

Sona College of Technology **(Autonomous)**

**SONA COLLEGE OF
TECHNOLOGY**
Learning is a Celebration!

Library Procedures & Policy

SCT/IQAC/PS/2021-22/18


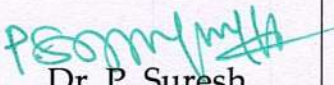
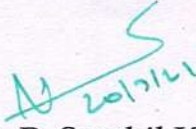
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Version 1.1;
July 2021

Sona College of Technology (Autonomous)

Document Number : SCT/IQAC/PS/2021-22/18

Original/ Revision Number: Original

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Date: 15/07/2021	Date: 20/7/21	Date: 20/7/2021

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Library and Information Centre

Academic Administrative Library Manual: Policy Review & Implementation 2022-23

A. Purpose: To foster a supportive learning environment and to enhance the College offerings in terms of research, teaching and learning.

B. Scope: It covers all the stakeholders (students, teaching, non-teaching, scholars of Sona (Autonomous), Alumni and any other knowledge seeker.

C. Objectives:

1. To create awareness of various resources and facilities subscribed by the library through multiple events
2. To organize, provide access to, and preserve materials to meet the needs of the students and faculty members.
3. To facilitate the creation of knowledge and develop an archive of books, journals, electronic resources for teaching and research purpose.
4. To ensure maximum utilization of books, journals, electronic resources subscribed by the library.

D. Supporting Structure

Chief Librarian - Librarian – Senior Assistant Librarian - Assistant Librarian-
Trainees – Library Assistants - Administrative Assistants - Attendant

Library Software and Data Management

1. Ensure that the items subscribed by the library are updated on the library website.
2. Ensure that the Online Public Access Catalogue (OPAC) search facility is working and is up to date.
3. Connect with the IT department and ensure that the Library software has periodic maintenance.
4. Ensure updating of yearly library holidays in the library software.
5. Generate reports from the software for various data analysis.
6. Deletion of patrons from the software who have graduated from the college.
7. Ensure that the photographs of the patrons are up to date for easy identification and record.

Stack and Display Area management

1. Ensure that the arrangement of books in a stack, reference and periodicals section is up to date and in classified order.
2. Ensure that the stacks are labelled with subject guides and class number guides.
3. Prepare a list of books every semester for weeding out books and binding for preservation.

Stock Verification

1. Scan the book barcode and enter them in a Notepad / Excel.
2. Trace the books misplaced with the help of Library Assistant.
3. Change the last seen date of the books while uploading the stock verification list.
4. Make a list of the books "not found" during the stock verification.
5. Report the misplaced books to the Librarian.

Record and Data Management

1. Maintain a record of library materials purchased /subscribed by the library
2. Process the books received along with the invoice.
3. Tally the invoice received with the books supplied to the library.
4. Data entry of books in the Library Software.
5. Generate barcode for the books entered in the library software.
6. To check the invoice for any deductions to be made for the journal issues not supplied in the previous year.
7. Verify that the barcode, spine label and anti-theft tag are placed properly in the books. before transferring the books to the shelves.

Purchase of Books

Process 1: Books received on approval

1. The Librarian calls for books on approval and shows it to the concerned department faculty.
2. The Librarian asks for the invoice for the books selected and returns the unselected ones.
3. Once the invoice is received, the Library Assistant tallies the book with the invoice received.
4. The books are checked for damages if any by the Library Attendant.
5. The books are then entered in the library database for barcode generation by a Library Assistant.
6. The Library Assistant generates the Call Number by using the Dewey Decimal Classification.
7. The Library Attendant then adds the ownership stamps, places the barcode and puts spine label and security tag on the books. Sona College of Technology, Salem Library & Information Centre.

Collection Development Policy

For this document, a *collection* is defined as the material regardless of the format that is acquired by the Soan Library.

Scope

The Library Collection Development Policy is applicable only to the Students and Faculty of Saona College.

Objectives:

1. To support teaching, learning and research functions of the College by acquiring and organizing a relevant and well-balanced collection.
2. Respond to changes in teaching and research programs
3. Maintain both print and electronic accessibility of the collection
4. Evolve cost-effective storage/archive programs to create long-term access to research collections.
5. To participate in resource sharing with other libraries as and when required.

Process guidelines

(a) General

1. The staff and students may make recommendations for the purchase of library materials. The recommendations can be through email, the library software or library suggestion registers.
2. The final decisions for the purchase of all Library materials rest with the Librarian and the Library Director.

(b) Language

Priority is given to publications in the English language. Exceptions to this will be made where non-English resources are required to support the

teaching of languages other than English, or where the content is pictorial, and its acquisition is made based on the content.

(c) Books

The Books form an integral part of Sona Library collection. The Library accepts purchase requisition from students, staff, non-teaching etc. through purchase recommendations made for this purpose.

(d) Journals

The Library is committed to providing access to a broad range of journals which meets the learning, teaching and research needs of the College. The Library prefers to purchase journals and reference resources in electronic form to maximize staff and student access.

(e) Multimedia

The Library collects and provides access to a wide range of multimedia, for both teaching and research purposes. The general principles of selection also apply to multimedia. The availability of suitable equipment, both within the Library and by the borrower is an additional consideration.

(f) Newspapers

The faculty and students of Sona College of Technology can recommend subscribing a newspaper for the library through purchase recommendations. Recommendation for regional language newspaper will be considered, and wherever deemed necessary the library will have more than a single copy of a newspaper. The Library will discard month-old newspapers.

Budget allocation

The Finance Office allocates the budget. The Library prepares a tentative budget in January every year, based on the previous year's expenditure, for the approval of the Finance Officer. An increase of 15% of last year's budget is added to the new budget. The new budget for the library is allocated in April every year.

The Budget allocated by the Finance Office is divided into four categories

1. Books, which includes both textbooks and reference necessary for learning and teaching.
2. Journals, which includes the subscription to print journals.
3. Electronic resources, includes books, journals and databases Academic Administrative Manual: Policy Review & Implementation 2022-23.
4. Maintenance, includes repair and service to Library materials as and when needed.

Suggestions Recommendations received from users

1. The Library assistant checks the database for duplicates as per the suggestions received from the user.
2. The Librarian validates the list and intimates the user regarding the acceptance or rejection of the suggested material via email.
3. The Librarian places the order for books to the publishers/vendors.
4. The book is received along with the invoice by the Library Assistant for processing.
5. Once the invoice is received, the Library Assistant will tally the books with the invoice received.
6. The books are checked for damages, if any, by a Library Attendant.
7. The books are then entered in the library database for barcode generation by a Library Assistant.

8. The Library Assistant generates the Call Nos. by using Dewey Decimal Classification.
9. The Library Attendant then initiates the assigning of ownership stamps and barcoding.
10. The Library Assistant/Assistant Librarian verifies whether the ownership stamp, barcode, and spine label are in order and ready for keeping the books on shelves.
11. The books are then transferred to the respective floors managed by a Library Assistant for replacing them on the shelves.
12. The Librarian then checks the invoice.
13. The invoice details are entered in the bill tracking register before forwarding it to the Office of Accounts.

Subscriptions to Journals and Electronic Resources

1. The subscribed journal list/electronic resources of the previous year are circulated by the Librarian to the department faculty for their recommendations and suggestions. The time limit given for suggestion and recommendation is 30 days.
2. The list is sent to the vendor/publisher by the Librarian for renewal or for a new subscription. Invoice is sought for making the payment in advance.
3. Once the invoice is received, the Library Assistant checks whether any deductions to be made for the issues/purchases not completed in the previous year.
4. The Librarian checks the invoice before forwarding it for payment to the Office of Accounts.
5. The invoice details are entered in the bill tracking register before forwarding it to the Office of Accounts.

Lending

Membership	No. of Books	Duration	Overdue Charges
UG	7	21 Days	A fine of Rs.1/per day for the next 21 days and the fine will be doubled
PG	10	21 Days	
Research Scholars	10	21 Days	
Faculty	20	1 Month	

Continuous default in returning books will leave to cancellation of library membership. One time renewal facility is given, if there is no reservation for that particular book.

Circulation

1. The issuance of books to the Users
2. Collecting the books returned to the library
3. Check the books for any damages before issuing or taking the return books from the users
4. Library Fine collection, if any, from the users who have returned books late
5. Prepare an overdue list and send it to the Librarian for necessary action

Issue of Books

1. Users cannot borrow copies of the same book.
2. The issue of books stops a week before every exam. This is done to ensure equal reading opportunity among the students.
3. The students have to return the outstanding library books and deposit Library dues if any.

Return/Renew

1. Books must be returned on or by due dates.
2. Where the due date falls on a College holiday, the return period will be considered as extended by one day. However, users are advised to check the Library Notice Board regularly.
3. A book may be renewed any number of times provided there is no reservation placed on the book. Users may reserve two different books at a time through OPAC.
4. Library fines, if any, are to be paid at the cash counter in the Central Block, Ground Floor, along with due slip from the library.
5. Click on book renewal against each borrowed title to renew books. After renewal, the new due date will be generated for the renewed books.

Reference Books

1. Reference books are not for issue and are to be referred inside the Library.
2. Under no circumstances, reference books will be issued either for classroom reading/reference or for reading outside the library.
3. Photocopying full book is not permitted inside the Library or campus.

Journals/Reports

1. Journals and Reports are not for loan.
2. Users must take care of the journals/ reports taken for Xerox and should ensure its safe return.

Photocopy Service

The Reprographic Unit functions basically to cater to the needs of its own users. The urgency of the need of each may vary and preferential scale may have to be applied in serving them. The Sona library users can request for a xerox copy/photocopy service on a prescribed form obtainable from Circulation counter. The forms have to be signed by the Chief Librarian or Head of the Department. When the reader is making cash payment for the

services requisitioned the work is undertaken against the cash receipt of Rs.2/- Page which is obtainable from the account sections. The Library photocopy service is available from 9.00 am to 8.00

Library Advisory Committee

Purpose

The objective of constituting a Library Advisory Committee is to advise the Chief Librarian and the Librarian on library issues, collection development, services and facilities, but limited to library policy matters.

The Meeting

The Library Advisory Committee will meet twice in a year, preferably at the end of the semester.

The Composition of Library Advisory Committee

1. Principal as the Chairman of the Library Committee.
2. A senior Faculty nominated by the Principal as the Advisor to the Library.
3. Dean Academics
4. One Faculty representative from each Deanery, who is a Library coordinator /Committee Member.
5. One Librarian and Senior Assistant Librarian
6. An external expert in the field of Library and Information Science.
7. Chief Librarian - Convenor

Terms / Tenure of the Members

1. The Chairman of the Institution shall appoint the Chairperson of the Committee from amongst the Professors. The tenure of the Chairperson shall not exceed five years.
2. In addition to the composition specified above, the Chief Librarian may make an additional nomination to the Committee.

3. The Faculty members of the Committee other than its Chairperson shall serve the Committee for two years and are eligible for nomination.
4. The Chief Finance Officer and the Chief Librarian are the permanent members of the Committee.
5. The Committee may have representations Undergraduate, Postgraduate and PhD scholars.

Role of the Advisory Committee

The role of the Library Advisory Committee is to offer advice to the Chief Librarian on issues of importance in the policies and the development of the libraries and their contribution to the mission of the college. In addition to the above, the roles of Library Advisory Committee are the following:

1. To consider policy matters regarding Sona College of Technology libraries including the policy for procurement of books and journals and render advice to the Librarian for Library procurements.
2. To supervise the allocation and utilization of funds for different libraries for the purchase of books and journals. Academic Administrative Manual: Policy Review & Implementation 2022-23 contribution to the mission of the College.

In addition to the above, the roles of Library Advisory Committee are:

1. To consider policy matters regarding Sona Libraries including the policy for procurement of books and journals and render advice to the Librarian for Library procurements.
2. To supervise the allocation and utilization of funds for different libraries for the purchase of books and journals. Academic Administrative Manual: Policy Review & Implementation 2022-23.

Library Computer, Internet and Electronic Resources Access Policy

The Library's computer, internet access and electronic resources are intended to support the educational initiatives of students and staff. Due to high demand for computers, the library does not support or encourage use by the external members. There are more than 120 computers across all

libraries. The Library has set the following guidelines of these devices to ensure fair and equal access for all:

1. Guidelines for using Computer in the Library

1. The username and password for logging to a computer is provided on the desk.
2. The library uses Windows Operating System and Linux versions for its system.
3. To access the internet, login to internet with your registration number and unique password sent to you and the time of enrolment.
4. You may use a pen drive and hard disk but at your risk.
5. If you need to use headsets, inform the library staff for the same.

1.1 Appropriate and Responsible Use guidelines

1. The computers are available to students and staff on a walk-in, first-come-first-served basis. There is no reservation for computer time for any individual or for a class or for a group.
2. Carry your ID while using the library computer services.
3. Users must use their data disks. Under no circumstances may patrons use their software on the library internet computers.
4. Installing software, or altering or attaching equipment to any of the library's internet computer hardware is prohibited and doing so will result in the loss of library computer use privileges.
5. Be respectful and responsible and considerate of others waiting.

1.2 Inappropriate use and handling

1. Misuse of the computer (viewing inappropriate websites or making excessive personal use of resources).
2. Change or disable settings. Locking the system with password.
3. Use of another person's account, password or files.
4. Use of computers to break the law (e.g. sending threatening messages).
5. Pulling out cables and removing computer accessories from one place to another.

1.3 Handling inappropriate use

The users suspected of inappropriate use will be approached by the library staff.

1. Users will be asked to present their ID card
2. The staff may ask the user to stop using the computer if they have been abusing privileges.
3. In cases of extreme misuse or abuse, staff will note the following information for reporting to the campus Librarian.

Name and ID; Computer ID number; Date and time; Description of situation

Guidelines for access to E-Journals/E-books licensed to Sona Library

All electronic Online Resources subscribed by the Sona Library are accessible from the Sona Knowledge Centre/Library/Computer Lab or from any other authorized locations for use by the Students/ Faculty/ Staff or any other person of the College (Authorized Users) will be governed by the Licensing Agreement signed by the college with the various publishers. The terms and conditions as laid down by the College are to be followed by the Authorized Users for use of the Online Resources.

Conclusion

The Library Procedures & Policy at Sona College of Technology (Autonomous) is a comprehensive framework designed to attain the institution's objective of catering to the diverse needs of students, faculty members, scholars, and knowledge seekers. It outlines objectives such as creating awareness about available resources, ensuring access to materials, and developing a rich repository of knowledge resources. It also outlines roles and responsibilities within the library's organisational hierarchy, emphasizing precision, accountability, and technological integration. The policy serves as an essential guide for undertaking measures to acquire and manage latest learning resources that support students' academic and extracurricular needs, create an environment conducive to learning, research, and thereby achieve academic excellence.