



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved University) GURGAON, Delhi-NCR

Ref. No. : SGTU/BOM/18.10/2016

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STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY AND INFORMATION CENTRES

1. AIM :

- 1.1 To provide right information to right user in minimum possible time.
- 1.2 To lay down procedures for procurement of books, periodicals, newspapers, CDs/DVDs and e-resources and their circulation, accounting and disposal.
- 1.3 To use Library Information Science standard procedure for managing all activities of libraries.

2. PROCEDURE FOR PROCUREMENT OF LIBRARY RESOURCES :

- 2.1 Library resources requisition generation as per department and library users needs.
- 2.2 Check the catalogue to avoid duplication of procurement. In case, similar resource is already available in the library then duplicate resource will delete from the list and for resources no. of copies as per norms or need of library.
- 2.3 Prepare list of all the library resources recommended by the faculty and obtain sanction from the Competent Authority as university decides time to time.
- 2.4 Consolidate the requirements of all the publications to be procured and issue the Purchase.
- 2.5 Purchase Department (SGTU) Obtain quotations from authorized suppliers for the procurement of resources and get the approval from the Competent Authority for final purchase.
- 2.6 Where any resources is not available with the approved supplier, depending upon the urgency, procure the same from available source direct from the market with due approvals.
- 2.7 Follow up with the suppliers for the timely supply of the resources.
- 2.8 Receive the resources and check/compare with the supplier's challan/ invoice for correct supply of publications. Check the proper condition of the publication and enter the details of the publication in the Accession Register (in SGTU different libraries), if the same is in good condition, otherwise return to the supplier.
- 2.9 All supplied resources physically checked by SGTU Central store before technical processing of resources.

- 3. PROCESSING AND TECHNICAL WORK :**
- 3.1 Library resources are classifying, cataloguing as Dewey Decimal Classification Scheme (DDC) and Anglo American Cataloguing Rules-2 (AACR-2).
 - 3.2 Enter the details of the resources with information Accession No., Call No., author, title, edition, publication, publishing year, pages, price, ISBN, invoice no. date etc in the KOHA software on the central server which is installed in SGTU IT section
 - 3.3 The bar codes and Spine labels generated by KOHA and processing for smooth working.
 - 3.4 Paste due date Slip on the book.
 - 3.5 Library resources processing different technical works on defined areas of resources for identities stamp, spine labels, barcodes, accessing, class no., book no., due date slip and SGTU library labels etc.
 - 3.6 Supplied resources bills management and budgeting.
 - 3.7 Online Public Access Catalogue page updation work as per library and users need.
 - 3.8 Stamping work is essentials on minimum five places in books.
 - 3.9 Accession no. and call no. should be written on two places in the book.
- 4. CIRCULATION SYSTEM :**
- 4.1 Issue and return of books is essential for staff as well as students as per availability of books in library.
 - 4.2 Reference resources are allowed for use inside the library only or can be issue for day night on written permission of authorities.
 - 4.3 Circulation of library resources through KOHA application procedure and to maintain security.
 - 4.4 Membership is essential for circulation of library resources.
 - 4.5 Membership is compulsory for use of library facilities.
 - 4.6 Resources will not issue to any user without membership.
- 5. PROCESSING OF PERIODICALS/JOURNALS/NEWSPAPERS :**
- 5.1 On receipt of periodicals/newspaper, enter the details in the Periodical/newspaper registers separately.
 - 5.2 library stamp is compulsory on the periodical/journals/newspaper at minimum three places and staff signature on the title page.

- 5.3 Place the periodical/newspaper in the appropriate shelf in the library.
- 5.4 Maintain a record of all bills and a summary of receipts through the year.
- 5.5 Monthly physical checks are essentials for supplied periodical to maintain the record.

6. MEMBERSHIP OF LIBRARY/MEMEBERSHIP CARD :

- 6.1 All registered students in a course can be members of the Library. They have to deposit a library filled membership form with signature of Dean/Director in library.
- 6.2 The University ID card with all details (as per SGTU) is essential for usage of library.
- 6.3 All faculty and staff desirous of membership of the library will fill the application form for library membership and submit it in the library after obtaining counter signatures of the Dean/Director.

7. PROCEDURE FOR CIRCULATION OF BOOKS ON LOAN :

- 7.1 Books would be issued only for fourteen (14) days at one time to the students or for one semester or one month to the faculty/staff. Technical and Admin Staff would be issued the books for fifteen days only.
- 7.2 Re-issue of books may 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 puts in the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further extended to the current holder of the book. The faculty/staff shall be required to renew books at the end of each Semester or due date, to avoid fine.
- 7.3 A student/Technical and Admin staff member can take only three (3) books in his/her account at any point of time, whereas a faculty member may hold maximum of six (6) books in his/her account or stock availability.
- 7.4 Books shall be issued only after the Library Card is produced in the circulation of library.
- 7.5 All books taken by the students from the SGTU Library would be returned to the library within the period specified above. Students, Faculty member, Technical/ Admin Staff member failing to return the books on time would be liable to pay fine as laid down from time to time in the University library rules.
- 7.6 Students withdrawing admission from the SGT UNIVERSITY' will be required to take NOC from the Library. Students sections will not issue clearance unless the student deposits the 'No Dues Certificate' duly signed by the Librarian.
- 7.7 Librarian shall issue a list of Books/Fine holders on the first working day of every month, put this on the Students' Notice Board. A copy of the same should be supplied to the Dean/Director of Faculty and students sections.


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7.8 Prior to every main semester Final Written Examination each Final Semester student shall get "No Dues Certificate" from the library for the books issued in his/her name.

8. ISSUE OF BOOKS TO FINAL SEMESTER STUDENTS DURING EXAMINATION :

8.1 Final Semester students who have got their no dues cleared from library and desire to get a book issued for the duration of the examination can get books after the written permission Dean/Director/Librarian.

8.2 The book is issued must be returned within one week of the last examination.

8.3 Books not returned within one week of the last examination then fine will be charge @ Rs 5/- per day, which will be deducted from the deposit security or new book will be replaced in circulation to maintain the stock.

9. FINE POLICY :

9.1 Fine will charge @ Rs. 5/- per day on late submission of books.

9.2 The maximum limit for fine per membership is Rs 500/-. Thereafter fine stops accumulating.

9.3 Fine rate will be fed to KOHA 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.

9.4 The fine received from the concerned user shall be as per the KOHA display on screen in cash form (User Membership account). The Circulation In-charge would press 'make payment' option in the process the transaction and prepare manual register (with provision of readers signature) for cash deposit or maintain a cash receipt.

9.5 The fine would be deposited with the Accounts Branch by the Circulation Staff as per the record after thorough checking by the Library In charge.

10. ANNUAL STOCK TAKING

10.1 Annual Stock Taking will be ordered by the Audit Head in any time in every year or as per management policy.

10.2 Missing/Lost books: need to maintain record of all books and rectify the problems.

10.3 Repairable books& periodicals: books /periodicals binding should be maintained.

10.4 Unserviceable books for auction as-per committee decisions.

11. DEALING WITH LOSSES

11.1 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 write off.



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- 11.2 Loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

12. MISCELLANEOUS INSTRUCTIONS

- 12.1 All students would be required to deposit their bags outside the Library, in the space so provided for the same. There should be no mobile, wallet, cash or any other costly item left in the bags.
- 12.2 Library staff shall ensure strict checking on library gate.
- 12.3 The Library Committee would be formed at the beginning of the Academic Year. It shall meet and address all issues pertaining to the effective functioning of the Library. It is also responsible to plan budget, get it sanctioned, need of resources and ensure purchase.
- 12.4 In case of loss of books, student/ staff can be allowed to replace the book, if approved by the Sr. Librarian or Dean/Director, only new and good condition, and of the same/latest edition/ original publication and no duplicate publication copy.
- 12.5 Fine and penalties as per SGTU rules for theft of books, defacing of books including tearing of pages, disturbances and indiscipline in the library.
- 12.6 E-resources learning centers are only for academic use, not for personal use.


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