

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 fraternity and students.

Objective:

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

Procedure:

- 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 3 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.
- 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 students have to fill in the library form with the details and get it signed by the principal.
- All the students of the college become members in the library after their enrollment into the course offered by the college.
- After the signing of the library form library cards are issued to the students.

Roles and Responsibilities of the Librarian

- 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 the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.

- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.
- To see to that the issued books will be returned in proper condition 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 technical 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 fourteen (14) days at a time to the students and for one semester 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 fourteen (14) days each for a maximum of three times, 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 each semester to avoid any fine.
- Technical and admin staff or students can at best hold only five (5) 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 on the library computer. The books to be issued shall also be scanned for its Barcode.
- Re-issue of the books can be done online by logging in on library register or can also be renewed from the circulation counter without bringing the book.
- 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 'KG Reddy college of Engineering & Technology are required to take "No Due Certificate" from the LIRC. Controllers of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Librarian.
- Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students' notice board and also upload on the website. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR).
- 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.
 - List of defaulters if any will be intimated to COE and online generation of their admit card will be stopped by intimation to ERP. Hard copy of admit Cards will only be issued once the "No Due Certificate" duly countersigned by COE is produced in the department.

Issue of Books To Final Year Final Semester Students During Examination:

- Final Semester students who have got their no dues cleared and desire to get a book issued for the duration of the examination can do so by making a refundable deposit of Rs 500/- per book.
- The book so issued must be returned within one week of the last examination.
- Books not returned within one week of the last examination will incur a fine of Rs 25/- per day, which will be deducted from their caution deposit.

9. ACCOUNTING OF FINE:

Rate of fine will be as follows:

- Students - Rs 10/- per seven(7) days.
- Technical/Admin Staff - Rs 10/- per day.
- Faculty - Rs 20/- per day.
- The maximum limit for fine per book is Rs 1500/- . There after fine stops accumulating.
- 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/faculty/staff member 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 card holder. 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 holder.
- The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library- In -Charge. The list so generated from the computer when tallied with the manual receipts shall be retyped on the Excel Sheet, which should contain manual receipt No., serial – wise. The Library- In- charge is required to approach LIBSYS to incorporate receipt number in the System to avoid
- Fine collected from the students will be deposited, within 48 hours in the Accounts Branch. If the day falls on a holiday/Sunday then the fine will be deposited on the next working day.
- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He/She would be responsible to ensure that the accounting procedure is followed.

Annual Stock Verification

- Annual Stock Verification will be ordered by the Principal in the last week of April every year.
 - Due to the large volume of books held in the LIRC, 100% physical check of books will be done at the beginning of the academic year i.e June. This cycle will be repeated every year. Books added every year will be taken into account.
 - 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
 - Unserviceable books for auction
 - Books not issued for over three years

- The Stock verification board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun), 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.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.