



# **SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE**

## **LIBRARY POLICY**

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**This policy is the guideline for appropriate procurement, use & maintenance of all library resources, ICT facilities, furniture and fittings, whether immovable or otherwise.**

### **Authority:**

Approved by the competent authority of LSRC.

### **Applicability:**

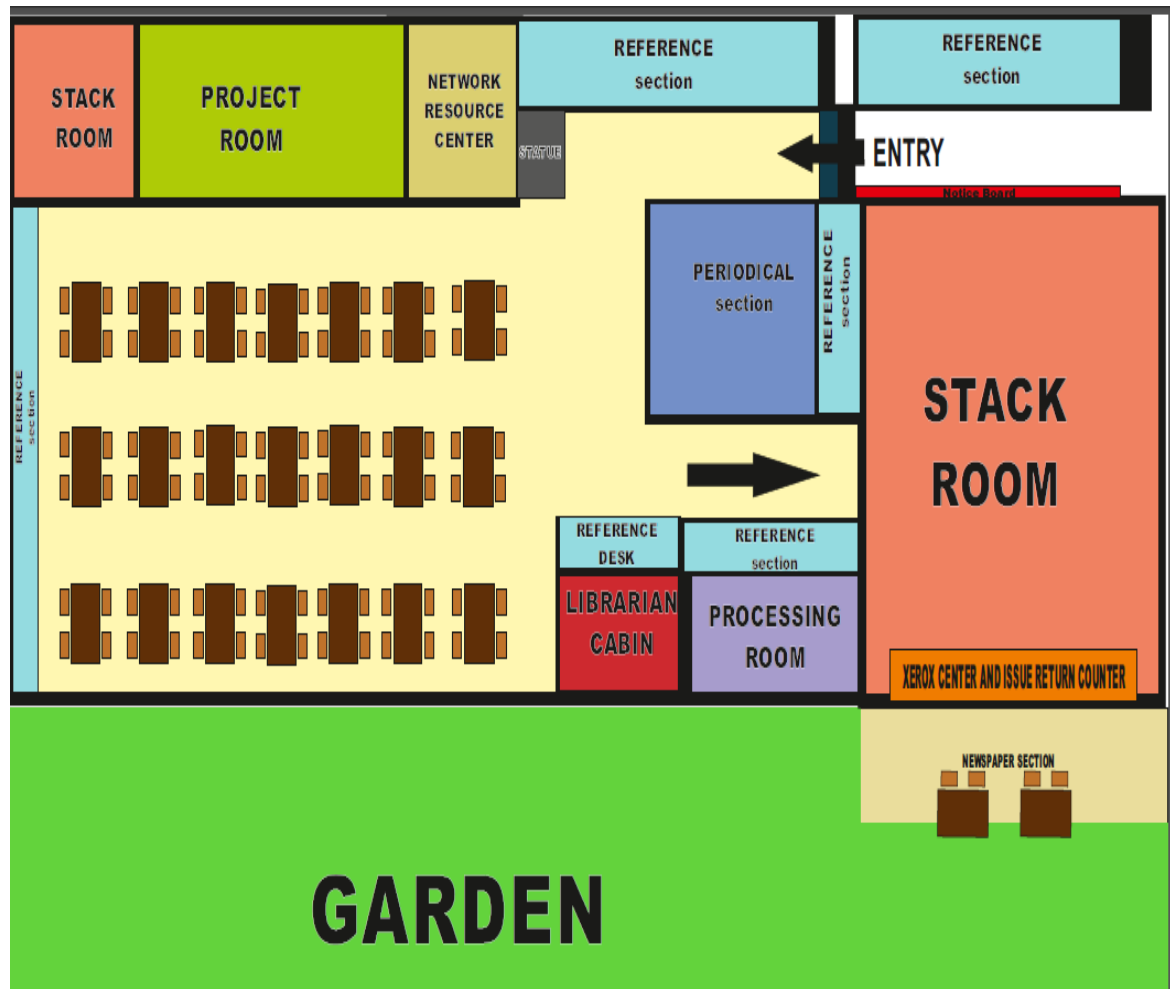
The IT policy is applicable to all the students, teaching and non-teaching staff of LSRC and all others who use LSRC's infrastructure.

### **Policy Statement**

Library plays an important role in supporting the academic activities in the college. Rather library is the soul of any institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching and research.

The library is key partner in better teaching and learning agenda of the Sadhana Education Society's L.S.Raheja College of Arts and Commerce. The library works in collaboration with the teaching faculty for the benefit of students through holistic creation, review and actual delivery of information and knowledge rather than actual delivery of documents for meeting their academic and specific needs.

## LAYOUT OF THE LIBRARY



### 1. Library Advisory Committee (LAC)

#### 1.1 Tenure: 3 Years

The Committee should meet at least twice in an academic year.

#### 1.2 Function of the Committee (Mainly Advisory)

- To consider policy matters for general functioning of the Library.
- To finalize policy for procurement of books and journals.
- To prepare and approve budget and utilization of funds for different Departments for purchase of books and journals for the Library.
- To maintain liaison between Library and the various Academic Departments.
- To consider and put forward the views of faculty members regarding books/journals selection etc.
- To ensure full implementation of policies decided.

#### 1.3 Composition of Library Advisory Committee

The Principal has the discretionary powers in nominating the members for the

committee. Library Advisory Committee comprises of H.O.D., Coordinators of the various courses/programs. Composition of Library Advisory Committee should be as Under:

Sr. No.	Designation	Position in LAC
1	Principal	Chairperson
2	Librarian	Convener
3	H.O.D., and Coordinators of various courses/programs (Commerce, Accountancy, Economics, Mathematics, Psychology, Sociology, History, B.A.F., B.M.M., B.F.M., B.M.S., B.B.I., B.Sc(I.T.))	Member

## 2. Library Budget/Finance

Library budget refers to financial allocation to procure documents and provide access to the information resources. Budget is an important document for planned and successful operation of a library. The Librarian and Library Advisory Committee plays a vital role in planning and allocation of funds/grant provided to library.

The librarian should prepare budget with the help of H.O.D of all the departments depending on availability of funds for the library and get it confirmed in Library Committee meeting.

### Components of the annual library budget:

- a. Books
- b. Journals/periodicals (Renewal and new subscriptions)
- c. Online Archival and Bibliographical Series including
- d. Binding and other maintenance expenses (Budget heads and titles go on changing from time to time)

### 2.1 Revenue and Grants to College Library

- a. **Library Fees:** Which is generated by the college through the students' library fees
- b. **UGC Grants:** The grant which is received from the UGC under College Development Fund, for college library.
- c. **College Fund:** This fund that is allocated by college authorities from college development and utility fund for the purchase of furniture, fixtures and IT Infrastructures for the users.
- d. **Library fines and Deposits:** The fines and penalties collected by the library users. e.

#### Other Miscellaneous Income:

- Sale of old newspapers, magazines, discarded books and so on as scrap library materials.
- Charges on services provided to users such as reprographic and print services.
- Charges received from vendors for their participation in Gyanyatra – Book fair

## 3. Procurement And Processing Of Library Resources

### 3.1 Procurement of Books (Print and Non-Print)

#### 3.1.1 Library Collection Development Policy

With the consent of Library Advisory Committee, Library has to prepare Collection Development Policy

##### 3.1.1.a. Sources of Selection

- Recommendations from users (Students/Teaching & Non-teaching faculties)
- Book Reviews
- Publisher's catalogue

##### 3.1.1.b Suppliers/Vendors: Selection Criteria

###### Procedure for preparing a panel of vendors:

Criteria for selection of vendors are:

- I. Registration number obtained under shop Act, experience of the organization.
- II. Performance: Response to the query, promptness in supply, availability of library materials adherence to the terms and conditions.
- III. Experience by the peers.

**Quotations:** selected vendors should be asked to submit quotations and comparative chart to be prepared for the same.

**Selection of vendors:** Select the Vendor on the basis of quality of material and services and discounts offered with consultation of Library Advisory Committee.

**Other Suppliers/ Low Discount:** There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases to be processed after taking due approval of the Principal.

### 3.12. ACQUISITION PROCESS AND INVOICE PROCESSING

#### 3.12.a Acquisition Process

- a. Receiving Recommendations through Indent Form from library users, Librarian, library staff, Faculty members and H.O.D of departments

##### Recommendation for Indian Edition

- Each Library materials (print and non-print) costing  $\leq$  Rs. 2000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase.
- Each Library material (print and non-print) costing  $>2000$  and  $\leq$  Rs. 10000/- requires permission from the respective H.O.D./Coordinators with the justification for the purchase of such Library Material (print and non-print).
- For each Library Material (print and non-print) costing more than 10000/- needs approval of the LAC.

##### Recommendation for Foreign Edition

- Each Library materials (print and non-print) costing  $\leq$  Rs. 4000/- can directly be recommended by the Faculty member and H.O.D of respective department for the purchase

- Each Library material (print and non-print) costing >4000 and <= Rs. 10000/- seek permission from the respective H.O.D. with the justification for the purchase of such Library Material (print and non-print).
  - For each Library Material costing more than 10000/- needs approval from the Library committee.
- b. Find out the exact details of the Title/recommended c. Duplicate Checking
- d. Indent approval from H.O.D. and Principal e.
- Prepare and Issue Purchase Orders
- f. Maintaining Purchase Order record

### **3.12.b. Accessioning:**

- a. Receive Books from Suppliers/Vendors
- b. Cross checking with Purchase Orders/ on approval register.
- c. Accessioning: Enter the detail soft he Book/ and Invoice/in Accession Register d. Assign Accession Numbers to Titles in Library Management Software
- e. Make necessary entries in Invoice/Bill and forward Invoice/bill for further processing

### **3.12.c. Invoice Processing:**

- Checking the list of books with the Indent and Purchase Order
- Price verification
  - **Foreign Currency:** For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed
  - **Price Proof:** Accepted Price Proof are :( Signed & Stamped by supplier)
    - Distributor's invoice to supplier,
    - Print out from the publishers catalogue
    - Photocopy from Publisher Catalogue
    - For some Indian publications, price mentioned on the title
    - Alternatively, Library can also cross verifies the prices from publisher's website
- The payment advice be forwarded by the Librarian/Library In-charge to the Finance & Accounts for payment
- Making necessary entries in Invoice/Bill Register.

### **3.13. Physical and Technical Processing**

#### **3.13.a. Classification:**

- Dewey Decimal Classification (DDC) schedule to be used for Classification
- Assign Class No/Book Marc No. on the on the back of title page.

#### **3.13.b. Cataloguing:**

- (Anglo-American Cataloguing Rules, 2nd edition) AACR 2Standards to be used for cataloguing.

#### **3.13.c. Physical Processing:**

- **Stamping:**
- **Pasting:**
- **Preparing Book Cards**

- **Shelving:**

### 3.2. Subscription of Journals

#### 3.2.1. Ordering journals:

- Compile priority list with the approval of LAC and the H.O.D./Coordinators
- Adhere to the Terms and Conditions as laid down by the College Library
- Payment against the invoice/bill/renewal notice etc.

#### 3.2.2 Receipt and Processing of material access to the materials:

- Ensure that the items received are as per the order/ access is enabled to the desired resource
- Manual (Kardex) or computerized record of receipts of the journal issues
- Stamping: Stamp on the back of the Title page, and on the Last page.
- Pasting: Due Date Slip, and Book Pockets.

## 4. Circulation Section

### 4.1. Membership

- All domicile students are members of the library: Creation of library users' database through Procampus software.
- Library fees for students: As per prescribed by University of Mumbai

Sr. No.	Course	Library Fee
1	B.M.S	300
2	B.F.M	600
3	B.M.M	300
4	B.B.I	600
5	B.A.F	600
6	B.SC.IT	1200
7	M.COM	1000

- External Membership:  
Fees: Rs. 200/- per semester  
Deposit: Rs. 400/- per book
- Senior Citizen Book Club:  
Fees: No charges  
Deposit: Rs. 400/- per book

### 4.2. Issue / Return Process (Primarily Books/Journals)

#### Borrowing Entitlements

Borrowers	No. of Books	Loan Period	No. of Journals/Other Material	Loan Period
Academic Staff	25	One Year	01	7 Days
Non-Academic staff	25	One Year	01	7 Days
Junior College Students	01	7 Days	01	7 Days
<b>Students (Degree commerce and SFC )</b>				
F.Y. and S.Y.	01	7 Days	01	7 Days
Final Year	02	7 Days	01	7 Days
Arts Students	02	7 Days	01	7 Days
M.COM Students	02	7 Days	01	7 Days
Ph.D. Scholars	Ph.D. scholars not yet enrolled			
Visiting faculty	02	One Sem.	01	7 Days

### 4.3. Documents That Can and Cannot Be Borrowed

#### 4.3.1 Documents that can be borrowed:

- Books
- CDROMS and DVDs
- Journals

#### 4.3.2. Documents that cannot be borrowed:

- Bound Volumes,
- Latest issues of journals and magazines
- Reserve Shelf Books
- Research Project / Thesis dissertations
- Reference sources

On the special circumstances, these materials can be issued with discretion of the Librarian.

### 4.4. Renewals/Reservations and Overdue Charges:

Renewals and Reservation: For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book consecutively three times only. The Library has the right to recall a book if the same is required by another user.

For reservation of books which is high demand, user can reserve the book. Over Dues: After due date, the users are charged fine as mentioned below:

Type of Material	Fine
Books/Journals/CD-ROMs	2 /- per day
Book Bank Books	5/- per day



#### 4.5. Loss/Mutilation of Documents by User

For each lost or damaged item, the borrower is billed for the replacement cost of the item.

#### 4.6. Theft/Misuse of Documents By User:

- The theft or misuse of Library resources like books, journal issues, CD-ROMs, other equipment are viewed very seriously by counter attendants.
- If found any such cases it is examined to ascertain its genuineness and the matter is reported to the Principal for further action.
- Library is under surveillance of CCTV camera

### 5. Stock Verification And Procedure To Write-Off:

#### 5.1. Stock Verification

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

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

The sample can be of random generation of numbers.

#### 5.2. Weeding Process

Unserviceable/damaged/mutilated (physically damaged due to low quality of papers, bindings, eaten by the mites, torned, and out dated syllabus) books are to weeded out by the recommendation of Library Advisory committee.

### 6. User Facilities

#### 6.1. Library Timings:

- Reading Hall and Project Room Timings:  
Monday-Saturday : 7 a.m. to 7 p.m.

Sundays/Holidays : 9 a.m. to 4.00 p.m.

(During Exam. Period)

- Issue/Return Timings:

Monday to Saturday: 9 a.m. to 4p.m. (U.G. students)

9 a.m. to 7 p.m. (P.G. Students)

Holidays : 9 a.m. to 4 p.m.

- The timings and days of operation are subject to change.

## 6.2. Reprography and Printing Service

User can make photocopies and print documents for their study/assignment/project purpose.

Charges:

Sr. No.	Service	Charges
1	Photocopy	Rs. 1/- per page
2	Printing	Rs. 2/- per page

## 6.3. Book Bank Scheme:

The library has book bank scheme for the poor, needy and reserved category students.

- Book Bank Fees: Rs. 50/-
- Book Bank Form Fees: Rs. 10/-

## 6.4. External Membership:

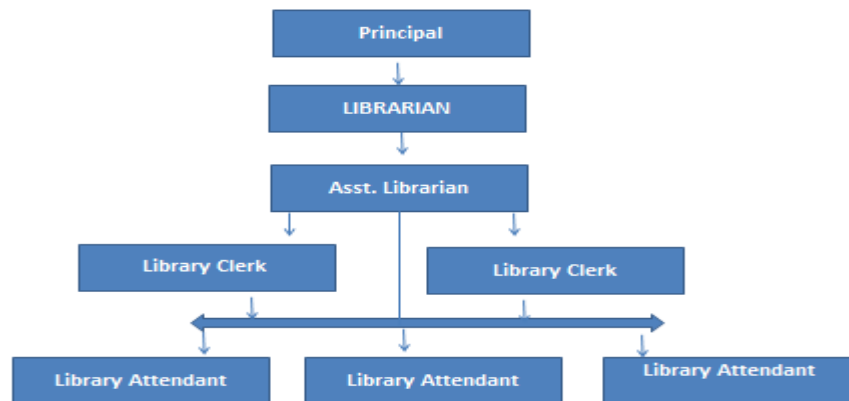
The Library has External Membership facility for Alumina students and poor students of nearby areas pursuing further studies.

## 7. Library Website:

Library has its own website <http://Israhejacollegelibrary.org/> which is linked to college website. Update the information about library products, services, rules and regulations and institutional Repository from time to time.

## 8. Organisation Chart of Malti Jayant Dalal Library and Job Description of Library Personal:

### 8.1. Organogram Chart of Malti Jayant Dalal Library



## 8.2. Job Description of Library Personal:

- **Librarian**

- i. Assume responsibility for the daily operation of the Library and the supervision of the staff.
- ii. Assist in the preparation of the Library budget
- iii. Implement the collection development process and planning and developing of the library.
- iv. Supervising the process of cataloguing and indexing of books and periodicals.
- v. Orienting the users towards effective utilization of Library services, teaching students on scholarly information resources and Scholarly communication.
- vi. Assume primary responsibility of managing the maintenance of print and non-print materials and equipment's in the library.
- vii. Supervising circulation (charging and discharging) of books and learning materials.
- viii. Strengthen library automation, digital services.
- ix. Maintain records and statistics and submit reports as required.
- x. Provide bibliographic instruction upon request.
- xi. Promote a Library atmosphere conducive to study, reading and research and Conduct library promotional activities to attract more readers.
- xiii. Organize library tours, workshops, competitions, exhibition and displays.
- xiv. Assign and supervise the duties of library staff.
- xv. Any other work assigned by the Principal

- **Assistant Librarian**

- i. To check-in, check-out and circulation of library materials.
- iii. Process new books, maintain circulation records.
- iv. Manage library data and reports utilizing library software systems.
- vii. Assist staff in classification, cataloguing, preparing, and organizing library

Materials according to established policies.

viii. Assist readers in finding books and help students and faculties in research Problems and reference questions.

ix. Maintain the library in the absence of the Librarian or in-charge of library. x.

Address administrative issues like collecting fines and reprographic charges. xi.

Arrange to maintain library clean, safe and organized.

xv. Perform the library work as assigned by the librarian at time to time.

- **Library Clerk**

i. To work under the overall supervision of the Librarian and/or the Assistant Librarian.

ii. Assist the Librarian and Assistant Librarian in acquisition, cataloguing and indexing.

iii. Issuing and receiving of books.

iv. Shelving of books and periodicals.

v. Completing special assignments/tasks as entrusted by the Librarian/Assistant Librarian.

vi. Manages and maintain the Library Database, Data entry and library software.

vii. Maintain library materials including registers and other library files.

viii. Any other library works assigned by the Librarian

- **Library Attendant**

i. To work under the overall supervision of the Librarian/Assistant Librarian / Library clerk.

ii. To check the step in at the entrance. iii. To supervise the property counter.

iv. To maintain and cleaning of library equipment / furniture and shelves.

v. Stamping, labelling and pasting.

vii. Shelving the books and periodicals properly.

viii. Any other work assigned by his superiors.

## **9. General Rules and Regulations for Staff and Students:**

### **9.1 Use of Library:**

- I-Card and log in while entering Library
- Maintain absolute silence and strict discipline in the reading hall
- No eatables in the library.
- No change of the seating arrangements.
- Follow Instructions given by the librarian or the staff at the counter from time to time.

### **9.2 Computer Access Policies and Procedures**

- Bonafied students can access the project room.

- I-Card and log in while entering Library
- Hours of Operation:
  - U.G. students 9 a.m. to 4 a.m.
  - P.G. Students: 9 a.m. to 7 a.m.
- Time Limits on Usage: Computers are on a first-come first-served use, normally no time limit but at peak times, users can access for one hour.
  - Library is not responsible for any theft of personal laptop, other belongings and also for loss or corruption of user personal data.
  - The College authorities reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent using its resources. The college may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed with or without notice or the permission of the user.

### **9.3 Acceptable**

- ✓ Accessing online or web-based databases that the library has either purchased or for which the library has obtained site licenses or open access resources.
- ✓ Using CD-ROM resources purchased by the library.
- ✓ Accessing the online catalogs of other libraries.
- ✓ Accessing internet resources for research and the preparation of bibliographies, class papers, and presentations.
- ✓ Checking web based email and writing such email.
- ✓ For saving all created and/or downloaded files to a personal floppy or zip disk, not leaving any on the hard drive.

### **9.4 Unacceptable**

- Attempts to fix or repair hardware and software problems.
- Using unclean or unsafe CD-ROMs and Pen drives
- Deliberately altering any files or modifying the configuration of any library PC or peripheral.
- Violations of the Project Room Security or network integrity, including attempts to bypass network security, obtain passwords, share passwords with others, or the unauthorized use of passwords.
- Destruction or damage of equipment.
- Removal of any part of the Computer.
- Food and beverages

## **10. General/Professional conduct**

Library has sincere and dedicated staff, the main motto of the Library is:

- To provide dedicated service;
- To build up the knowledge base of the students and staff.

- To maintain neutrality to caste, creed, and religions.
- To uphold the six freedoms – study, thought, speech, press, dissemination of knowledge and instruction

## **11. Common Standards and Specifications for Library Records Maintenance**

- Accession Register
- Stock Register
- Loss of Books/Untraceable Book registers
- Visitors Register
- External Membership Register
- Senior Citizen Book Club Register
- Feedback register for library events
- Project Room Register
- Book Bank Register
- Reprography Register
- Fine Register

## **12. Requisition forms to be used in Library**

- External Membership form
- Senior Citizen Book Club form
- Book Bank form
- Loss of book form
- Book Recommendation form

The policy ends here

The competent authority may change/modify/alter the policy from time to time



Principal

