

CENTRAL LIBRARY

2017

LIBRARY MANUAL

VIT University- Chennai  
Vandalur – Kelambakkam Road,  
Chennai – 600 127  
[www.chennai.vit.ac.in](http://www.chennai.vit.ac.in)

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## **0. Introduction**

VIT University, Chennai Library has always been striving hard to meet the expectations of its users. One qualified professional, three skilled and four unskilled staff run the library. However, there has been a long felt need to bring clarity and uniformity in the procedures and practices of the library so as to further improve its efficiency, utility and services.

This manual touches upon all the important functional modules of the library and describes a clear policy as to how the activities of the library like collection, development, provision of information services, and management of other academic support facilities should be offered.

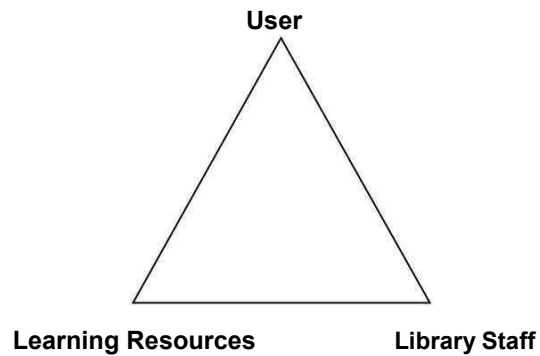
### **Library Manual**

This "Library Manual" is for the Library staff so as to in a letter way understand the Library's mission and their role in its service plan. It is the purpose of the Library to serve the community with books and other media in a manner that is cordial, efficient, and equitable. It also strives to provide the academic community with quality library services and programs through its collections of books and other media services delivered by library staff members.

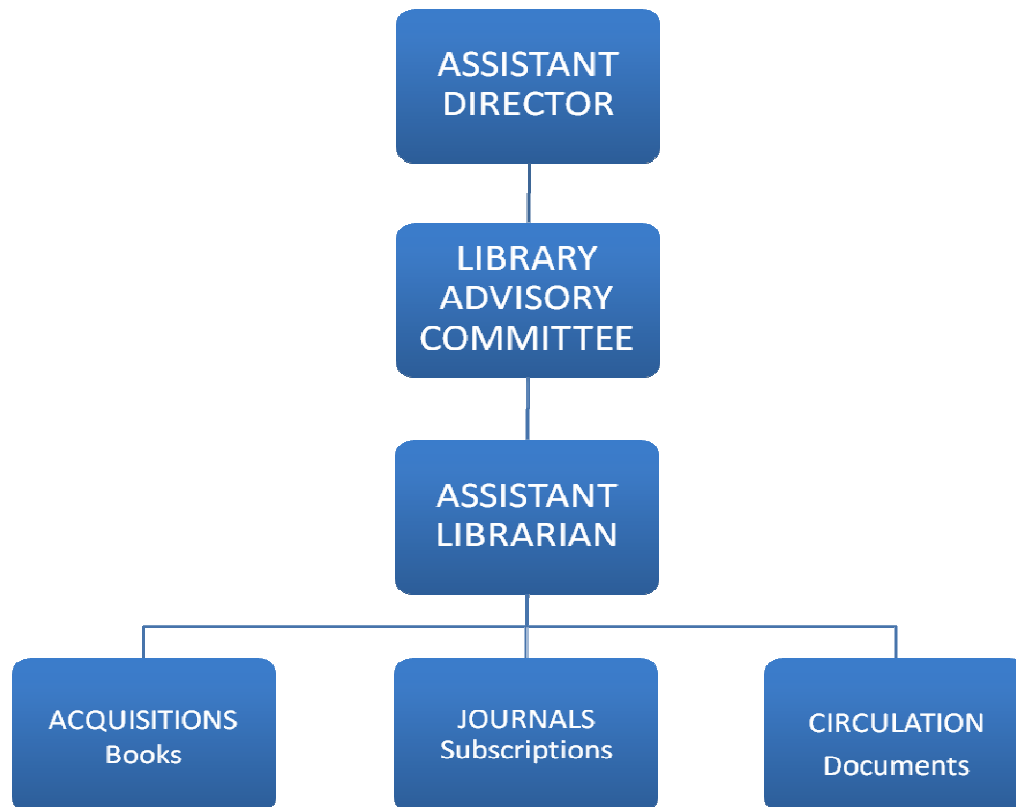
Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. Lot of efforts have been put into the preparation of the manual. It hunder goes a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

### **Role of Library**

Library plays a vital role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr.S.R.Ranganathan, father of library Science development in India has said that the Library is the trinity of Learning Resources,for Faculty/Students and the Library Staff.



## ORGANISATION CHART



### 1. Library Advisory Committee (LAC):

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This is to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the

institute management. The Library Advisory Committee (LAC) is to be appointed by the Head of the Institution.

### **1.1 Composition:**

The Assistant Director will constitute the Library Advisory Committee. Library Advisory Committee Members are mentioned below.

<b>S.No.</b>	<b>Name</b>	<b>School/Department</b>
1	Dr.Maya Rathanasabapathy	Asst. Director, Library
2	Dr.Tholkappian S	Library
3	Dr.Yamini Sreevalli I	SMBS (Civil)
4	Dr.NeelaNarayanan V	SCSE
5	Dr.Mini Gosh	SAS (Mathematics)
6	Dr. Chandrasekar G	SAS (Chemistry)
7	Dr. Shankar G	VITBS
8	Dr.Sanji Das	SAS (Physics)
9	Dr.Gopinathan N	Chief Warden
10	Prof.Kanimozhi G	SELECT
11	Prof. Srivatsan K	SENSE
12	Prof.Gobinath N	SMBS (Mechanical)
13	Prof.Rajkumar N	VITLS
14	Prof.Evangeline Sabina Rajasekar	SSL (English)
15	Mr.Visweswaran G	CTS
16	Mr.Naveenkumar J	Purchase

### **1.2 Terms of Reference for LAC:**

- To provide general direction to the Library
- To review the functioning of the library with regard to its support to the academic programmes of the institute.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.

- Any other function as assigned by the higher authorities
- The LAC would meet at least once in six months to review the library affairs
- Minutes of the meeting shall be recorded and get the approval from the Head of the Institution and circulated to all members

### **1.3 Meeting Frequency**

The LAC shall meet at least once in six months to review the library affairs and if necessary, more often.

### **1.4 Minutes of the Meeting**

Meeting minutes shall be recorded by the Librarian, as Member Secretary and circulated to all members for consideration and approval.

## **2. Library Budget**

Library budget means the financial allocation to procure documents and provide access to the information resources.

### **2.1 Sources of Finance for Library:**

The present annual budget of the library has the following components:

1. Allocation from VIT University, Chennai for all the resources

Budget must have contingency funds for Binding and other stationery needed to process and maintain the Books/Journals

## **3. Procurement of Learning Resources**

Procurement of learning resource constitutes the primary responsibility of library. Faculty concerned makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. Since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

### **3.1.1 Procurement of Books: Process and Approvals:**

- a. Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member. Consolidated Book List will be handed over to the Purchase Department.
- b. Purchase department orders the books and the vendor will deliver the ordered books to library.
- c. Exhibitions: Library may arrange for book exhibitions through vendors. Institute will facilitate exhibitions by providing space, basic furniture, indent forms, etc for obtaining book recommendations

### **Book Procurement Process Work flow:**

#### **I. Initiation of Acquisition:**

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed
- Finding out the exact details of the Title recommended
- Duplicating Checking
- Listing forwarded to purchase department

#### **II. Accessioning**

- Accessioning : Enter the details of the Invoice and Books in Data Sheet
- Assigning Accession Numbers to Titles in Database
- Preparing GRN and forward bills to purchase department
- Maintaining Bill File
- Maintaining Bill Register Data in EXCEL Sheet for reporting

#### **III. Invoice Processing**

- Receiving Books from Suppliers/Vendors
- Crosschecking with Purchase Orders
- Pricing Proof Verification
- Preparing Book Received Report

#### IV. Classifying

- Classifying Books as per the Dewey Decimal Classification (DDC) Schedule
- Writing the Class No in the Title page

#### V. Cataloguing

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards
- Assigning Keywords : Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.

#### VI. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste Spine labels, Bar Codes in the Front Page and on the Title page and laminate it with Cello tape
- Past RFID Tag in the Book
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section.

#### VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift

- These items to be treated like books for processing, etc.

### **3.13 Maintenance of Files and Records:**

Following records/files will be maintained properly

- Accession Register
- Purchase Orders
- Invoices

### **3.2. Subscriptions of Journals**

#### **3.21. Subscription Process and Approvals:**

- a. Budgetary provision: Ensure that adequate recurring/annual funds are available for the approved Journals Subscription/renewals etc. as required.
- b. Beginning of Renewal Process: The process of renewals should begin at least four months in advance (in September) so that by December end/early January all the



renewals are done and the subscriptions are continued without any discontinuation in issues

### **3.22. Subscription Process Work Flow:**

- a. Journals and Magazines subscribed will be sent to purchase for renewal
- b. Approval:
  - The list will be processed for exact details like price/publisher
  - Put for approval by Pro VC.
- c. Ordering : Journals Renewal and Subscription Orders will be issued to empanelled agents by Purchase department
- d. Maintain proper Bill Register and all invoices passed for payment
- e. Binding of Journals: All journals procured through “to be capitalized grant” will be bound and kept on shelves.

### **3.23.Receipt of and access to journals**

- a. Ensure that the items received are as per the order/ access is enabled to the desired resource
- b. Manual and computerized record of receipts of the journal issues
- c. Processing of Journal Issues: Physical verification, Stamping etc.
- d. Timely display of the Loose Issues of the periodicals on the respective display racks.

### **3.24 Gratis and Exchange Periodicals:**

- a. The documents relevant to the scope of the Institute’s study and research areas be added to the gift collection and displayed.
- b. Gratis may be accepted from the Institute’s faculty, scholars, or outside institutes and organisations of similar interest.

### **3.25 Non Supply of Journal Issues:**

- a. Reminders: Missing issue reminders can be sent with the following frequency:
  - For Quarterly/Biannual journals: Once every six months

### **3.27 Archiving:**

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area.

## Non-Book Materials

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes/VHSs, enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

### **3.28 Maintenance of Records:**

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills Register

### **3.3 Procurement of e-Resources**

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

## **4. Circulation Section:**

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a. Issue and returns of Learning Resources(Primarily Books)
- b. Attending the Users' query for effective interpretation of library rules and regulations
- c. Registration of new members
- d. Inter Library Loan Service
- e. Maintenance of "Circulation Module" of Library Management Software Maintenance and updating of all data related to library users
- f. Sending Reminders to overdue documents users
- g. Correspondence & No Due issuing
- h. Library Orientations/Information and Digital Literacy
- i. Managing Counter Operations during Weekends/Holidays.

#### 4.1 Issue/Return procedure:

- a. Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:
- b. While Issuing Book : Quickly glance the book for any damage
- c. RFID System is provided for borrow books While receiving the books
- d. Quickly glance the book for any damage
- e. RFID System is provided for returning the books

#### 4.2 Borrowing entitlements for faculty/Students/Admin:

- a. Clearly define the number of items that the user is eligible to borrow
- b. Books that can be borrowed
- c. Books from the general shelf
- d. Reserve Shelf Books can be borrowed only for two days
- e. CD ROMS, DVDs and audio video cassettes can be borrowed for a period of one week
- f. Documents that cannot be borrowed
- g. Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- h. Dissertations/Project Works

#### 4.3 Issue of Books/Back volumes/CDs/Audio Cassettes:

Books, back volumes, CD ROMs are issued to students and faculty for a definite period as given below:

		Students					Faculty	Staff
		I year	II year	III year	IV year	P.G		
Books	Nos. issued	3	3	3	3	5	6	2
	Duration	14 days for all					90 days	
CD ROMs and Audio Cassettes	Nos. issued	Reference						
	Duration	-						
Journals and Magazine	Nos. issued	Reference						
	Duration	-						

## Library Fine, Renewals

The book/s returned on or before the due date are acknowledged through Libsys system. Fine structure below,

Duration	Per day amount(in rupees)	Total amount(in rupees)
1 <sup>st</sup> Week	1.00	7.00
2 <sup>nd</sup> Week	2.00	14.00
3 <sup>rd</sup> Week	3.00	21.00
4 <sup>th</sup> Week	4.00	28.00
5 <sup>th</sup> Week	5.00	35.00
6 <sup>th</sup> Week	10.00	70.00

- Total fine on 42<sup>nd</sup> day –Rs.175.00
- From 43<sup>rd</sup> day to 56<sup>th</sup> day – single cost of the book or Rs.175.00(which ever is higher)
- From 57<sup>th</sup> day to till return – Double the cost of the book as fine
- books issued on overnight –Rs.20/- per day

Fine is collected in the library remitted to the accounts office at the next day.

Whenever any specific demand for a particular book is arises, the book holders (student/faculty) are advised to return the books before the due date.

### Loss or Mutilation of documents and Policy of Compensating Library

- a. Library materials are to be handled with care.
- b. If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library using the prescribed form.
- c. Library will follow the below mentioned steps, in the same order of preference to settle the dues
- d. Book has to be replaced with the same or latest edition OR
- e. Double the cost of the book and Rs. 100/- processing fee.
- f. Overdue charges will not be levied in such cases from the date of report until the same is replaced(must be resolved within a month)

## 5. Stock Verification and Procedure to Write off Books

Every year during the month of December stock will be verified and handed over the list of books to be traced out to the purchase department.

## 6. User Services

Library Timings

OPEN ON ALL 365 DAYS

Weekdays	7.30 am to 12.00 Midnight
Saturday , Sunday & University holidays	7.30 am to 09.00 pm

**6.1 Issue>Returns:** Library counter will function as below

Library Timings are as follows;

Monday- Sunday on all 365 days

From 08.00 a.m. to 08.00 p.m.

### 6.2 Compensatory Off for staff who work on Weekends and Public Holidays

- The library counter has to be kept open on all Public Holidays and weekends.
- Staff will be called for doing these holiday duties at counter on rotation basis.
- Staff will be eligible to avail compensatory off.
- Such compensatory off cannot be accumulated and must be taken within three months.
- Not more than Two Compensatory offs can be taken together.

### 6.3 Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Ground floor Reference section. Users can also contact staff on duty for any assistance.

Library also has access to online reference sources which may be accessed from the library website.

### 6.4 Information and Digital Literacy/Library Orientation

Library will conduct Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

## **6.5 Inter Library Loan**

Library maintains an inter library loan arrangement with leading local libraries like American Resource Centre, Chennai and British Council Library, Chennai.

## **7. Digital Library Services**

A State-of-art Digital Library provides seamless access to various electronic resources like full text databases, bibliographic databases and Electronic Thesis and Dissertation.

## **8. Library Security System**

Library employs a security system to safeguard the library resources. The following security systems are employed in the library

### **a. RFID:**

- This comprises of a charging/discharging unit, entry/exit security gates, UPS and RFID Reader and Antenna.
- The alarm will go off if a user tries to leave library without getting it issued at the counter

### **b. Closed Circuit Camera System (CCTV)**

- Library has installed 16 cameras across different floors, stack rooms and study areas for monitoring.
- Main Security of Library exit point has a LCD monitor where the footage can be viewed
- Librarian's Office also has a LCD monitor where the CCTV feed is provided
- System administrator has access to recording of the footage

### **c. Security Staff:**

- Institute has employed security guards
- Security Staff manning the exit point shall verify all documents that are being taken out of library.
- This is to make double sure that only properly issued books are being taken out

### **d. Library Attendants:**

- Library attendants have been allotted different sections of the stack rooms and they will provide monitoring at stack rooms and study places.

## 9. General Rules and Regulations:

### Open access system is followed in the Library

1. **Strict and absolute silence** shall be observed in the Library.
2. **Cell Phone** to be switched off inside the Library.
3. **iPod, Audio and Video Players**, are strictly prohibited inside the library.
4. **Bags, Big handbags, Raincoat, Jerkin and Casual wears** are strictly prohibited inside the library.
5. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave **cell phones, purse, money, credit card and other valuables in the handbag outside the library**. These items are liable to be lost.
6. Library users are strictly prohibited from taking the **borrowed and stamped books** again inside the library.
7. If the due date falls on a holiday for the Library, the next working day will be taken as the due date.
8. Books will be issued to the members only **on producing the Membership card**.
9. If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the librarian.
10. **Membership Cards are not transferable**. Books will not be issued to students on the Membership Card of staff members.
11. Books will be issued subject to availability only.
12. **No sub-lending of books is permitted**.
13. Any kind of **marking, underlining, clipping of books is absolutely forbidden**. Readers shall be held responsible for any damage done to the book belonging to the Library and shall be required to replace such book or pay the value thereof.
14. Absence from the university **will not be allowed as an excuse for the delay in the return of books**.
15. Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
16. The following conditions are to be followed for the renewal of books.  
[i] **The book has to be produced in the Library for renewal.**  
[ii] **More than one renewal will not be allowed.**

17. No reminders will be issued to individuals but consolidated list of defaulters will be displayed in the library notice board.
18. The borrower will be responsible for any loss or non-return of any books issued against his / her original or duplicate Library Member ID Card.
19. **Reference books, Newspapers, Magazines, Journals should not be taken out.**
20. New books received will be on display for a week.
21. The Library may accept donation of **manuscripts, books, periodicals etc. from the donors**. Such donations once accepted will become the absolute property of the University.
22. Library timings details of fine structure are **displayed on the Library Notice Boards**.
23. **Overnight issue is available for selected reference books.**

Note: The above rules are intended to **regulate the use of Library resources and will be reviewed periodically to meet the Changing needs.**

Any changes in the rules or instructions or information to members will be notified on the **Library Notice Board** as and when required.

### **9.2 Rules For Loss Of Books By The Students/Faculty:**

In case of loss of books, twice the cost of the item is collected from the individual by the Accounts office and receipt is produced at the library.

## **10. Requisition Forms used in Library**

- Book Recommendation Form 1
- Book Recommendation Form 2
- Lost Book Fine Payment Form



**CENTRAL LIBRARY**

**BOOK PURCHASE REQUEST INDENT FORM 1 (PRESCRIBED IN THE SYLLABUS / PROJECTS)**

Sl.No	Title	Author	Publisher	ISBN	Approximate cost	No.of Copies	Purpose of Request (Syllabus / Project Name)
1							
2							
3							
4							
5							
6							
7							
8							
9							
Employee No		Employee Email Id					
Digital Signature of the Requester							

**CENTRAL LIBRARY**

**BOOK PURCHASE REQUEST INDENT FORM 2 (OTHER THAN PRESCRIBED IN THE SYLLABUS / PROJECTS)**

Sl.No	Title	Author	Publisher	ISBN	Approximate cost	No.of Copies	Purpose of Request
1							
2							
3							
4							
5							
6							
7							
8							
9							
Employee No			Employee Email Id				
Digital Signature of the Requester							
Digital Signature of the Dean							

**CENTRAL LIBRARY  
LOST BOOK FINE PAYMENT FORM**

Date:

To

The Accounts Officer,  
VIT University, Chennai

Dear Sir/Madam,

Kindly collect ₹ \_\_\_\_\_ (In Words \_\_\_\_\_

\_\_\_\_\_ ) from

the Register No./Employee No. \_\_\_\_\_ for loss of book/s mentioned below.

S.No.	Acc.No.	Title	Price	Fine (Double the Cost of Book)
1				
2				
3				
TOTAL				

**S.THOLKAPPIAN  
Emp. No. 50118  
ASSISTANT LIBRARIAN**