



**RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE**

(APPROVED BY AICTE-NEW DELHI, AFFILIATED TO JNTUK KAKINADA & RANKED AS "A" GRADE BY GOVT. OF AP)

## **CENTRAL LIBRARY PROCEDURES**


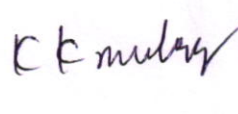

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## **Statement**

As a resource for the college community and students, the library offers a wide selection of materials to help them broaden their perspectives and deepen their understanding of the world around them.

## **Aim**

To establish protocols for the acquisition, circulation, accounting, and disposal of library materials.

## **Scope**

- The central library has developed the following procedures.
- As a starting point, all of the department heads are contacted and asked to submit their requests for books and library resources based on their curriculum.
- Vendors are chosen in accordance with the requests made for them.
- In the third step, a comparative statement is drafted and forwarded to the Principal for review and approval. Once the list has been approved, it is sent to the accounting department for validation and comparison with the approved budget.
- Books are purchased and their data placed into an accession registry when a budget is approved.
- For each department, books are stored in their appropriate departmental racks, and subsequently cycled through circulation desks.
- When a student is enrolled in a course of study at the college, they automatically become a member of the library.

## **General Rules**

The users who enter and visit the library are expected to follow the prescribed procedures. They;

- 1) Should maintain silence unconditionally.
- 2) Should not displace books randomly in racks. They should also note that each book has a designated location for its positioning.
- 3) Should handle books carefully.
- 4) Should not engage themselves in conversations and create disturbance to others.
- 5) Should not damage or write on resources like books, journals, etc.
- 6) Should not bring their personal belongings and books into the library.
- 7) Should cooperate and stop at the exit before leaving the library for thorough verification of entries, books being borrowed, and the resources being returned, etc.

- 8) Should note that those who are caught while stealing and damaging the library resources are suspended from the membership of the library and further disciplinary action is initiated against them by the college authorities.

### **Rules and Regulations for Issuing**

- 1) Transactions are handled on all working days.
- 2) Working and transaction hours are between 08:00 AM and 08:00 PM.
- 3) Lending period is 15 days for students and a semester for faculty members.
- 4) A student can extend a borrowing for two consecutive times each with a duration of 15 days.

### **Roles and Responsibilities of the Librarian**

The Librarian;

- 1) Should maintain silence in the library.
- 2) Should not allow the users to bring their own personal items inside the library.
- 3) Should promote the target audience to make wise use of e-resources of the library.
- 4) Should assist the users in times of selection of different resources.
- 5) Should check the status of the auto-machine and ensure its proper functioning.
- 6) Should collect the issued books in time verifying the deadline.
- 7) Should collect the required fine from the students for their delay in returning of the resources.
- 8) Should ensure that the library resources are in good condition for use.

### **Library Automation**

- The library has facilities like ECAP Auto Machine Software to search for books by Title, Author, Accession Number, Publisher, and ISBN, etc.
- All the tasks related to issuing, renewal, and returning of resources have been computerized.
- All the books are Bar-Coded. The ECAP Software integrates all aspects of library management facilitating effective information management.
- The library provides a collection of books and other material to specific clientele for exclusive purposes like consultation study, research, and development, etc.

The modules of ECAP include;

- 1) Cataloging
- 2) Entry of Books
- 3) Editing
- 4) Barcoding
- 5) Circulation of resources including issuing, renewal, returning, etc.

### **Digital Library**

LAN access is accessible to the institution's fully automated digital library. E-books, periodicals, and databases from the likes of IEEE and DELENET are available in the digital library. More than 5,000 NPTEL video lectures from IITs and IIMs are available at the digital library's e-learning centre.

### **Processing of Books/ CDs/DVDs**

Procedures for processing books, CDs, and DVDs, as well as other media at the institution are outlined below.

For property identification, each book has a library stamp on it.

The books and CDs/DVDs are stored in the appropriate sections of the library, according to department.

The e-resources acquired from suppliers are uploaded to the digital server and accessible to users.

### **In order to borrow a book, there is a procedure.**

- The library has a standard method for borrowing books.
- Students are given fifteen (15) days to return their books, and instructors are given a semester to return theirs.
- No other library-card holders are allowed to reserve the same book for more than two renewals within fourteen (14) days of a book's expiration date. In the event that another cardholder has reserved the book, it will not be released to the present holder for a longer length of time. Students who fail to return textbooks on time will be subject to a fine.
- After the library card has been obtained and scanned into the library's computer, books can only be checked out. 3) They will be scanned for their barcodes before they are given to the public.
- Students who withdraw from college must obtain a signed "No-Due-Certificate" from the librarian.



- Every semester, the librarian in charge should release a list of books and the names of those who haven't paid for them on the first working day of the semester.
- A 'No-Dues-Certificate' from the ECAP should be provided to each final-semester student prior to the written examinations of the final semester.

### **Accounting of Fine**

- Fines are collected using the following system.
- One rupee per day each book is collected in fines.
- For fines on any book or resource, there is no maximum limit.
- For the production of the fine amount, the fine rate is put into the Library Fine Book. For every minute of delay, a fine is automatically calculated and collected by the programme in use. Student's fine amount is presented to them on the screen before they agree to pay it.
- It is the responsibility of the library to scan a barcode to verify ownership of a book that has been misplaced or lost by a student, faculty member, or staff member.
- The name of the person who received the book would be published on the students' notice board immediately. When a book is lost forever and cannot be found, the concerned user should replace it with the same edition or the most recent version, if possible.
- In order to receive the No Dues Certificate, the student must pay double the price of the textbook.
- The Principal's account will receive the fines collected from the students within 48 hours. On a holiday or Sunday, if the fine is due, it will be due on the next business day.
- For correct fine accounting and depositing into the Principal's account the Librarian/Associate Librarian has major duty.