



Standard Operating Procedures [SOPs] for the Library



Janata Shikshan Prasarak mandal's

**Marutraoji Ghule Patil Arts, Commerce and Science College,
Ahmednagar**

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Prepare by IQAC Dept.

Foreword

The IQAC Team of *Marutraoji Ghule Patil Arts, Commerce and Science College* has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

The library provides access to a wide range of information resources like books, e-books, journals, e-journals, newspapers etc. to Marutraoji Ghule Patil Arts, Commerce and Science College Students only. Library supports and extends the academic education of an institution. It helps in meeting the teaching needs of the faculty and provides study facilities, educational and recreational reading.

Objectives:

To lay down the systematic procedures for the procurement of the documents required for the library, their circulation accounting and retrieval.

PURPOSE

To plan and design the procedures for functioning of the Library

SCOPE

Functioning of UG Library

RESPONSIBILITY

Librarian, Assistant Librarian and Supporting Staffs

Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

Vridhhi software solution pvt.ltd. refers to any **External Service Provider**, either legally incorporated as a business or providing service as an individual service provider. **LMS** Library Management Software

Library Opening hours

The library will be open on all working days (Monday to Friday) from 9:00 a.m. to 5:00 p.m. During Saturday from 9:00 a.m. to 2:00 p. m.

Maintenance of Library

The maintenance of Library is done on regular basis by the cleaning staff.

The cleanliness is supervised by Supervisor and Cleaning and maintenance committee of the institution. Any problem in the maintenance of Library is reported to the campus supervisor.

Campus Supervisor reports to the Administrator for Appropriate Measures to be taken to correct the Problem.

Maintenance of Fire Extinguishing Equipment's at the Library

Fire services and equipment's are provided by vendor given below:

Vyankatesh

Syantific

,Pune

contact No -

9822490209

The equipment's are maintained by the vendor

Purchase of Book

Step1 : Approval for the book purchase

- Submission of list of books recommended by the Library Advisory Committee members in book order form
- Students can also recommend the book
- Recommendations are checked by Library Staff for duplicate titles, availability etc.
- Book order form is signed by the Librarian specifying book supplier name who is going to supply the same as per GOC [Good Offices Committee] rate
- Finally , sanction is taken from the Principal for purchase of library books

Step 2 : Placing the book order and physical verification of purchased books

- Placing the book order from the supplier list
- Submission of the challan by vendor along with the books
- Physical verification and checking of the books received against the order.
- Submission of duplicate bill by the vendor

Step 3.: Technical work

Stamp pasting of each and every book is done after proper checking of the book physically. If page numbers, any missing pages, binding, damaged book, wrong printing etc. we find then the book will be replaced with a new copy.

Step 4 : Acquisition of Books

- Accessioning of the books bill wise subject wise in the Acquisition module of the Slim software and enter all bibliographical details of the book.
- Finally the bill is processed and submitted to the accounts section through Principal for release of payment. Physical register is to be maintained, where the account in charge will countersign to accept the bill for payment to the supplier.
- Book Supplier then collects the cheque from the account section in two weeks' time.
- Editing of all the accessioned books by adding keywords, classification number, cover page etc.
- Barcoding of Accession number, location, spine label and book card to be printed and paste on the book.

Step 5 : Shelving of the books

- All the newly entered books are placed in shelves as per location and classification number by the library support staff.
- Re shelving of Return books: All the returned books are placed in shelves as per class number by library staff.

Library Purchase : Journals

- ❖ All the HODs are given the journal names as per need.
- ❖ Find out the journal details and subscription online /offline
- ❖ Prepare the letter for making payment along with subscription form
- ❖ Signed by the Principal and Librarian given to account section for making offline /online payment
- ❖ Send the details of the payment via mail or by post if physical check is made
- ❖ All the journals payment goes in advance for the current year
- ❖ As soon as copy received in the library, entry in serial module of the slim software
- ❖ Send letters to publishers /vendors quarterly for missing issues.
- ❖ List of Journals Database / E journals / Inter-Library Membership are updated every year as per usage by the users.

Library Purchase : Non Book Material

Library purchases non book material i.e. CDs / DVDs, E-books, Databases, e-journals etc. as per recommendation by the HODs.

Direct Purchase

Faculty of the Department concerned visit book houses and purchase books that are relevant to the subject after getting the approval of the Management through the Principal.

Purchase on Approval Basis:

Booksellers visit the college and approach the librarian to introduce their latest editions and give some sample copies for reference.

After getting the approval and feedback from the department Heads concerned, the librarian suggests the purchase of the same to the Management through the Principal and returns books that are not approved.

Receipt of Books

On receipt of the Books, they are checked for their condition, price and edition and also the invoice details. After thorough verification, the bills are passed as requested.

Accession

Invoices are arranged chronologically and each book is given a unique number called Accession number. They are classified according to Dewey Decimal Classification.

All details of the books are entered in the Accession Register with below details

1. Author
2. Publisher
3. Title
4. Edition
5. Supplier/ Publisher
6. Cost
7. Number of Pages
8. Voucher No.
9. Date of Purchase

10. No. of Copies

11. Language

12. Subject

13. Remarks

Acquisition of Journals and Magazines

The Librarian, in consultation with the Head of the respective Departments, arranges for the purchase of journals and magazines with due approval from the Management through the Principal.

A journal/ magazine register is maintained. On receipt of the journals /magazines, they are accessioned in the register.

Arrangement of Books and Journals in the storage racks

Books are segregated according to the discipline based on call numbers given, these Books are arranged in racks according to the subject wise call numbers for easy access and retrieval.

Magazines and Journals are arranged according to the specific discipline.

A separate section is provided for reference books where the system of arrangement is subject discipline wise.

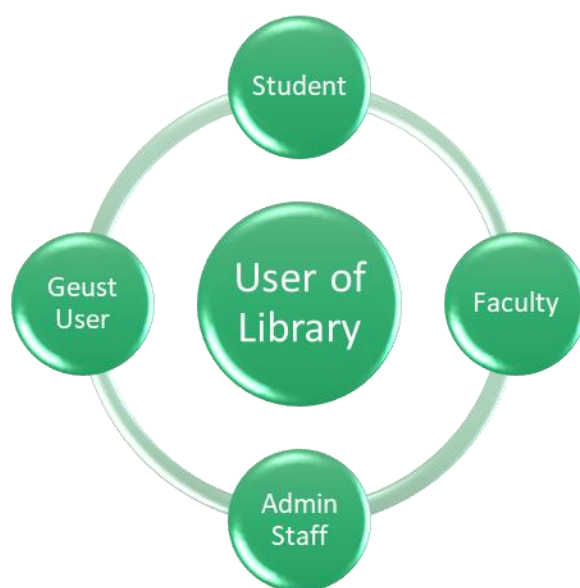
Library Management Software (LMS)

A database of books and other library resources is created in the LMS system (Autolib) for easy access and effective control. With help of Software of Vriddhi software solution pvt.ltd.

Library Membership

- ❖ All the regular students data received in excel file.
- ❖ Data reprocess as per library software and upload bulk user class wise
- ❖ Students can take the books for home issue and return the same as per circulation policy
- ❖ Alumni Students can take library membership for reference purpose only
- ❖ Guest membership is also there with special permission with the Principal
- ❖ **Self-Finance and Unaided section faculty can avail the library facility by paying a refundable deposit of Rs 2000.**

Users in the Library



User entry

- Step 1: As soon as User comes to the library, scan the I-card at the entrygate of the library to record the entry time.
- Step 2 : Similarly while exit again scan the Identity card showing barcode in front of the scanner to record the exit time.
- Step 3: Generate user entry report month wise and category wise and save in PDF file for documentation.

Issue and Return of Library Books

Library Barcode ID Cards are issued to the students and staff, Issue and return of books is facilitated through register and through Vrudhhi LMS.

Each UG student is permitted to borrow 2 books at a time for 14 day and staff 7 books for each semester.

A time limit of further renewal is given to the students and staffs.

Overdue fine for long delay in return of books, a fine amount is levied for the same.

Library Budget

- As per student strength given by the office, the library budget is prepared accordingly and passed in the Library Advisory Committee.
- Library expenditure subject wise for the year kept in the Library advisory committee meeting and passed by the committee.
- Copy of the same will submit to the account section signed by the Principal

Book Vendors

- A list of Book vendors prepared and entered in library software.
- Book order will be given to any of the vendors prescribed by the committee.
- Foreign publication purchases will cross the price with different vendors and purchase as per GOC rate.

UGC Network Resource Centre

- Internet facility is available in the library for regular students only
- All the students should make entry and exit time through scanning their Identity card.
- 2 computers are available for academic purpose
- One PC is for Multimedia purposes.
- Internet is free, but printouts will be charged

Library policy for loss of books

- In case of loss of any book library always prefers to replace the book with the same edition or latest edition .
- If the lost book is not available anywhere in Ahmednagar then cost will be recovered in the following manner-
- If the book is published before the year 1985 then 5 times the cost of the book will be recovered.
- If the book is published between the years 1986-1999 then 2 times the cost of the book will be recovered.

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- However, if any book is published after the year 2000 then in that case the same cost will be recovered.

Old Question Papers

- Old Question papers class wise subject wise and semester wise are arranged
- Scan the question papers and save in PDF file
- The Soft copy of all the Question papers are available in the library and saved in all the PCs available in the internet section.
- One hard copy is also available in the library

Syllabus Copy

- All the syllabus available in Savitribai Phule pune University website <https://unipune.ac.in/syllabus>
- Copy of latest syllabus are uploaded on college website and Institutional repository <http://mgpcollege.com/courses-and-syllabus/>

Library Defaulter List

- Carried out once in a year
- If library users do not returned the books then NO DUES will not be given
- It is mandatory that every user should clear their account once in a year
- List of students defaulters if any will be intimated to the examination section prior to result declaration and their result will be withheld till the library clearance certificate produced by the student.

Library Website :

<http://library.mgpcollege.com> Library website updated regularly

Link of Webopac is given on the library website.

QR code of Web opac is available in the library premises where users can scan the QR code to access library catalogue in their mobile. [Create a link and give a QR code Here](#)

Library Orientation :

Library orientation will be given every year class wise. Web-OPAC training given by the library staff throughout the year as and when needed.

Use of E-resources also be shown by the librarian to students, faculty and research scholars.

Library feedback

- User can give feedback offline / online [make a google form and paste the link here](#)
- Summary of Feedback will be put in front of Library Advisory Committee to evaluate the library services.

Stock Verification

Stock Verification of Library Books through library software conducted once in two years.

- Create file of accession numbers in Notepad
- All the books are placed one by one in front of the barcode scanner to read the accession number and saved in a Notepad file.
- Books are physically checked and put the date stamp on the last page of the book.
- If any book are damaged, mutilated, missing pages, loose binding are taken out from the collection and send for binding or withdraw depend on physical condition of the book
- At the end of the day the saved file will upload in slim software for stock verification marking. Numbers which are not verified are kept in separate file
- When the whole library books verification is done then numbers which are missing or not verified are kept in one file and take printout of books in detail.

Maintenance of Stock

At the end of every academic year a detailed stock verification is carried out to ascertain

the booklist and books damaged. Books lost are listed out and brought under the “missing” category and books that are damaged are sent for binding.

Periodic Maintenance of Books

Dusting is conducted daily.

Damaged books are repaired as and when necessary.

Archiving of journal and periodicals are done by binding the copies in yearly volumes

Damage Book Correction

The books that are damaged are re-claimed by binding

Maintenance of Files and Registers

Invoice Files are maintained for Books purchased

Subscription Invoices are maintained for Journals and Magazines

Books Accession Register is maintained for the stock of Books acquired Separate registers are maintained for Journal

Gate Register is maintained separate.

All ISO files are maintained separately according to file no.

Pest Control

Pest Control is conducted on a regular basis, in collaboration with an external agency.

Any reported incidence of pests is treated on emergency basis by the Administration committee.

Library Audit

Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

New books Included, Missing and reference books are decided by the institutional library committee.

Library Advisory Committee Meeting

Library Advisory committee Meeting are conducted for each semester and action plan is carried out for the same.

Library Dry and Wet Waste Management

The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.

The Institution has appointed Staff to collect the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.

The Waste management is done in accordance with Local policy & regulations of Govt. agencies.

E-Waste Management

The Institution has a designated storage space for temporarily storing all electronic waste. The institution has

IQAC

Liberian

Principal

