support to the Library Advisory Committee. The support to be rendered by the Convenor are as follows:

1. Call for the meeting of the Library Advisory Committee as and when necessary.
2. Prepare the notice for the meeting in consultation with the Chairperson.
3. Assisting the Chairperson with the meeting, including circulating appropriate documentation for members review before the meetings.
4. Prepare minutes for review by the Committee Chairperson before circulation and release by the Chairperson.
5. Maintaining the official record of minutes, proceedings and communications

## **Annexure 6**

### **Stock Verification and Procedure to Write off Books**

#### **Objective:**

1. To identify the mutilated materials that need repair.
2. To identify the materials required to weed out from the library collections
3. To identify the loss of books due to theft.
4. To strengthen the library system for any losses due to negligence.

#### **Periodicity**

The stock verification is to be conducted once in a year preferably before the beginning of the new Academic Year.

#### **Members**

The verification has to be carried out by a team of Assistant Librarian and assisted by the Library Attendant.

#### **Misplaced / Loss of Publications**

1. A publication may be considered as lost only when it is found missing in the stock verification, and successive effort has been made to search the same in the Library but failed to retrieve it.
2. If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the Director and the remedial measures be strengthened.
3. Occasional loss/damage of issues of periodicals is inevitable during postal transit. The payment for periodicals is always made in advance, and at times it is not possible to get the replacement. In such cases, the nonreceipts/damages be considered as loss for write-off.
4. There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of the Library Director.

#### **Procedure to write-off misplaced books**

1. List the documents not found during stock verification
2. The staff to make all possible efforts to locate the document not found during stock verification. The process deadline is 30 days but not as an exclusive task.
3. Prepare pre-final list of the documents not found and compare with the list of earlier stock verification to identify common entries.
4. Compile a final list of documents not found
5. Put up the list of to the Director along with justification for the losses.
6. Obtain approval from the Director
7. Make necessary entries in the accession register, write-off register
8. Remove records from databases or change the status of the books as "Misplaced"

#### **Mutilated materials that needed Repair**

1. Identify the books that needs repair or rebinding.
2. Prepare a list of above books
3. Call the binder handover the books along with the copy of the list.



4. Follow up for books with the binder
5. One return of books after repair or rebinding replace them on the shelves

## **Annexure 7**

### **Library Computer, Internet and Electronic Resources Access Policy**

The Library Computer, Internet access and Electronic Resources are intended to support the educational initiatives of students and staff. Due to high demand for computers, the library does not support or encourage use by the external members. There are more than 120 systems across all libraries. The Library has set the following guidelines of these devices to ensure fair and equal access for all:

#### **1. Guidelines for using Computer in the Library**

1. The username and password for logging to a computer is provided on the desk.
2. The library uses Windows Operating System and Linux versions for its system.
3. To access the internet, login to internet with your registration number and unique password sent to you and the time of enrolment.
4. You may use a pen drive and hard disk but at your risk
5. If you need to use headsets, inform the library staff for the same.

#### **1.1 Appropriate and Responsible Use guidelines**

1. The computers are available to students and staff on a walk-in, first-come-first-served basis. There is no reservation for computer time for any individual or for a class or for a group.
2. Carry your ID while using the library computer services.
3. Users must use their data disks. Under no circumstances may patrons use their software on the library Internet computers.
4. Installing software, or altering or attaching equipment to any of the library's Internet computer hardware is prohibited and doing so will result in the loss of library computer use privileges.
5. Be respectful and responsible and considerate of others waiting.

#### **1.2 Inappropriate use and handling**

1. Misuse of the computer (viewing inappropriate websites or making excessive personal use of resources)
2. Change or disable settings. Locking the system with password.
3. Use someone's else account, password or files
4. Use computers to break the law (e.g. sending threatening messages)
5. Pulling out cables and removing computer accessories from one place to another.

#### **1.3 Handling inappropriate use**

The users suspected of inappropriate use will be approached by the library staff

1. Users will be asked to present their ID card
2. The staff may ask the user to stop using the computer if they have been abusing privileges.
3. In cases of extreme misuse or abuse, staff will note the following information for reporting to the campus Librarian

*Name and ID; Computer ID number; Date and time; Description of situation*

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