

STANDARD OPERATING PROCEDURE

FOR

LIBRARY AND INFORMATION CENTRE

(SOP-LIC)



SAPTHAGIRI COLLEGE OF ENGINEERING

#14/5, CHIKKASANDRA, HESARAGHATTA MAIN ROAD,
BANGALORE 560057.

STANDARD OPERATING PROCEDURE FOR SAPTHAGIRI COLLEGE OF ENGINEERING LIBRARY AND INFORMATION CENTRE

GENERAL

Purpose: The Library Department provides access to an extensive range of information resources to enhance studying, teaching and research in support of University academic programmes and in compliance with this standard.

Scope: This procedure describes the activities carried out by the Library & Information Centre.

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, digital resources, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

OBJECTIVES:

THE PROCEDURES FOR THE PROCUREMENT OF THE RESOURCES NEEDED FOR THE LIBRARY.

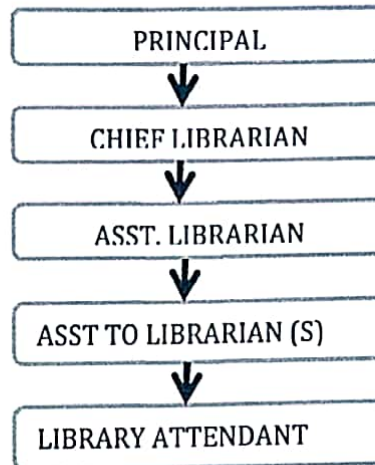
Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum prescribed syllabus
- Consolidated list of required books will be prepared.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from more than 3 different vendors which are compared and evaluated for best price.
- Detailed comparative statement is prepared based on quotations received
- The detailed comparative statement along with books list will be placed before the Library committee for their approval and needful corrections.
- Library committee will finalise the number of copies required based on the number of copies available in the Library.
- Library committee approved list of books and comparative statement 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.
- The books purchased bill will be certified by Chief Librarian and Principal and forwarded for payment.



- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

ADMINISTRATIVE STRUCTURE



MEMBERSHIP OF LIBRARY

There are two categories: a) Student Membership b) Faculty Membership

Student Membership: Newly admitted students have to fill the membership form along with basic details and photograph. The details will be verified and submit before Chief Librarian for signature and the same is uploaded to Integrated Library Management System. ID card will be issued by the Library and Information Centre and bar coded Identity card will be used for Library

Faculty Membership: Faculty members of the library have to fill in the library form with the details and photograph gets it signed by the Chief Librarian. Faculty Identity card will be issued by the Library and Information Centre and the same is used as Library Card.

ROLES AND RESPONSIBILITIES OF THE CHIEF LIBRARIAN

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind. Duties vary considerably according to the size of library, but typically include:

- ❖ Selecting, developing, cataloguing and classifying library resources
- ❖ Answering readers' enquiries



- ❖ Using library systems and specialist computer applications
- ❖ Management of staff, including recruitment, training and/or supervisory duties
- ❖ Liaising with departmental academic staff, external organizations and suppliers
- ❖ Ensuring that library services meet the needs of particular groups of users (eg staff, and students)
- ❖ Managing budgets and resources
- ❖ Supporting independent research and learning
- ❖ Developing IT facilities
- ❖ Assisting readers to use computer equipment, conduct literature searches etc.,
- ❖ Promoting the library's resources to users

WORKING HOURS OF LIBRARY & INFORMATION CENTRE

MONDAY TO FRIDAY

| | |
|-----------------------------|-----------------------|
| MAIN LIBRARY | 8.30 A.M TO 4.30 P.M |
| SATURDAY | 8.30 A.M TO 12.30 P.M |
| REFERENCE & DIGITAL LIBRARY | 8.30 A.M TO 8.00 P.M |

Working hours are generally eight hours from Monday to Friday however, reference library services are increasingly open during evenings. Despite this, there is scope for shared work and flexible working hours.

Most academic librarians enjoy finding out more about a sector, subject area and helping others with their research. Responsibility for specific library functions or subjects is common even in basic level posts, and developing skills and expertise through increasingly specialised or advanced roles will steadily advance career prospects.

PROCESSING OF THE BOOKS/ CDs/DVDs

- ❖ The books/CDs/DVDs received at Library will be thoroughly checked for damages, after confirmation the bills will be compared with items.
- ❖ The books are stamped with library stamp for identification as library property.
- ❖ The books/CDs/DVDs details will be entered in to Accession register and accessioned barcode label will be pasted on books/CDs/DVDs.
- ❖ The books entry will be made accordingly to the Integrated Library Management System.
- ❖ After completion of classification the books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in a separate section.



- ❖ The e-resources subscribed through VTU Consortium are circulated among the department. Resource provider URL and Remote access platform details circulated to all.

PROCEDURE FOR BORROWING OF BOOKS:

- Books will be issued for a period of seven (15) 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 thirty (15) days each for a maximum of one times, or as long as no other library users requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another user, the same shall not be further issued for an extended period to the current user 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 Two (2) books in his/her account at any point of time, whereas a faculty members can hold a maximum of five (5) 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.
- For re-issue after the last date for return of the book, the book has to be physically brought to the LIC circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
- Students withdrawing admission from 'Sapthagiri College of Engineering' are required to take "No Due Certificate" from the LIC. Controllers of Accounts and Records section will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Chief Librarian.
- Librarian shall issue a list of books and fine defaulters on the first working day of every semester and displayed on the notice board and also sent to each department. A copy of the same should be given to the Controller of Accounts (COA) and Controller of Records (COR). Before final semester written examination each final semester student shall get "No Dues Certificate" from the LIC for the books issued in his/ her name.
- List of defaulters if any will be intimated to HoDs of concerned department and COA 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 COA is produced in the department.
- Issue of Books to Students During Examination: 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 regular to Library and good track record in Library transaction.
- The book so issued must be returned on the last examination day.



- Books not returned within the day of last examination will levy a fine of Rs. 5/- per day, if he /her fail to pay which will be deducted from their caution deposit.

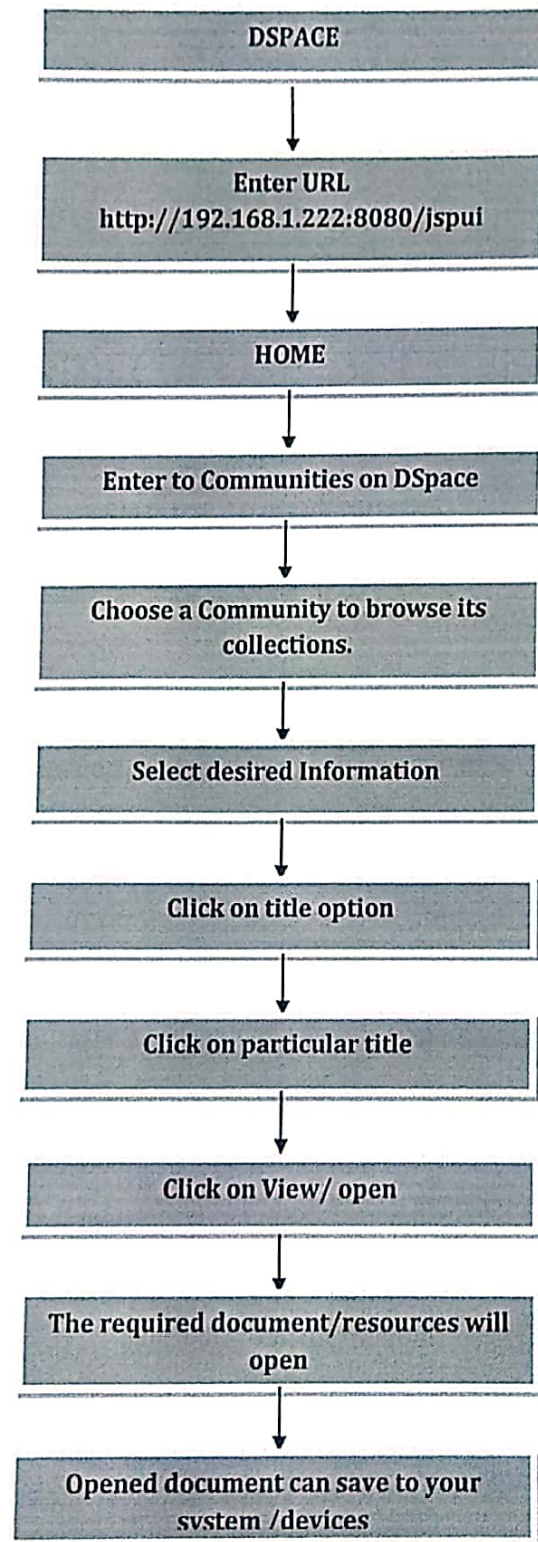
ACCOUNTING OF FINE:

Rate of fine will be as follows:

- ❖ Students - Rs 1/- per days.
- ❖ The maximum limit for fine per book is Rs 500/- . 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 student. In case of medical or extreme reason the fine amount will be exempted.
- ❖ The collected fine will be submitted to accounts department periodically.
- ❖ 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 and also on Whatsapp and other social media. 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 manual receipts made by circulation staff, after thorough checking by the Library- In -Charge.
- ❖ Fine collected from the students will be deposited periodically in the Accounts Branch.

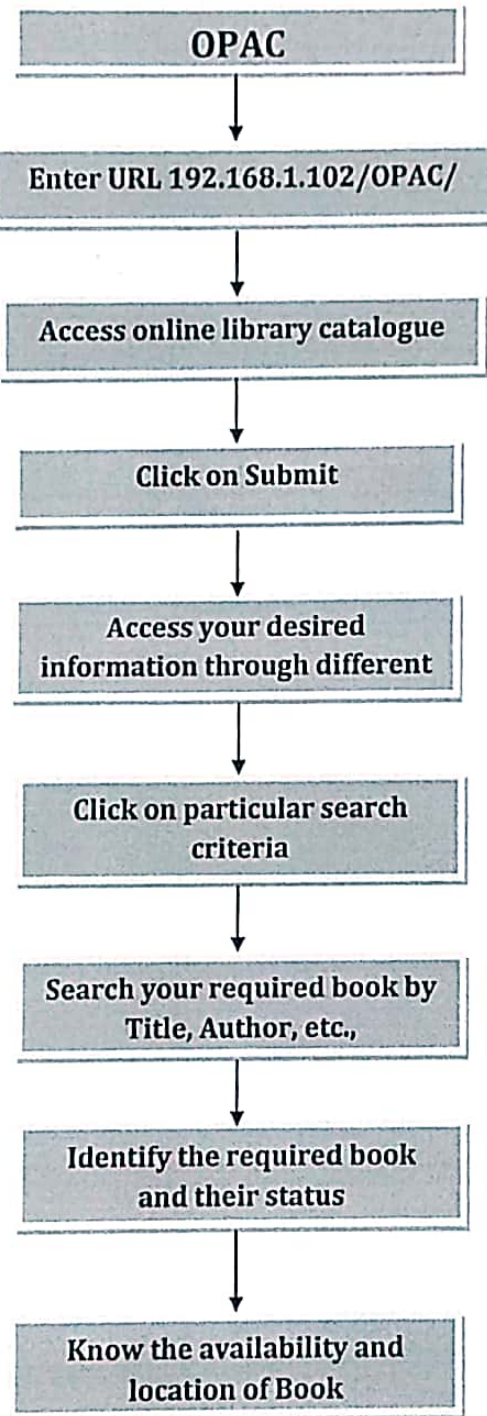


SOP for Digital Library

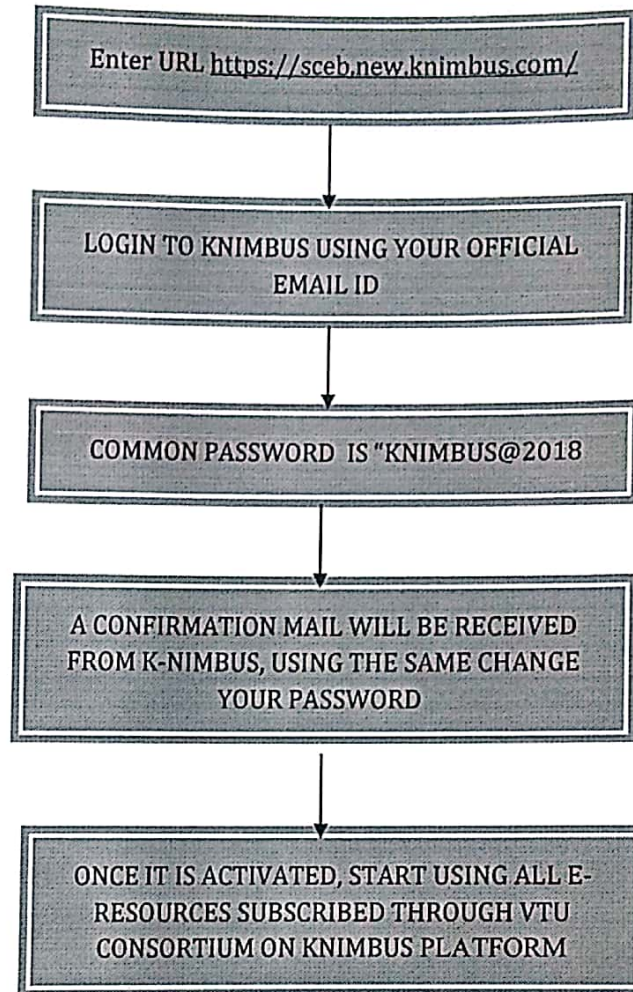


Sop for OPAC

(Online Public Access Catalogue)



SOP for E-resources Access



ANNUAL STOCK VERIFICATION

- ❖ Annual Stock Verification will be ordered by the Principal in the last week of June every two years.
- ❖ The stock verification team will be getting barcode reader and laptops, 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 team submitted report will be verified by the Chief Librarian and search for the missing books, if they found those books will be before stock verification team to accept and to modify the report and submit before the Principal.
- ❖ The final stock verification report will be submitted to Principal with a copy to Chief Librarian.

REPROGRAPHIC SERVICE

- ❖ Reprographic facility is provided in the library / administrative office.
- ❖ Maintenance of the reprographic machine maintained by Library & Information centre.

PERIODIC MAINTENANCE OF BOOKS & PRINT JOURNALS

- ❖ Dusting is conducted daily.
- ❖ Damaged books are repaired as and when necessary.
- ❖ Simple repairs like pare tare, tip-ins, hinge tightening, spine rebacking tearing pages, pencil marks etc, will be repaired by our staff at Library.
- ❖ Major damages send to commercial bindery.
- ❖ Archiving of journal and periodicals are done by binding the copies in yearly volumes

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.

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.



Mr. Ravi T
Chief Librarian
Chief Librarian

Sapthagiri College of Engineering
Bangalore 560 057
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Dr. H. Ramakrishna
Principal

SOP OF SCE LIBRARY & INFORMATION CENTRE

