

LIBRARY MANAGEMENT POLICY

About

The quality of Library collections is fundamental to the University's success in learning, teaching and research. Therefore, the Library, in close cooperation with academic staff, must select, manage and exploit its collections of print and electronic resources, and facilitate cooperation with and access to other collections, in a manner which will help the University achieve its aims.

The purpose of this Policy is to provide academic and Library staff with guidelines for making decisions about the development, management and exploitation of Library collections. The Policy describes:

- The purpose and scope of the collection;
- Clarify responsibilities for collection development and management;
- Provide guiding principles to inform and underpin subject-specific collection policies and day-to-day decisions with regard to: selection, acquisition, access, preservation, relegation and withdrawal of library materials.

It is intended that this Policy is accompanied by subject-specific collection management policies, which are developed and updated by Faculty and Subject Librarians in liaison with academic staff.

PURPOSE AND SCOPE OF THE LIBRARY'S COLLECTIONS

In this Policy, the term 'collections' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access. The purpose of the Library's collections is to support the University's learning, teaching and research. The Library also has a responsibility to maintain appropriate collections of local, national and international significance.

The collection includes:

- General reference material which is of value to scholars, faculty and students.
- Appropriate finding aids such as indexes, abstracts and subscription databases.
- Online subscriptions to various subject related journals.

- Recent examples of taught course dissertations and student projects.
- Material which support the professional development of library staff.

COLLECTION DEVELOPMENT AND MANAGEMENT

The successful implementation of this policy is dependent upon the collaboration of library and academic staff. The roles and responsibilities of these staff are set out below:

Management is responsible for the allocation of the Library budget.

Library committee and Chief Librarian are responsible for the overall management of Library collections, and for the implementation, review and regular update of this Policy.

Library staff is responsible for managing budgets and collections in individual subject areas, in accordance with this Policy and with University. Their specific responsibilities with regard to Library collections are:

- Managing budgets.
- Liaison with academic staff about purchases and withdrawals, advising on issues such as numbers of copies, loan periods, format, etc.
- In liaison with academic staff, developing and regularly updating subject-specific collection management policies which set out the collection aims, scope and balance to be sought in each subject area;
- Evaluating collections by monitoring usage and demand, through discussions with academic staff and students, and by comparing Library collections with other research university libraries and with specialist subject bibliographies;
- Ensuring whenever possible that the Library has the most up-to-date editions available and that out-of-date material is removed.
- Regularly editing subject collections, taking into account the learning and research needs of academic staff and students;
- Guiding students and other users to find; evaluate and use information available within and beyond the Library's collections.

Librarians are responsible for coordinating collection management policies and activities across faculties, to ensure overall collection quality and balance, effective use of resources, and the consistent implementation of this Policy. Deans, H.O.D's will represent the teaching, learning and research support needs of the department to the Library, and further will be presented to the library committee for necessary action.

SELECTION OF MATERIALS

Teaching and Research: It is the Library's aim to provide sufficient copies of, or electronic access to, all items included in student reading lists. The Library expects teaching staff to provide a list of items required for teaching well in advance of the commencement of the unit. When new academic programmes are initiated or changed, it is important that

Librarians are involved at the planning stages to ensure that planning for learning resources is taken into account.

Formats: Library collections will be in both physical and electronic formats. Library subscribes to various databases and networks like DELNET, EBSCO, Manupatra & NDL etc

Gifts: The Library is pleased to accept gifts of items which fall within the general selection criteria i.e. items which support University learning, teaching and research, which develop existing collection strengths or fill identified gaps, or which are materials of regional, national or international significance.

ACQUISITION, CATALOGUING, ACCESS & PRESERVATION

Acquisitions policy

Core funding will only be used to purchase those suitable items which are identified as appropriate for the support of current teaching and research, and for which we have the recommendation of the relevant academic department.

Sources of funding for purchase

"Core" funding, is the Library's annual purchase grant from the management.

Acquisition and Cataloguing: The Library aims to buy resources from the best source, The Library maintains and monitors internal processes such as acquisitions and cataloguing, to ensure that these processes are fast, efficient and cost-effective. Library follows DDC scheme for classification through OCLC and international cataloguing rules AACR 2. Library has OPAC for book search

Access: The library offers open access to all library material.

Preservation: The Library binds journals and strengthens paperback books when required.

SUPPORT SERVICES

Library provides various support services to its users namely:

- **Library orientation:** Every year on the commencement of the new batch students from each and every school and department are invited for library orientation programme in the library. Login details, membership procedures, code of conduct and other rules are shared with them. They are shown various sections of the library. They are notified about timings of different sections. Membership rules are also explained and membership forms are given to them to initiate the membership process.
- **E-resources orientation:** Once the students/faculty has taken membership of the library, a special orientation programme to educate the students how to access the subscribed e-

resources/databases available in the library. This exercise ensures that all students/staff are well aware and are comfortable about how to utilise the e-resources.

- **Reprographic services:** For the convenience of staff and students reprographic facility is provided to them in case of reference material free of charge for a limited number of pages.
- **Feedback from users:** In order to improve and upgrade the library services, annual feedback from the library users is taken.

WEEDING OUT AND WITHDRAWAL

Regular, appropriate editing is imperative, in order to maximize the usefulness of the collections, the Library will remove materials not currently used to non-open access areas, and will withdraw unused/duplicate/worn out/damaged copies. The responsibility for identification of stock for withdrawal lies with the Librarian, taking into account the needs of academic staff and students.

Weeding of books: Books which are infrequently used may be withdrawn to the Library Store, from which they are normally available on request within two working days.

Editing criteria will vary from subject to subject, but will include one or more of the following factors as appropriate:

- The item is no longer of relevance to current teaching or research;
- The item is infrequently used;
- Duplicate copies are available;
- The item is in poor physical condition;
- There are better or more recent editions of the title available;
- The item is now held electronically

Weeding of journals: The back volumes of journals will be kept safely for use however printed copies of journals will be discarded when secure and permanent online access becomes available.

LIBRARY RULES AND REGULATIONS

MEMBERSHIP RULES

Members Category	Books issued	No. of Days
Under Graduate Students	3	14
Post Graduate Students	4	14
Doctorate Students(PhD)	6	30
Faculty Members (Teaching Staff)	6	30
Staff Members (Non-Teaching)	2	30

LIBRARY RULES

1. Library can be accessed only after taking membership and issue of Reader's Library Tickets. To become a member of the library one has to fill up a membership form duly signed and stamped by competent authority and submitted to the Librarian.
2. Membership of a student will remain valid till he remains his final semester examination. The membership of staff/faculty will remain valid till they remain employee of the University.
3. The library membership card is non-transferable and the loss should be immediately reported to the library. The borrower is responsible for any book issued against the library membership card.
4. The Students must carry their Library Readers Ticket with them if they want to get books issued. Books issued to the student are their responsibility; the books must not be damage in any way (pencil/pen markings, tearing, folding of pages or writing anything).The defaulter will have to replace the same book.
5. **Magazines, Journals, Reference Books, Text Books, Thesis, Newspapers, Previous Year Question Papers & Syllabus** are not issued these must only be referred in the library.
6. Before leaving the issue counter, member should check as to whether the library material lent to them is in good condition. If not, they should immediately bring the matter to the knowledge of the library staff; otherwise, they are liable to be held responsible for the damage.
7. The **final year students** should return all the books and surrender their library tickets on the completion of the final exams '**No Dues Certificate**', without which the DMC's/degree will not be issued.
8. Loss of Library ticket or books should be immediately reported to the Librarian in writing.
9. Use of mobile phone and bringing of eatables in the library is **not permitted**.
10. Everybody entering the library must deposit their belongings at the property counter in the library. Students can bring in their wallets and mobile phones (silent mode).
11. Library staff will not be responsible for the loss of any student's belongings.
12. While entering the Library please write your details and time of entry in the student entry register.
13. The Library staff on duty has the right to request a user to leave the premises if found to be violating any of the Library rules.

14. Library staff shall be happy to assist you and answer to your queries.
15. Physically challenged students are advised to contact the staff on duty in reading hall for assistance.
16. The Librarian may amend the library rules and regulations as and when necessary.

LIBRARY ADVISORY COMMITTEE

Library Advisory Committee is constituted and it plays an advisory and advocacy role regarding the Library on matters of general policy, planning, programs, goals, and objectives in its support of teaching, learning, research and community-building needs of the University.

POLICY AMENDMENT

This library management policy can be modified/amended from time to time with the approval of the library committee and the competent authority.



Vice Chancellor
Rayat Bahra University