

# St. Ann's College For Women's (Autonomous), Affiliated to Osmania University

Accredited by NAAC With A+ Grade (3rd cycle), CPE by UGC

ISO 9001 : 2015 and ISO 14001 : 2015

Mehdipatnam, Hyderabad



**LIBRARY**





## Library Policy and Procedures

**Motto:** Knowledge is Power

**Vision:** Opening new vistas of dissemination of knowledge for the holistic development of the youth

### Preamble:

The Library was established in 1983. Since then the library has grown from strength to strength as an integral part of the college. The Library is challenged to maintain its services to high standards in all areas.

#### 1.0 Collection Development Policy:

CDP of the library is a set of guidelines that outlines the principles, procedures for acquiring maintaining and managing the library collection. A well crafted CDP helps the library to develop a balanced and diverse collection which caters to the information needs of its users.

#### 1.1 Objectives:

- To extend support to teaching, learning and research initiatives of the college.
- To organize, provide access and preserve materials to meet the needs of the students and faculty members.
- To ensure maximum utilization of books, journals, electronic resources subscribed by the library.

### 2.0 Scope:

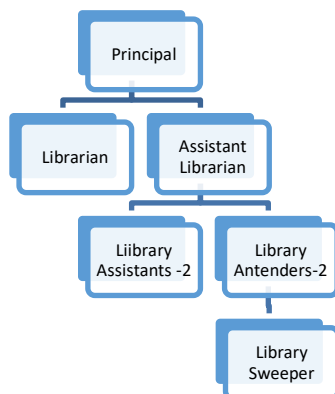
2.1 Collection development is a process of systematically building library collections to serve study, teaching, research, recreational, and other needs of library users.

It is provided in a various formats that include books, serials, databases and e-resources and multimedia etc.

2.2 Library facility should be available to faculty, staff, students, parents and neighbourhood community ( with prior permission), members of cluster colleges, and colleges with MOU.

### 3.0 Composition:

3.1 Staff appointed at library will be as follows -



### 3.2 Library Advisory Committee -

3.2.1 The committee shall have the following members

#### Library Advisory Committee Members

- Principal - Chairperson
- Dean of Administration
- External Expertise - 1
- Faculty Member - 4
- Chief Librarian
- Assistant Librarian
- SQAC Students - 4

### 4.0 Role and Responsibilities

4.1 The responsibility for selection of the library materials lies with the Librarian.

The Librarian will avoid duplication of titles to the maximum extent.

- In case where multiple copies of a title are needed, books will be purchased as per the request of the faculty and students
- Generate Call No for the books using decimal classification system.
- Verify the invoice for the selected books before the final payment.

#### 4.2 - The Librarian

- Creates awareness about the materials added to the library.
- Calls for books on approval for collection development.

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- Advises the faculty on the new titles in their respective subject areas.
- Prepares the budget in consultation with the finance officer.
- Organizes book exhibitions.
- Participates in resource sharing with other libraries as and when required.
- Provides orientation to faculty and students on various e resources.
- Forwards new arrivals/publishers alerts to the faculty/users to improve the collection.
- Provide library data as and when required to the committee.
- Verifies the ownership, stamp, barcode and spine label and prepares for the arrangement of books on the shelves.
- Facilitates membership and usage of Vidwan, Shodh Sindhu, Shodh Ganga, Remote access.

### 4.3 Assistant Librarian

- Checks the library database for duplication.
- Tallies the invoice for the books received from the vendors.
- Enters Data of books in the library software.
- Generates barcode for the books entered in the library software.

### 4.4 Library Attenders:

- Check the books received on approval for any damage.
- Ensure the books are dust free.
- Reprographic section is free of book accumulation and the books are put back on the respective racks

## 5.0 Plans, Process and Procedure:

### 5.1 Process :

- The staff and students may make recommendations for the purchase of library books. The recommendations received from the HOD will be approved by the concerned faculty and the final decision to purchase the required library material is made.
- Library may also explore to purchase journals and reference resources in electronic and print form.



## **5.2 Procedure for procurement:**

- The Librarian shall call for books on approval and shows it to the concerned department faculty.
- The Librarian will ask for the invoice of the books selected and returns the unselected ones.
- Once the invoice is received, it is tallied with the invoice book and receipts.
- 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.,
- The books are transferred to the respective shelves.
- Invoice details are entered in the bill register before forwarding the accounts.

## **5.3 Weeding Policy:**

- Weeding plucky is a desirable method of improving services to readers.
- Weeding of Books with very small print ,missing pages, yellow, Insufficient and in frequent use of materials may be weeded out.

## **6.0 Purchase of equipment:**

### **The library**

- The librarian will prepares the list of equipment such as furniture, computers and get it approved by the authorities.
- Submits an approval letter to the office and will collect the price quote.
- Prepare the comparative statement and follow the procedure for approval and place the order.
- Makes entry of receipts into the stock register.

## **7.0 Library Computer, Internet and Electronic Resources Access Policy**

The Library Computer, internet access and Electronic Resources are intended to support the educational initiatives of students and staff. The Library has set the following guidelines of these devices to ensure fair and equal access to all:

### **7.1 Guidelines for using Computer in the Library**

- The library uses Windows Operating System.
- May not allow the use of pen drive and hard disk.



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- Prior information to the library staff to use head sets.
- 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.

### 7.2 Guidelines for access to E-Journals/E-books

All electronic Online Resources subscribed by the College are accessible for use by the Students/ Faculty/ Staff) and are governed by the Licensing Agreement signed by the college with the various Publishers. The terms and conditions as laid down by the library are to be followed by the authorized Users to access online resources are as follows:

#### 7.2.1 Library Software and data Management

- Online Public Access Catalogue (OPAC) Search facility will be made available.
- Updation of yearly holidays in the library software
- Generate Reports from the software for various data analysis
- Authorized users may print a copy of an article from an electronic journal and include it in their course pack. However, multiple copies should not be made for circulation. Copyright laws protect published material in any format so that it cannot be copied except in accordance with fair use.

### 8.0 Stock Verification

The verification will be carried out by a team of Assistant Librarian and assisted by the Library Attendants. **Procedure:** Scan the book barcode and enter in a Notepad/Excel. Trace the books misplaced. Make the list of Books not found during the stock verification. Report the misplaced books to the Librarian

- Fix the date of stock verification in advance in consultation with the Librarian
- Call for books from the users or ask the users to renew books by sending a notice via email
- Close the Library with a notice of next reopening date
- Make a list of books “not found” during the search procedure
- The Librarian will submit the list of missing/misplaced books list to the principal for approval along with details



- Update the missing/misplaced books in the SOUL software as “misplaced” or “lost.”
- A copy of the report will be placed in the ‘Stock Verification’ file.

### **8.1 Stock verification policy**

- To identify the mutilated materials that need repair.
- To identify the materials required to weed out from the library collections
- To identify the loss of books due to theft.
- To strengthen the library system for any losses due to negligence.

### **8.2 Misplaced / Loss of Publications**

- A publication may be considered as lost only when it is found missing in the stock verification, and successive effort has been made to search the same in the Library but failed to retrieve it.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. The payment for periodicals is always made in advance, and at times it is not possible to get the replacement. In such cases, the non receipts/damages be considered as loss for write-off.

#### **8.2.1 Procedure to write-off misplaced books**

- List the documents not found during stock verification
- Prepare pre-final list of the documents not found and compare with the list of earlier stock verification to identify common entries.
- Remove records from databases or change the status of the books as “Misplaced.

#### **Mutilated materials that needed Repair**

- Identify the books that needs repair or rebinding.
- Prepare a list of above books
- Call the binder and handover the books along with the copy of the list.
- Follow up with the binder for books.
- On return of books after repair or rebinding replace them on the shelves

## **9.0 Library Access and Circulation of Library Materials Policy**

### **9.1 Library Resources**

- \* **Books and their arrangement**

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The books are arranged according to Dewey Decimal Classification, a classification scheme followed by all major libraries.

### \* **Journals and their arrangement**

The List of journals subscribed is made available on the library .. Back volumes of journals are made available on request.

### \* **Electronic Resources**

Electronic resources are documents in electronic form, or that can be accessed via electronic transmission and include books, journals, newspapers, magazines, archives, theses, conference papers, examination papers, government papers, research reports, scripts and monographs.

The Library has the subscription to electronic resources.

## **9.2 Issue of Books**

- Students can borrow their library tickets showing college id card. each student can borrow books. **Users cannot borrow copies of the same book.**
- The students have to return the outstanding library books and deposit Library dues

## **9.3 Return/Renew**

- \* **Books must be returned on or by due dates.**

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.

## **9.4 Reference books are not for issue and are to be referred inside the Library.**

## **9.5 .Journals/Reports**

Users must take care of the journals/ reports taken for Xerox and should ensure its safe return.

## **9.6 Photocopy Service**

The Library photocopy service is available

### **Expectations from users:**

- An identity card is a must for all library transactions. ID cards are non-transferable.
- Users are requested to maintain silence in the library.



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- Do not highlight/ mark in library books.
- Use of cell phone is prohibited.
- Keep the library clean. Use dustbins provided in the library.

### 9.7 Lending Books/journals

- All the students can collect their library cards. Each student will get one reference card.
- Student have to show id card and Library card. Books are issued for a period of one week. The students can renew permission to take one more week.
- To issue books/Journals/CDs/DVDs on an overnight basis in addition to the regular method.

### 9.8 Lost Book Policy:

- Students are responsible for the books borrowed. In case a book is lost or damaged or stolen the student will be responsible for getting the full replacement of the book.
- The student will not be allowed to borrow any more books until the replacement.
- The Library is not responsible for notifying borrowers that material is overdue.

### 9.9 Library Advisory Committee

It will facilitates advice, guidance and support to a library. The Core committee constantly monitors and reviews the library policies and programs in the interest of students, faculty towards the development of well equipped library of the institution.

- Presentation of the Library Budget.
- Supervise the allocation and utilization of books and journals and render advice to the librarian for library procurement
- Consider the views of the faculty members regarding books , journals and ordering process
- Improve the overall library facilities to keep in pace with changing technology.
- Procuring books and journals-resources.

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