# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

**(An Autonomous Institution)**

Puducherry - 605 107



# LIBRARY
## Policy

# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
**(An Autonomous Institution)**

Puducherry - 605 107

## NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**                     Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Policy for Library. This will come into force with immediate effect.

**Dr. AA. Arivalagar**
IQAC coordinator

**Dr. AA. Arivalagar**
Dean Academics (Core)

**Dr. S. Anbumalar**
Dean Academics (Circuit)

**Dr.V.S.K. Venkatachalapathy**
Director cum Principal

# POLICY FOR LIBRARY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

## INTRODUCTION

The library is a vital part of our Institution and maintain its services to the highest standards, in all areas of Engineering and Management, agricultural, arts and science studies. SMVEC Library is well located in an area of *15069 square feet* with a seating capacity of 100 users. *The Central Library with excellent state of art infrastructure having unique resource collection which is international in scope.* The SMVEC Central Library is on its way to becoming an outstanding learning resource center catering to the ever growing and uncompromising information and intellectual requirements of the students, faculty, and researchers.

## *MISSION*

*To support teaching, learning and research with state of the art information that complements, education, reflective thinking and development of thought using contemporary knowledge in the relevant field.*

## *VISION*

*To promote knowledge enriched learning community, which is committed to support the development and empowerment of the communities we serve with integrity.*

## PURPOSE OF POLICY

This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation.

## CLIENTS

The Library provides collection access to the following client groups:

- Students
- Faculty and staff
- Research scholars
- Alumni

## RULES AND REGULATIONS FOR MEMBERSHIPS AND OTHER GUIDELINES

### Membership

Membership is open to all the faculty, staff, research scholars and students of Sri manakula Vinayagar Engineering College.

### Working Hours

The working hours are as follows:

- Central Library
- Monday to Saturday     8.30 a.m. to 8.30 p.m.
- Holidays
- All Sundays and All Holidays declared by the College.

### Membership category

| Category | No. of Books | Eligible Duration |
|---|---|---|
| Teaching Faculty | 6 | Full semester |
| Lab Assistants | 3 | 15days |
| Under Graduate student | 4 | 15days |
| Post Graduate student | 5 | 15days |
| Research Scholars | 5 | 15days |

### Loss of ID cards

- Loss of ID card should be reported to the library through their respective class teachers
- A duplicate identity requisition form must be filled and Rs. 200 has to be paid in the finance section to obtain a duplicate card and
- Duplicate identity card will be issued in three days.

## Lending of books

- Books other than reference books will be issued to student members for a period of only 15 days. For teachers, the loan period is one full semester.

- Reference Books, Encyclopedias, Hand Books, Dictionaries, Periodicals, Student Project Reports, Dissertations, Theses and Back Volumes will not be issued and it is only for reference.

- One renewals will be permitted if there are no reservations against these books. For renewal, the books have to be produced at the library counter.

- Before leaving the counter the members must check whether the books they intend to borrow are in good condition; any damage /marking etc. should be immediately reported to the Librarian failing which the member to whom the book was issued will be held responsible.

- Books that are in special demand shall be lent for shorter periods as may be necessary and the books lent may be recalled at any time, if required.

- Absence will not be accepted as an excuse for the delay in the return / renewal of books.

## Overdue charges (Late Fee)

Members are advised to return / renew the books on or before the due date marked on the book, failing which a penalty will be the details of the penalty are as follows:

- 01-15 days : Rs.0.5/- per day

- 16-30 Days : Rs.1/- per day (from day one)

- 31 days and above : Rs.2/- (from day one)

Undue delay in returning the books will result in the cancellation of membership

## Loss of books

Loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy along with the overdue charges. In case the borrower is unable to replace the lost book within the stipulated time, four times of cost of the book will be levied.

## General Rules

All members should display their identity cards prominently, and it should be produced to the library staff, if required.

- Personal books, files and hard bound materials and other articles (except a small note book or loose sheets of papers) are not allowed inside the library.

- Silence should be strictly observed inside the library.

- Use of mobile phones inside the library is prohibited.

- The members are accountable for any damage caused by them to the books or other college properties. If so, they will be required to replace the book or other damaged.

- Misbehavior in the library will lead to the cancellation of membership and other serious disciplinary action.

- Any marking or writing in the books is strictly prohibited. If any damage/marking is found, the concerned member should replace the book.

- Irrespective of any of the above, the decision of the authorities in all matters is final.

## Retention policy

The library shall place the details such as damaged books, laptops etc., before the library committee for recommendation and weed out the periodicals once in 3 years. The recommendations of the committee will be submitted to the authorities for approval.

## Books Selection and Recommendation

- The Library will send the circular to all departments every year in April requesting the Heads of departments to forward the list of books required for the next academic year.

- The recommendations received from the HOD will be approved by the concerned Faculty Head (Dean/Director).

## Book Procurement Policy

- The Library will search the title's availability to check whether it is already available; if not, the recommended title/book/s will be processed for procurement.

- The final list will be sent to the vendor/supplier to get the proforma invoice for the readily available books. For the non-available book/s the vendor may procure and supply as per the specified period.

- On receipt of the proforma invoice, a purchase (Indian edition 3 weeks and International edition 8 weeks) Purchase Request (PR) will be raised through mentioning the number of copies, price etc., which is then submitted for approval to the Principal. with the necessary documents (copy of the approval of faculty Head).

- The Principal will approve the same for generating Purchase Orders (PO) to vendors for supply.

- Library may purchase multiple copies (five copies) of only those books that are found to be in great demand.

## Processing of bills for payment

- Once the books are received in the Library the Invoice/bills are cross checked with PO (such as price, discount rates, etc.) and the same is then forwarded to the stock entry.

- Stock entry will be made in the Accession Register, which has all the relevant details of a book such as a Title, Author, Publisher, Vendor, Year of publication etc.,

- After completing the stock entry process, the invoice/ bills will be sent to Gate Entry and then the Bill/Invoice/s will be passed for payment.

- The bill/s /Invoice will be sent to the accounts section for the release of payment through the respective Faculty Head along with necessary documents such as GRN, PO, and Faculty Head approval.

- The Account section will release the payment to vendors as per norms.

## SUBSCRIPTION RENEWAL OF PRINT AND ONLINE JOURNALS

### Addition of new Print Journals

- The recommendation received from the Dept. Head for the subscription of new journals, if any, will be approved by the faculty Head (Dean/Director).

- The Library will collect the proforma invoice and submit the same for the authorities approval.

- On receipt of the approval, the Library raises the purchase request through the approval of Principal. On receipt of the approval, the library will issue PO to vendor/s.

- The invoice will be submitted to the respective Faculty / Accounts section along with the supporting documents for the release of 100% advance payment.

- Once the payment is made by DD/online transfer, the supply of journal volume will start, and the same shall be entered in the stock register.

### Addition of new online Journals / e-books Packages

- The recommendation will be received from the concerned HOD, and approved by the Principal.

- The request will be placed before the library committee for approval, along with yearly subscription value.

- Once the library committee approves, the Library initiates the subscription in the next academic year of budget for the respective faculties.

- The proforma invoice is submitted to the accounts section of the respective Faculty requesting 100% advance payment with necessary documents such as PO, GRN, approval letter etc.,

- On receipt of the payment, the supplier activates college IPs and VPN with DRM (Digital Right Management) based on the terms and conditions mentioned in the agreement.

### Renewal of existing Print Journals

- The Renewal quotation will be collected from the vendor/society/publishers and will be forward for the authorities' approval.

- On receipt of the approval, the Library raises the Purchase Request through Principal approval. On receipt of the approval, the library issues the PO to the vendor.

- The invoice will be submitted to the respective faculty accounts section along with the supporting documents for the release of 100% advance payment.

- Once payment is made (DD, online transfer), the volumes of the journal will be supplied, and the same shall be entered in the stock register.

### Renewal of annual subscription online journals /e-books packages

- The Library collects the renewal quotation and usage report will send it to Principal for recommendation.

- After the approval of the Principal, the library processes the Purchase Request to the vendor.

- The proforma invoice will be submitted to accounts section of respective faculty requesting 100% advance payment with necessary documents such as PO, GRN, approval letter etc.,

### Purchase of Equipment

- The central library prepares the list of equipment such as furniture, a computer etc. and gets it approved by the authorities.

- Approval letter will be submitted to purchase officer and he will collect the price quote and prepare the comparative statement and follow the procedure for approval and place the order.

- On receipt of the products, they will transfer the product/s with copy of the invoice to the Central Library. The Central Library makes proper stock entry and acknowledges the same.

## ROLES AND RESPONSIBILITIES OF THE LIBRARY COMMITTEE

The Library Committee shall have a Convenor nominated by the Principal. The college Librarian will be the Secretary and the convenor of the Committee. The term of Members of the committee will be two years and the respective Faculty Directors will recommend for including new members once the tenure of the existing members is over. The Council will meet once in a semester (beginning of the odd semester and even semester) to discuss the following:

- Presentation of annual library budget.

- Any new proposal such as online and print journals, equipment's etc., required for the library so as to forward the same for the approval of authorities.

- Review the Library policy and procedures.

- Recommend the write-off of old/non serviceable books from Library stack.

- Any other recommendation to improve the library services.

## PROCEDURE OF CONDUCTING LIBRARY STOCK VERIFICATION

Stock Verification is an annual verification or physical verification of any library is an essential part of the library process. Physical inspection of library materials is necessary. This is recorded in the library register. As per general rules and practices, physical verification of library stock is generallyundertaken once in year.

## PLAGIARISM SOFTWARE

The Library handles plagiarism verification for Ph.D. theses,and projects, papers presented for conferences/workshops, and abstracts through Turnitin anti-plagiarism software. The students, research scholars, and staff members need to submit the application form endorsed by the respective supervisors/ HoDs .The Library has access to web-based anti-plagiarism software Turnitin under Shodhganga project for evaluating research materials.

## BULLETIN BOARD FACILITY

The Library provides the latest technology updates, details about scholarships, job openings, library information and other useful information to the students through the bulletin boards placed at the entrance of the Library.