



STANDARD OPERATING PROCEDURE (SOP)
FOR
LIBRARY AND INFORMATION RESOURCE
CENTRE (LIRC)

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

Objective:

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

Book Purchase Process:

- Library budget should be approved in the Governing Body
- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.

Order is given to those vendors who gives Maximum titles and gives delivery in short time and with Maximum discount.

After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Membership of Library

For becoming the members of the library the faculty and nonteaching staff, students have to fill in the library form with the details and get it signed by the Librarian. Form is Available online also.

- All the students of the college become members in the library after their Admission process is done.
- After the signing of the library form library cards are issued to the students & Staff.

Roles and Responsibilities of the Librarian Team.

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

Processing of the Books/ CDs/DVDs

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the One section.

The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

Procedure for borrowing of Books:

- Books will be issued for a period of (10) days at a time to the students and for (30) days to the faculty. Technical and Admin Staff will be issued books for a period of thirty (30) days.
 - Re- issue of books will be done in the set of Ten (10) days each for a maximum of one time, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book. The faculty should renew the books at the end of return date.
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- Students can at best hold only Two (2) books in his/her account at any point of time, whereas a faculty members can hold a maximum of Ten (10) books in his/her account.
- Books will be issued only after the library card is produced and scanned of the photo on library computer. The books to be issued shall also be scanned for its Barcode.
- For re-issue after the last date for return of the book, the book has to be physically brought to the LIRC circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.

Students withdrawing admission from 'PIBM are required to take "No Due Certificate" from the LIRC. Signed by Librarian.

- Librarian will give a list of books with fine defaulters.

A copy of the same should be given to the Controller of Examinations.

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

- Those who are defaulters their admit card will be stopped by intimation. Hard copy of admit Cards will only be issued once
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the “No Due Certificate” duly countersigned by Every department.

9. ACCOUNTING OF FINE:

Rate of fine will be as follows:

- Students - Rs 5/- per days.
 - The maximum limit for fine per book is to the extent of Book Value. Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student on the screen before accepting the fine payment.
 - The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued to the Cardholder. The Circulation in charge would press ‘OK’ option in the process and the transaction shall thus be finally completed.
 - If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately informed by e-mail and by putting the information on the Students Notice Board. The fine due from the individual would be reflected as “pending” option on the computer, till the fine gets cleared by the card hold
 - The fine would be deposited in the Account Dep by the Fine Receipt given from the Library with the signature of the Librarian
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- After the fine paid in Account dep student has to take receipt from the Account dep and has to submit that receipt in the Library.

Annual Stock Verification

- Annual Stock Verification will be ordered by the Principal in the last week of Dec every year.
- Stock verification is done with Barcode reader-in Slim Software.

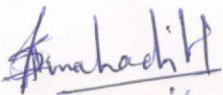
After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal.

- Missing/Lost books
- Repairable books

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

Dealing with Losses

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
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Mr. Amit Mahadik

Librarian

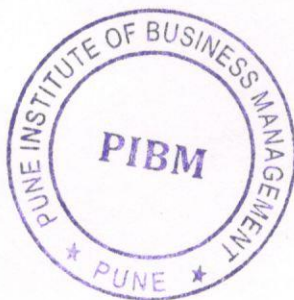
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Maj. Vijay Maradani

General Manager

(PIBM)



Dr. Ajit Sane

Director

(PIBM)