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Abbreviations

AACR	:	Anglo American Cataloguing Rules
AC	:	Air Condition
AMC	:	Annual Maintenance Contract
B Tech	:	Bachelor in Technology
DL	:	Deputy Librarian
DTU	:	Delhi Technological University
HOD	:	Head of the Department
ISBN	:	International Standard Book Number
LAC	:	Library Advisory Committee
LMS	:	Library Management Software
NCT	:	National Capital Territory
Ph D	:	Doctorate of Philosophy
UL	:	University Librarian
VC	:	Vice Chancellor

(This document describes the organizational structure, policies of collection building and procedure of technical process of Central Library, Delhi Technical University. It highlights steps followed by the Central Library to enhance the library users' satisfaction and improve the quality of collection and services. The document also outlines Intellectual Property Right policy including plagiarism and open access policy of the Delhi Technological University.)

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1. Introduction

Library identifies, evaluates, procures, processes and makes learning resources available to the users for their teaching, learning and research assignments. It plays a vital role in information storage and retrieval for current as well as future generation as it archives knowledge accumulated through books, films, recordings, and other media. Students, scholars, teachers, etc. use these library resources for study, research and teaching. Library endeavors to satisfy the need for knowledge or to obtain material for some kind of leisure time activity.

The Central Library has 2,30,087 Books, 1,336 E-books. The Library also subscribes to 26 databases containing 38,046 journals as till 31.03.2024

2. Amendments

Revision and approval

- [Version 2.0] - [15-10-2024] - [Vice Chancellor].

3. Purpose

The purpose of the Central Library is to identify, evaluate, procure, process and then make learning resources available to the faculty and students for their teaching, learning and research assignments. The Central Library attends various jobs of assorted nature. To achieve purpose, smooth running, and administrative convenience, the different activities are categorized under the following:

- Acquisition of academic material in print and electronic format needed by users
- Technical Processing of academic reading material
- Subscription and management of Electronic Databases and Periodicals
- Lending and document supply services
- Housekeeping, safety, discipline, quality control and customer relations
- Maintenance and updating of stock
- Management of IT resources and library local area network
- Information Services, information literacy programs and Management of databases

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3.1 Welcome

Libraries are the backbone of any civilized society and the heart of any academic institution. Thus the library at Delhi Technological University also acquires a prominent place among the students and faculty. The library services at Delhi Technological University are provided to students, staff and faculty members for updating their knowledge and supporting the research and teaching/learning activities. These services are provided through the Central Library and departmental libraries. Keeping in view the fast changes in technology, the knowledge base of the library is updated regularly by way of adding new literature in the form of textbooks, reference books, reports, proceedings, abstracts and indexes, encyclopedias, data books, standards (National and International), Journals & database on CD-ROM. Apart from adding the new literature, the basic literature is also procured for the new programs along with the current one. The exponential increase in the information in different formats poses a risk to acquiring all the information needed by the University. But with the help of the latest technologies, the Central Library endeavors to fulfill the information needs of its users with the collaboration of other libraries. Some new sections and services are also being started to make the library services of ISO 9001 standard.

The Central Library of Delhi Technical University supports the teaching, research and extension programs of the University. The Central Library is organized into various functional divisions like, acquisition, technical processing, lending, housekeeping, maintenance and subscription to electronic resources.

3.2 Quality Policy

To quest for excelling in providing information services of international standards to its users in order to satisfy their information needs required for them for their curricula, research and teaching.

3.3 Objective

- Serve as center of information and a gateway to national and global knowledge providing fair access to knowledge and information to as many users as possible.

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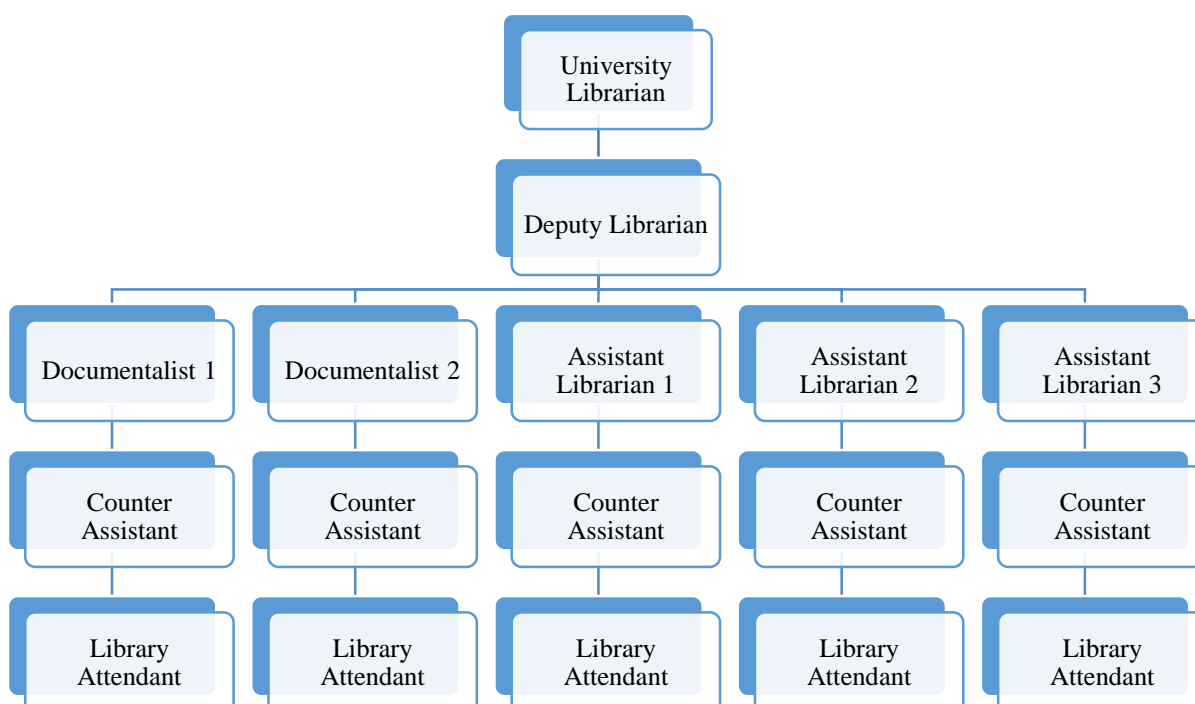
- Offer an inviting and attractive physical space with clean drinking water and the toilet facilities.
- Offer proactive services to its users.
- Ensure that users are treated with courtesy and respect by library staff.
- Pay attention to the needs of differently able users.
- Optimize its potential to provide access to information and knowledge to all users.
- Help users to develop information skill to make optimum use of resources.
- Work more effectively and efficiently by undertaking every activity in a professional manner

4. Responsibilities: As mention in 4.1.2

4.1 Context of the Organization

The Central Library of Delhi Technical University supports the teaching, research and extension programs of the University. The Central Library is organized into various functional divisions like, acquisition, technical processing, lending, housekeeping, maintenance and subscription to electronic resources.

4.1.1 Functional Organization Chart



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4.1.2 Responsibilities and Authorities

Designation	Duties	Authorization
University Librarian	Looks after the complete operation of the library. Responsible for Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting. Liaisons with departments of the University to review and implementation of policy and procedures, collection development	To issue orders to subordinate staff To Issue purchase orders To verify bills for payments To formulate the policy of the library To evaluate periodically collections, services of the library
Deputy Librarian	Deputy Librarian assists the University Librarian in general management and collection development functions, direct management of public services, supervision of housekeeping, shelving and shelf reading functions. Organize user orientation program, information literacy program. Officiating for University Librarian in his absence	To initiate various purchases for the library To direct the subordinate staff as per instruction of the University Librarian To check various points of the library To maintain discipline in the library To give orientation/ information literacy program to the user To liaison with various departments of the library To officiate in the absence of University Librarian
Documentalists	Supervision of acquisition and processing of reading material, assisting the University Librarian in budget preparation, monitoring of expenditure, stock revision, disposal of withdrawn material, maintenance of users and usage statistics. Gets recommendations for books from library users, places orders. Maintains budget of acquisition. Updates and Uploads Institution digital repository.	To acquire and process the reading material To maintain statistics of income and expenditure for preparing budget. To monitor subordinate staff To maintain usage statistics To suggest reading materials to be withdrawn from the library To upload and update institution repository
Assistant Librarians	Helps the University Librarian in daily routine work. Looks after contract workers, allots duties to library personnel at various points of the library. Maintains and organizes library stacks. Conducts stack rectification at regular interval. Processes new recommendations of print and electronic	To direct contract workers To allocate duties of subordinates staff at different points of the library as per direction To receive recommendations/ suggestions for new reading material To edit library records as per international standards

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	<p>documents to be acquired for the library. Performs technical processing of documents. Standardizes metadata of bibliographical records of database. Provides reference services to the users. Address the user complains and discipline issues in the library. Maintenance of local area network, databases, digitization, online searches, current awareness services and similar information technology based services in the library. Processes of recommendations of books; Maintains News Paper and Magazines; E-journal and updating on website; Liaison with agencies to ensure that all subscribed journal are available for access. Identifies useful material on the web and provides links on library website; Maintains newspaper clippings. Looks after hardware and software. Manages Internet resources. Prepares and updates tools and guides for effective use of learning resources. Conducts information literacy programs for enhancing usage of electronic resources.</p>	<p>To circulate current awareness services To check the accessibility of the electronic resources daily. To search new resources on net useful for the institute and available in open access</p>
Counter Assistants	<p>Accessioning of new documents; Maintenance of accession registers; data entry of new documents; Secretarial works; Registration, editing of library membership; Issue membership card; issue of no dues certificates to users. Starting and shutting down main library server. Maintenance of Book Bank. Helps in circulation work; maintenance of overdue, printing charges etc. Helps Documentalist in acquisition of documents. General vigil, user assistance, reservation, collecting fees and fines, answer inquiries and perform all other functions required by the Team. Maintenance of audiovisual aids and</p>	<p>To issue reminders for overdue materials To receive overdue fine To issue receipt for overdue fine To issue library card To maintain circulation statistics To maintain stock register To circulate newspaper clippings</p>

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	<p>arranging for their display; Booking of slots for students on their demand for video streaming and maintenance of all the computers, projectors, TV etc in the audio visual room as per inventory; Arranging audio-visual show at their own and prepare a schedule and display through notice board; Maintenance of News Paper & Magazines; Diary Dispatch. Look after sitting up of computers and reference section. Identification and record of damaged books. Maintenance of discipline and computers and reference section; binding and repairs documents; Assist the shift teams in providing public services.</p>	
Library Attendant	<p>Assists the officers in processing of new books and other learning materials. As a member of service team attend to restoration, general watch; Helps users in locating books; bar Coding Work; shelving of Books; Computer maintenance. Helps in maintaining clean, quiet and comfortable environment in the library by dusting and tidying of stacks area, reading rooms, offices, including books, furniture, fixture and equipment. Helps in restoration of books and other learning material and vigilance in the library. Attends the checkout point and helps in book repair; completion Work of Books; letters Distribution; Looks after audio visual room in order to keep LCD and other</p>	

4.2 Interested Parties

4.2.1 Government of NCT, Delhi and other Funding Agencies

4.2.2 Administration of Delhi Technological University

4.2.3 Faculty/Research Scholars/Students of Delhi Technological University

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4.2.4 Employees of Delhi Technological University

4.2.5 Vendors of Delhi Technological University

4.2.6 Society

4.2.7 Social Media/ internet Community

5. Scope

The Central Library undertakes various functions like, acquisition, technical processing, lending, housekeeping, maintenance and subscription to electronic resources. It provides services which includes circulation, reference, audio visual, use of theses and dissertations, inter library loan, photocopy, internet, computer printout, current awareness services, newspaper clipping, access to e-journal. The library also conducts information literacy program in order to access e-resources effectively. The Central Library organizes author workshops for research scholars and faculty. The Central checks plagiarism of research publications, theses and reports.

5.1 Scope of the Quality Management System

Develop collection of materials that support, enrich and satisfy the curricula and research needs of the University. Encourage use of the library and its facilities by the faculty, research scholars, students and other communities of the University. Aid and instruct students, faculty and staff in the use of the library and to provide bibliographical guides to the contents of the collection investigate the changing educational needs of the community and to provide access to information, programs and services. Provide reference and research services by a variety of means, including printed materials and electronic resources.

5.2 Locations

5.2.1 Delhi Technological University, Shahbad Daulatpur, Main Bawana Road, Delhi 110042

5.2.2 Delhi Technological University, East Delhi Campus, Vivek Vihar, Phase -II, Delhi – 110095

5.3 Exclusions

- Nil

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6. Procedures: The Central Library attends various jobs of assorted nature. To achieve purpose, smooth running, and administrative convenience, the different activities are categorized under the following:

- Acquisition of academic material in print and electronic format needed by users
- Technical Processing of academic reading material
- Subscription and management of Electronic Databases and Periodicals
- Lending and document supply services
- Housekeeping, safety, discipline, quality control and customer relations
- Maintenance and updating of stock
- Management of IT resources and library local area network
- Information Services, information literacy programs and Management of databases

6.1 Process Management Methodology

The library receives requisition from various departments/teachers/research scholars/students for different types of reading materials. The library processes after checking the duplication form the catalogue and submit the proposals to the authorities for approval. After approval, purchase orders are placed with vendors. The vendors supply required materials as per terms and conditions decided the University. The registers them and enter them the library management software and processes the bills for payment. After technical process the reading material are presented to the users of the library

6.2. Top Level Processes

6.2.1. Acquisition of Academic Material in Print and Electronic Format Needed by Users

6.2.2. Technical Processing of Academic Reading Material

6.2.3. Subscription and Management of Electronic Databases/Periodicals

6.2.4. Lending and Document Supply Services

6.2.5. Housekeeping, Safety, discipline, Quality Control and Customer Relations

6.2.6. Maintenance and Updating of Stock

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7. Complete Department Procedures as under

7.1 Acquisition of Academic Material in Print and Electronic Format Needed by Users

S. No.	Activity	Responsibility	Check list	Time line
Step 1	Selection of Teaching and Learning Resources			
1.1	Professional and Text Books			
	<ul style="list-style-type: none"> • Selection by concerned faculty members. • Requisition approved by HOD sent to CL. 	Faculty/ HODs/ University Librarian		
1.2	Books of general nature and reference			
	<ul style="list-style-type: none"> • Selection by HODs/LAC • Selection by the Librarian. 	LAC/HODs/ University Librarian		
1.3	Books on Approval			
	<ul style="list-style-type: none"> • Books accepted on approval from the vendors after preliminary screening by Assistant Librarians/ 	LAC/HODs/ University Librarian		
	<ul style="list-style-type: none"> • Final selection by the Faculty Concerned/Librarian and approved by Library Advisory Committee (LAC) 	LAC/HODs/ University Librarian		
1.4	Selection and purchase of Books from Book exhibitions and Book Fairs			
	<ul style="list-style-type: none"> • University Librarian/Assistant Librarians to arrange visit by the Faculty to the exhibition and fairs. • Selection by the faculty • On the spot purchase by the LAC • Post-selection purchase after checking duplicates and obtaining approval 	LAC/HODs/ Faculty/ University Librarian/ Assistant Librarian/ Documentalist/ Library Assistant		
Step 2	Processing of Requests			
	<ul style="list-style-type: none"> • Requisition (Approval) Form to be filled up for title(s) and sent to CL by the requester. • Scrutiny of Requisition in Technical 	Requester Assistant		

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Step 5	Receipt and Inspection of Books			
	<ul style="list-style-type: none"> Physical and general make up is checked. Defective/damaged materials kept aside as nonconforming goods, and are returned to the vendor for replacement. 	Deputy Librarian/ Assistant Librarians/ Documentalist		
Step 6	Accessioning			
	<ul style="list-style-type: none"> Books are checked against the invoice and purchase order for price, discount, and quantity. Wherever required supporting documents and ISBN are checked for correct invoicing. If the material is found OK, it is accessioned in the appropriate Accession Register. Different series of Accession Registers are used to accession various kinds of documents. Books are stamped with Library Property Mark, Accession number and Date on the verso of the title page and secret page of each book and proceed for Technical Processing and physical preparation. Requisition Form is shifted to Books Received card file. Book Stock statistics are updated. 	Deputy Librarian/ Assistant Librarians/ Documentalist	Accession Register	
Step 7	Bill Processing			
	<ul style="list-style-type: none"> Three copies of bills are received/prepared. Bills are scrutinized and verified. Accession details are noted on the bills. Entries re-checked with the accession register. Expenditure Register is updated. And checked by the Assistant Librarian/ 	Library Assistant		

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	<p>Documentalist.</p> <ul style="list-style-type: none"> • Bill signed by the University Librarian • Bill sent to Accounts Section for payment, duplicate copy is retained for records. • Periodic follow-up with Accounts Section for unpaid bills. 	<p>University Librarian</p> <p>Library Assistant</p>		
Step 8	Financial Statistics and Control			
	<ul style="list-style-type: none"> • Budget availability is checked before processing of requests. • All the indents and bills approved are entered in the Indent Register and Bill Register in the Librarian's office. • Quarterly statement of total funds committed and spent for each budget head is made on Indents Register and Bill Register respectively. 	<p>Assistant Librarians/ Documentalist</p>		
Step 9	Acquisition and Processing Books Received Gratis			
	<ul style="list-style-type: none"> • Scrutiny in the Library for suitability for addition to the Library. • Books found suitable accepted and entered in Accession Register for Gratis Books. • Acknowledge receipt of the books and return the books that were not found suitable. 	<p>University Librarian</p> <p>Deputy Librarian/ Assistant Librarians/ Documentalist</p>	<p>Accession Register for Gratis</p>	
Step 10	Dissemination of Information on New arrivals			
	<ul style="list-style-type: none"> • Requester is informed over phone, by email or ordinary mail on receipt of books. • Subject Wise monthly list of new additions is displayed on the notice board as well as emailed to all the departments. • New books displayed in the library. 	<p>Deputy Librarian/ Assistant Librarians/ Documentalist</p>		

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Step 11	Monitoring and Control of Book Acquisition			
	<ul style="list-style-type: none"> • Status of pending requests and pending orders is reviewed by the Librarian at least once a month and corrective measures taken. • A monthly status report on pending requests sent to each Department. 	University Librarian Deputy Librarian/ Assistant Librarians/ Documentalist		

7.2. Technical Processing of Academic Reading Material

S. No.	Activity	Responsibility	Reference
Step 1	Classification		
	<ul style="list-style-type: none"> • Books received are Classified according to Dewey Decimal Classification (22nd ed) Scheme • Call No [class no + book no + collection no] written with pencil on the back of title page. 	Deputy Librarian/ Assistant Librarians/ Documentalist	Dewey Decimal Classification 19th Edition
Step 2	Cataloguing		
	<ul style="list-style-type: none"> • Collection Type is assigned for each copy of the Title. • Books catalogued in the book database as per Library Management Software (KOHA) requirements and Anglo American Cataloguing Rules (AACR II) • Subject Headings are assigned as per Sears List of Subject Headings 21st Edition 	Deputy Librarian/ Assistant Librarians/ Documentalist	KOHA User manual Anglo American Cataloguing Rules II Sears List of Subject Headings.
Step 3	Completion		

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	<ul style="list-style-type: none"> • Bar Codes, Spine labels • Bar Codes, book-plate, spine labels, • Library Stamp affixed on verso of title page, secret page, last page and spine • Book is reinforced with lamination, wherever desirable. • Books are checked for correctness of processing 	Library Assistant/ Counter Assistant/ Library Attendant/ Library Trainee	
Step 4	New books are displayed and then restored to the respective shelves.	Counter Assistant	

7.3 Subscription and Management of Electronic Databases/Periodicals

7.3.1 Purpose: To ensure systematic selection, subscription to electronic databases/ periodicals in electronic format and make them available to library members for their professional updating and support to the academic and research activities of the Institute.

7.3.2. Scope: These procedures pertain to the selection, subscription and processing of electronic databases/ periodicals publications in the Central Library. University Librarian/ Assistant Librarians/ Documentalist is generally responsible for this activity.

S. No	Activity	Responsibility	Reference
Step 1	Selection and Approval		
	<ul style="list-style-type: none"> • Departments, Schools and Centers are requested to review the list of subscribed databases/ periodicals and suggest any deletion/additions for next year subscription. • List of recommended databases/ periodicals along with subscription details and other relevant information is placed before the Library Advisory Committee. • Library Advisory Committee negotiates the subscription rates. 	University Librarian/Deputy Librarian LAC	

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	<ul style="list-style-type: none"> Negotiated databases/ periodicals are placed before the V C for final approval 	Vice Chancellor	
Step 2	Ordering and Bill Payment		
	<ul style="list-style-type: none"> After approval by the Library Advisory Committee, suppliers for approved databases/ periodicals are identified, keeping in view the Terms offered and past performance. Purchase indent is filled up, entered in the Indent Register and sent to Accounts Section for funds clearance and approval of competent authority. Orders Placed for renewal/new subscription directly from the publishers or through subscription agents at least 1 month prior to subscription period. On receipt of invoice from the publisher/ subscription agents, bills are checked for correct prices and exchange rates and remittance proof, and forwarded to Accounts Section for remittance. Entry is made in the Expenditure Register If remittance is required in Foreign Currency relevant RBI forms are also forwarded to Accounts Section. On receipt of the cheque/demand draft from Accounts Section the payment is remitted to the Supplier 	<p>University Librarian</p> <p>Deputy Librarian/ Assistant Librarians/ Documentalist</p> <p>University Librarian</p> <p>Deputy Librarian/ Assistant Librarian/ Documentalist</p> <p>University Librarian Deputy Librarian/ Assistant Librarian/ Documentalist</p>	<p>Indent Register/ Expenditure Register</p>
Step 3	Subscription Order with Advance Payment		
	<ul style="list-style-type: none"> In case the Publisher/ Subscription agent requires advance payment, a pro-forma invoice is requested from the supplier and processed as in Clause 2 	Deputy Librarian/ Assistant Librarians/ Documentalist	

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	<ul style="list-style-type: none"> Each database file is updated with subscription details. 		
Step 4	Monitoring and Control of Electronic Databases / Periodicals		
	<ul style="list-style-type: none"> Accessibility to database/periodical is checked every day. E-Mail along with screen shot is sent to the supplier for non-accessibility. Librarian reviews the cases of non-accessibility of database/ periodical for long period once a month and corrective measures if required are taken. 	Library Assistant University Librarian/ Deputy Librarian	

7.4 Lending and Document Supply Services

7.4.1 Purpose: To lay down the procedure for borrowing books from the Central Library by various categories of Members of the Library.

7.4.2 Scope: This procedure is applicable to all categories of members i.e. students, faculty, staff, staff of sister institutions and personal and corporate paid members.

S. No.	Activity	Responsibility	Reference
Step 1	Membership Registration, Renewal, Termination and Issuance of Duplicate Card		
	<ul style="list-style-type: none"> DTU has implemented ERP, the students are registered for library membership when ID Card are issued by the Central Office. The verso of ID card contains details about library membership with unique Bar Code. For faculty, the library provides a library card. The emergency library provides temporary cards to students. Membership expires on the date of expiry indicated on the membership 	Counter Assistant Counter Assistant Counter Assistant	Library Brochure

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	<p>card unless renewed under the rules.</p> <ul style="list-style-type: none"> • All members whose membership has expired must return all the books outstanding in their name. • Only after clearing all the outstanding dues, including unpaid fines, a No Dues clearance is given to members. • If a member reports loss of his membership card in the prescribed form, his membership is immediately frozen. • If the member who has lost his card wishes to take a duplicate card a new card with different membership code is generated and issued on payment of prescribed fee. 		
Step 2	Charging (Lending) of Documents		
	<ul style="list-style-type: none"> • The borrower selects the book(s) from the shelves and presents the book(s), and his/her membership card at the Lending Counter • Books are issued as per the eligibility and loan norms. Issue transactions are recorded in the KOHA LMS as per the system's requirement. • Due-date stamp is affixed on the due date slip • Borrower checks out at the Checkout desk, and shows issued book(s) at Check Out Desk and the person allows the book(s) out after tallying the book(s) with the details entered in KOHA LMS. • The central government has started the book bank scheme to encourage SC and ST students to pursue higher education. The aim of establishing such book banks is to provide effective tools to 	<p>Borrower</p> <p>Counter Assistant</p> <p>Library Attendant</p>	

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	<p>those ST and SC students who cannot afford expensive educational books.</p> <ul style="list-style-type: none"> • SC and ST Book Bank: There is a SC and ST Book Bank with about 67,420 books. Books have been purchased from separate Govt. grants received from time to time. Books are issued to SC and ST students in the first 15 to 30 days of every semester, and the remaining books have been issued to the general category/ other students. 		
Step 3	Discharging (Return) of Documents		
	<ul style="list-style-type: none"> • Borrower presents the book(s) at Lending Counter • Return Transaction is carried out in KOHA LMS. • If the returned book is found to have been reserved by another member, the same is kept aside on RESERVE SHELF, else restored to the respective shelf. 	<p>Borrower</p> <p>Counter Assistant</p>	
Step 4	Overdue Books		
	<ul style="list-style-type: none"> • Reminders for overdue documents are generated and sent to the borrower periodically. • List of student members who fail to return books borrowed by them on or before due date is displayed on the notice board. • An overdue charge is levied on books returned after the due date, as per library rules. • Cost of books is recovered from the borrowers if he/she fails to return the books after a long time. 	<p>Counter Assistant</p> <p>University Librarian</p>	
Step 5	Reservation of Documents		
	<ul style="list-style-type: none"> • For reserving a book already on loan, 	Borrower	

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	<p>the member submits reservation request at the circulation counter.</p> <ul style="list-style-type: none"> • Books requested for reservation are checked immediately and marked in the KOHA LMS. • Reserved books that are overdue are recalled. • On return, the reserved book is kept aside on the RESERVE SHELF and the member is informed. • If the member fails to borrow the reserved book within stipulated time the same is reserved for the next member in the queue or returned to shelf. 	Counter Assistant	
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7.5 Housekeeping, Safety, discipline, Quality Control and Customer Relations

S. No.	Activity	Responsibility	Reference
Step 1	Safety Building and Documents		
	<ul style="list-style-type: none"> • Provide adequately grills/wire mesh on Windows and Fire extinguisher • Termite Treatment at regular interval as well as in an emergency 	Institute Engineer Deputy Librarian/ Assistant Librarians/ Documentalist	
Step 2	Security		
	<ul style="list-style-type: none"> • Vigilance in Halls, • Checking at gate • Surprise check 	Counter Assistants/ Library Attendants/ Peon. Assistant Librarians/ Documentalist	
Step 3	House Keeping		
	<ul style="list-style-type: none"> • Regular Cleanliness, Dusting and mopping of floor as well as documents 	Counter Assistants/ Library Attendant/ Library Trainees/ House Keeping Staff	
Step 4	Ventilation		
	<ul style="list-style-type: none"> • Provision and maintenance 	Deputy Librarian/ Assistant Librarians/	

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	(preventive and emergency) of Coolers, AC, Fans and Lighting in service and common areas. <ul style="list-style-type: none"> • Provision and maintenance (preventive and emergency) of Coolers, AC, Fans and Lighting in staff areas. 	Documentalist Counter Assistants	
Step 5	Discipline		
	<ul style="list-style-type: none"> • To ensure punctuality and general behavior of Staff towards users at service points, and report any acts of indiscipline to the University Librarian. • Monitor and report instances of theft, mutilation of material or other acts of unruly behavior and indiscipline by the members to the Librarian • Take necessary preventive and remedial measures in case of reporting of unacceptable behavior by the staff or students. 	Deputy Librarian/ Assistant Librarians/ Documentalist Deputy Librarian/ Assistant Librarians/ Documentalist University Librarian	
Step 6	Inspection, grievances, and corrective and preventive measures.		
	<ul style="list-style-type: none"> • Inspect the service desks, service areas and stack areas for proper arrangement, orderliness and cleanliness on daily basis, and take on the spot corrective measures. • Discuss the issues of concern with service staff at least once in two weeks and report to the University Librarian. • Discuss issues of concern with service staff at least once a month and take corrective, preventive 	Deputy Librarian/ Assistant Librarians/ Documentalist Deputy Librarian/ Assistant Librarians/ Documentalist University Librarian	

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	<p>measures.</p> <ul style="list-style-type: none"> • Respond to each suggestions/complaints received either by mail or in the suggestion box periodically. • Liaison with concerned authorities/staff for follow up action. • Analyze the suggestions/complaints having long term implications and propose suitable policy measures. 	<p>University Librarian</p> <p>Deputy Librarian/ Assistant Librarians/ Documentalist</p>	
Step 7	Revenue		
	<ul style="list-style-type: none"> • Revenue is collected at the Help Desk on account of computer printout, fine, etc. at the respective service points. Official receipts are issued. Receipt books are issued from the Accounts Section as and when required. • Revenue is deposited in the Account Section on Weekly basis or earlier using appropriate voucher by the concerned Counter Assistant checks the cash and receipt book entries. • Vouchers are filed serially for records. Details of amount received from the Counter Assistant are entered in the Detailed Revenue Register by Counter Assistant. • Entries in the Detailed Revenue Register are checked periodically .by Librarian or a senior officer nominated by him. • Revenue collected in the Central Library is deposited on weekly basis to the Accounts Section, and necessary entries are made in Revenue Register for each deposit. 	<p>Counter Assistant</p>	<p>Detailed Revenue Register Revenue Register</p>

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7.6. Maintenance and Updating of Stock

7.6.1 Scope: This procedure covers removal of books from the active collection by the library staff either during routine work or as specially planned program, and consequent follow up activity, such as reordering, binding, repair etc.

7.6.2 Responsibility: Assistant Librarians/ Documentalist are generally responsible for this activity.

S. No.	Procedure	Responsibility	Reference
Step 1	Identification and Removal of Outdated, Worn out and Unused Books from the Shelf for Withdrawal	Library Attendants/ Counter Assistants	
	<ul style="list-style-type: none"> • Routine Removal: Books identified for removal during daily and routine shelving/shelf reading and taken-off the shelf by library staff. • Removal as Stock Revision Exercise: special exercise to revise a particular section of the stock is undertaken from time to time • Withdrawal Checklist form is completed for each withdrawn title by the staff concerned. • Bibliographic and catalogue checking of removed books. • Categorization of removed books for various follow up action such as withdrawal, repair or binding. • Checking of bibliographic databases for edition information of books. • Recording of details identified for withdrawal. • Final check of removed books 	Deputy Librarian/ Assistant Librarians	
Step 2	Pre-withdrawal Scrutiny of Taken-off Books by the Faculty Members		
	• Departmental Heads or their representatives are requested to	HoDs/Faculty	

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	periodically inspect the books kept aside for withdrawal and make suitable recommendations.		
Step 3	Withdrawal of Books		
	<ul style="list-style-type: none"> Books recommended for withdrawal are withdrawn and book database is updated Books are stored separately so that they are not mixed up with the active collection. 	Assistant Librarians/ Documentalist Counter Assistant/ Library Attendant	
Step 4	Writing off the Withdrawn Books		
	<ul style="list-style-type: none"> A list of withdrawn books is prepared The list is put up to the Library Advisory Committee for writing off. List placed before Vice Chancellor for approval of writing off the books given in the list. Updating of accession register and books database Entries are checked & verified. Books are stamped as WITHDRAWN and disposed off. Class wise statistics of withdrawn and written off books are taken 	Counter Assistant UL/ LAC Vice Chancellor/ University Librarian AL/ Documentalist Counter Assistant	
Step 5	Reordering of Withdrawn Books		
	<ul style="list-style-type: none"> Latest edition of withdrawn books is reordered if required 	Assistant Librarians/ Documentalist	
Step 6	Repair/Binding of damaged/worn out books		
	<ul style="list-style-type: none"> Books suitable for repair/binding are sent for the same after replenishing any missing pages and recording in the Binding Register. Books database updated. Bound/repared books are checked on their return and binding register and book database are up dated. 	Assistant Librarians/ Documentalist	Binding Register

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	<ul style="list-style-type: none"> Bound books are sent to technical section for re-labeling and spine lettering etc. and restored to the stock thereafter 		
Step 7	Writing off of books lost by the members		
	<ul style="list-style-type: none"> A member who has lost a library book reports at the Lending Desk. In case the borrower opts for paying for the cost, the cost of the books is recovered as per library rules and official receipt is issued. If the borrower opts for replacing the lost title with a new copy, the new copy is accessioned afresh in the Accession Register and processed. Market price is also noted. Member's loan record is updated and books database updated. Entry in the Lost and paid for register is made. The register is put up to the Librarian on weekly basis for verification. List of books lost and paid for or replaced by the members is put up for writing off by the Vice Chancellor. Books written off and records updated 	Borrower Counter Assistant Library Assistant Counter Assistant Vice Chancellor/ University Librarian/ Deputy Librarian	Lost and Paid for Register
Step 8	Procedure for Writing off of Books Reported Missing		
	<ul style="list-style-type: none"> Book database is updated as soon as books are reported missing during physical verification or otherwise. A list is prepared and placed before the Vice Chancellor for written off as per rules. Books written off and records updated 	Counter Assistant Vice Chancellor/ University Librarian Library Assistant	

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8. Overview:

9. Related Forms

9.1 Membership form for students, **Form No. 1**

9.2 Membership form for B. Tech Part-Time, **Form No. 2**

9.3 Membership form for Staff members, **Form No. 3**

9.4 No Dues certificate, **Form No. 4**

9.5 No Dues certificate for pre Ph. D, **Form No. 5**

9.6 Plagiarism checking/ certification, **Form No. 6**

9.7 Copy Right Authorization form, **Form No. 7**

9.8 Book recommendation form, **Form No. 8**

10. Periodic Reporting

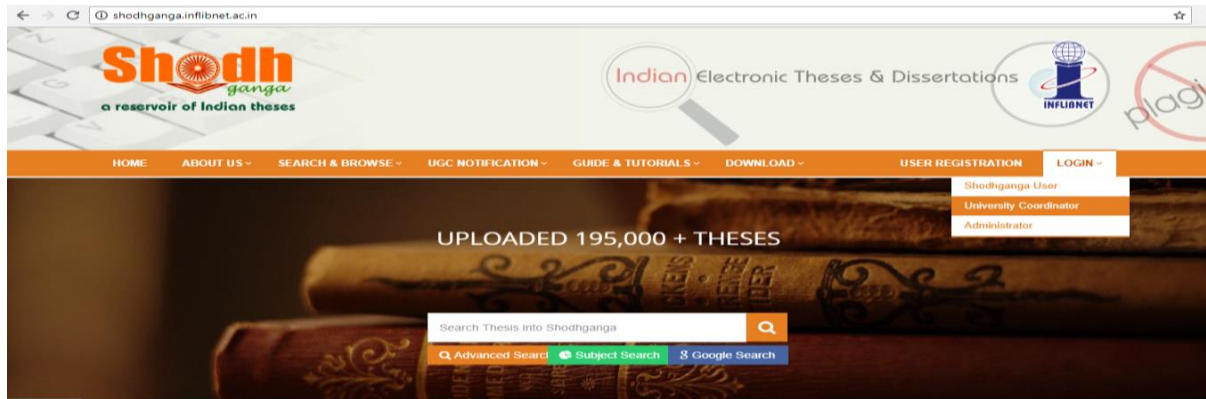
In order to have quality control and improve the efficiency various periodic reports are generated.

- a. Performance of Empanelled vendors.
- b. Expenditure Analysis of various heads
- c. Quarterly statement of total funds committed and spent for each budget head.
- d. Monthly list of new addition arranged subject wise.
- e. Monthly review of status of pending requests and pending orders
- f. Usage of electronic databases/ journals on the basis of downloads
- g. Every day reporting of accessibility of electronic databases/ journals
- h. Monthly reviews of accessibility issues by the University Librarian
- i. Reporting of long overdue books to concerned HODs for early recovery.
- j. Regular reporting of AMC of instruments

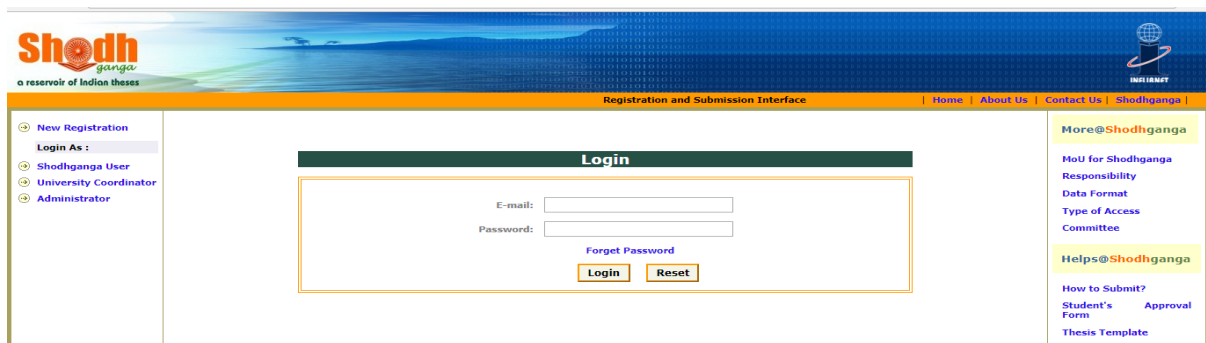
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11. Thesis upload on Shodh-Ganga platform

Step One



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File8(Chapter 5):
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File10(Chapter 7):
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12. References

13. Attachments

Various forms mentioned in 9

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Assistant Librarian/Document list

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