STANDARD OPERATING PROCEDURES (SOPs) FOR THE P.G.D.A.V. COLLEGE LIBRARY

Website :https://www.pgdavcollege.in/
Email: principal@pgdav.du.ac.in
librarian@pgdav.du.ac.in

LIBRARY: P.G.D.A.V. COLLEGE

ABOUT THE LIBRARY

Library is the vital and integral part of an academic institution. P.G.D.A.V. College   library was established in the year 1957.It is one of the oldest libraries with rich collection on various subjects both in print and electronic format. It serves as a dynamic hub within our institution fostering an environment where students and faculty can engage, access resources and keep themselves abreast of emerging technologies. Library works on :

Vision: Make the library 24X 7 Accessible.

Mission: Right information to the Right user at the Right time.

OBJECTIVES

- **To foster learning environment among the students and teachers.**
- **To keep the library users updated and informed in their area of interest.**
- **To maintain and promote the use of rich and diverse collection among the library users.**

FIVE PRINCIPLES OF LIBRARY

Library follows the five laws given by Dr. S.R. Ranganathan:

1. Books are for use.
2. Every reader his/her book.
3. Every book its reader.
4. Save the time of the reader.
5. Library is a growing organism

LIBRARY COMMITTEE

Library Committee is staff council constituted committee. The term of the committee is two years. Meetings are held twice in an academic year taking into consideration the various

aspects of fulfilling the library objectives.

CONSTITUTION OF LIBRARY COMMITTEE

The committee is a complete representation of all the departments in the college. Composition of the committee includes:

- The Principal is the Chairperson;
- The Librarian is the member secretary and
- The senior most faculty among the committee members is the Convener of Library Committee.
- At least one faculty from each department.

ROLE OFLIBRARY COMMITTEE

- To guide the librarian in formulating the general library policies and regulations which governs the functions of the library.
- To work towards the modernization and improvement of library and documentation services.
- To formulate policies and procedure for efficient use of library resources.
- To prepare the library budget and proposals for the development of the library.
- To adopt the measures to enhance the maximum utilization of the resources
- To arrange for the stock checking of the library.
- To recommend the authorities the fees and other charges for the use of library.
- To recommend the departments in procuring the books, journals etc.

LIBRARY BOOK PURCHASE POLICY

Step1 : Approval for the book purchase

- Submission of list of books recommended by the faculty members.
- Library Committee (LC) members recommend and approve the books in book order form (upto Rs. 3000)
- Books with price between Rs. 3000 to Rs. 5000 are to be also approved by Teacher In charge of the Department along with the LC member.
- Books with price between Rs. 5000 to Rs. 10,000 are to be purchased with the prior approval of Convener Library Committee.
- Books above Rs. 10,000 are purchased with the prior permission of the Principal.
- Students can also recommend the books duly recommended by the faculty teaching that subject.

- Recommendations are checked by library staff for duplicate titles, availability etc.
- Book order form is forwarded to the book supplier that is going to supply the book (s) as per the library purchase policy.
- Discount rates are followed as per the Delhi University Library System book purchase policy.
- Only vendors, suppliers, distributers registered with Delhi University System are entitled to supply the books to the college library.
- E-Books are subscribed through N LIST and DELNET and also access to DULS e resources is available.

Step 2 : Placing the book order and physical verification of purchased books

- Placing the book order from the supplier list.
- Physical verification and checking of the books received against the order.
- Submission of price proof in case of foreign publications by the supplier. For currency conversion rates RBI conversion rates are followed.

Step 3.: Technical work

- Accessioning of the book is done.
- Stamp pasting of each and every book is done after proper checking of the book physically.
- If page numbers, any missing pages, binding, damaged book, wrong printing etc. we find then the book will be replaced with a new copy.

Step 4: Processing of Books and Bills

- Accessioning of the books bill wise in the Acquisition Register is done and all the bibliographical details of the book are entered.
- Finally the bill is processed and submitted to the accounts section through Principal for release of payment. Accounts (Bill) register is maintained, where the account in charge countersigns accepting the bill for payment to the supplier.

- Payments are made through RTGS.
- Editing of all the accessioned books by adding keywords, classification number, cover page etc.
- Barcoding of Accession number, spine label and book card, due date slip are pasted on the book.
- Classification and Cataloguing of books is done.

Step 5: Shelving of the books

- Books are classified according to DDC classification Scheme.
  All the newly entered books are placed in shelves as per location and classification number by the library support staff.
- Re shelving of Return books: All the returned books are placed in shelves as per class

number by library staff.

LIBRARY PURCHASE : JOURNALS

- All the LC members are given the list of journals at beginning of the member's term.
- The list is reviewed and suggestions to continue/ discontinue journals are taken up. New recommendations received are placed before the committee members.
- Approved journals are subscribed. Billform is prepared for making payment along with subscription form. Signed by the Principal and Librarian given to account section for making online payment.
- Send the details of the payment via mail or by post if physical check is made.
- All the journals payment goes in advance for the current year.
- As soon as copy received in the library, entry in periodical register is maintained.
- In case of missing issues, letters/ mails to publishers /vendors are sent.
- List of Journals Database / E journals / Inter-Library Membership are updated every year as per usage by the users.

LIBRARY LAYOUT

- Library is spread over an area of 510 sq.mts.
- Provision to keep your belongings is made at the entrance of the library at Property Counter.
- College library has an air conditioned reading hall with a sitting capacity of approx 180 users.
- E Library for e - resource access and Internet browsing.
- Reference Section cum Conference Room
- Stack Area (divided into two floors)
- Research lab for students and faculty members to boost research culture in the colleges
- Book Bank Section
- Laptop Section
- Periodical Section
- Admin Area
- Library is under CCTV surveillance to prevent any theft and damage to its resources.

LIBRARY TIMINGS

Library functions from

- 8:30 am to 5:00pm on all working days and during examinations.

- 9:00am to 4:00pm on Saturdays and during vacations.

LIBRARY COLLECTION

The library has a rich and diverse collection on various subject areas. It addresses the teaching and learning need of all library users and thus functions in inclusive environment which can be very well seen from its resources. It boast around

- ➢ Printed Books: 105706
- ➢ Periodicals: 65
- ➢ Newspapers: 19
- ➢ Bound volumes of Journals : 4500
- ➢ Talking Gita (in 15 Languages)
- ➢ Old Question papers
- ➢ Syllabus
- ➢ Braille Books
- ➢ Laptops and Notebooks for faculty members and students
- ➢ E Resources (e books and e journals)Through DULS, NLIST, DELNET
- ➢ Assistive Devices and Softwares for Visually Impaired Students
- ➢ Access to Open Educational Resources like:

- **SWAYAM** On- line courses http://storage.googleapis.com/uniquecourses/online.html
- **UG/PG MOOC's** http://ugcmoocs.inflibnet.ac.in/ugcmoocs/moocs_courses.php
- **e-PG Pathshala** https://epgp.inflibnet.ac.in/
- **e - Content Courseware in UG subjects** http://cec.nic.in/
- **SWAYAMPRABHA** https://swayamprabha.gov.in/
- **CEC-UGC You Tube Channel** https://www.youtube.com/user/cecedusat
- **National Digital Library** https://ndl.iitkgp.ac.in/
- **Shodhganga** https://shodhganga.inflibnet.ac.in/
- **e- Shodh Sindhu** https://ess.inflibnet.ac.in/
- **Vidwan** https://vidwan.inflibnet.ac.in/

INFRASTRUCTURAL SUPPORT & ICT FACILITIES

- Library Software   NETLIB
- Server with PC   1 No.
- Computers for Students   23 Nos.
- Computers Library Staff   07 Nos.
- Computers Research Cell   10 Nos.
- Laptops and Netbooks

- Touch screen KIOSK   02 Nos.
- KIOSK   01 Nos.
- Wi-fi/Internet   Enabled
- Online UPS   02 Nos.
- Printers   04 Nos
- Barcode Printer   1 Nos.
- Barcode Scanner   3 Nos.
- Interactive Panel   1 Nos.
- Book Shelves (Wooden)   316 Nos.
- CCTV   55 Nos.

LIBRARY AUTOMATION

Library is fully automated and all the books are barcoded. Library Management Software **NETLIB version 3.0** is used to maintain library resources and impart library services efficiently and effectively. Several modules like acquisition, circulation, membership, cataloguing, stock verification etc are used to ease library operations.

LIBRARY SERVICES

a) **Circulation Services:** Issue /Return of books, periodicals and newspapers, syllabus and question papers.

b) **Reference Service:** Assisting in locating the books on shelves.

c) **OPAC (Online Public Access Catalogue) :** College library is computerized and working on Library Management software **NETLIB**. Modules like cataloguing, circulation, administration and member facility OPAC is operational. Library staff helps in searching the availability of books on online catalogue to its users. Latest touch screen two KIOSK are installed in the library for searching the books in the library.

d) **WEB-OPAC**: Recently college library extended the facility of OPAC search on library webpage. It helps in finding the availability of books form remote side.

e) **Electronic Resources**: Keeping abreast with the latest technology library also provides access to various electronic resources. All the **e resources** subscribed by Delhi University Library System and **e Shodh Sindhu** are accessible on DU intranet. Also library also has an institutional membership of **N LIST** e resources. All the students

and faculty members of the college are members of N LIST and have remote access to e books and journals. Apart from this all the students and faculty members of the college have remote access facility to e – resources of **Delhi University Library System** and **DELNET**.

f) **New Arrivals Alerts:** Students and faculty members of the college are regularly updated and informed about the new arrivals in the library

g) **Article Alert Service:** Compiled list of the content page of the core journals subscribed by the college library is provided to the faculty .This facility is provided on monthly basis.

h) **Syllabus:** Link to syllabus of various subjects is provided on college Website.

i) **Question Bank:** College Library provides previous years question papers for reference to its users.

j) **Book Bank Facility**: This facility is extended to needy students of the college where 5 books are issued per semester without any additional cost.

k) **Laptop Facility:** Students can avail this facility for learning purpose with prior permission of the Principal.

l) **E- Library:** A newly developed lab with internet browsing facility and access to e – resources is provided by the library.

m) **Research Floor:** For serious research and study purpose, separate research floor with a dedicated lab for faculty and students is present in the library.

n) **Recommend a Book/ Periodical Facility** is available both for faculty members and students of the college.

o) **Plagiarism Check Facility:** College library extends plagiarism check facility to its faculty members through plagiarism detector software (PDS) Drillbit.

p) **Reprographic Facility:** The facility of photocopying is available in the premises of the college.

q) **Information Literacy Programs:** Every year at the beginning of the session user-orientation programme is conducted to make the users aware about the library products and services offered. Information literacy programs, Workshops, seminars are organized at regular interval to keep updated and aware to our faculty members and library users on various topics.

r) Feedback system: College Library has a feedback link on library webpage. Also suggestion box is kept at suitable place where users can share their views and ideas for improving library services.

s) Patron Tracking System: Library has also developed patron tracking system integrated with library management software to record the footfall of the library users.

LIBRARY MEMBERSHIP

- All the users can avail the borrowing facility as per prescribed rules.
- Each student is offered library membership at the time of admission.
- He/she remains a member till he/she is on college rolls.
- Membership of the college Library is open to all the Bonafide UG and PG students as well as teaching and non – teaching staff of the college.
- College ID card and Library tickets are made for students.
- Also faculty is issued medical and college ID card from the library.
- For late return or any book incurs fine it is collected and fine receipt is issued. The receipt book once complete is deposited with the accounts office along with fine.

User entry

Step 1: As soon as User comes to the library, scan the I-card at the entry gate of the library to record the entry time.

Step 2: Similarly while exit again scan the Identity card showing barcode in front of the scanner to record the exit time.

Step 3: Generate user entry report month wise and category wise and save in PDF file for documentation.

Type of Users in the Library
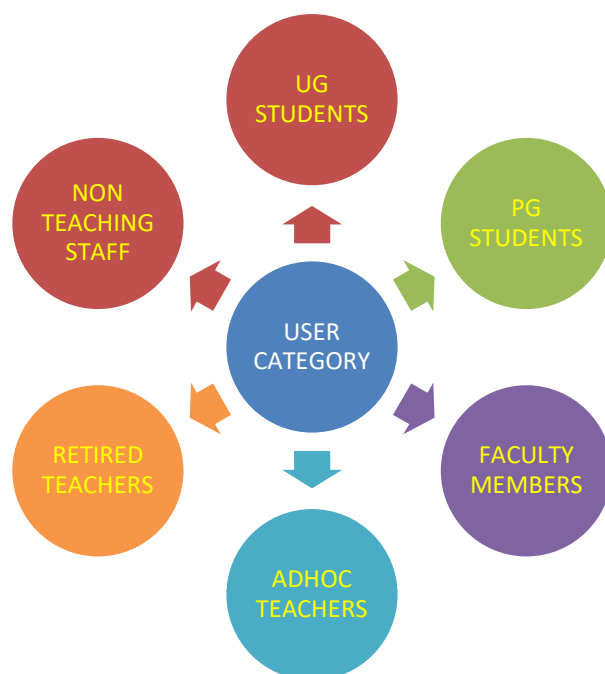
LIBRARY MEMBER PRIVILEGES

USER CATEGORY	BOOKS ISSUED	DURATION	REFERENCE SOURCES	PERIODICALS
UG students	4	14 days	for consultation only	for consultation only
PG students	5	14 days	for consultation only	for consultation only
Permanent Faculty	50	Per semester	for consultation only	for consultation only
Adhoc Faculty	07	Per semester	for consultation only	for consultation only
Retired Faculty	06		for consultation only	for consultation only
Non-Teaching Staff	30	Per semester	for consultation only	for consultation only

SPECIAL SERVICES TO DIFFERENTLY ABLED USERS

a) Library staff assists differently abled users in locating library resources.

b) Copy of CDs containing course content is provided whenever made available through Braille Library Delhi University.

c) Individual Id to access Braille library resources is available to Visually impaired students through 5 computer systems in the lab- SWASHRIT .

d) Notebooks and laptops are also issued to differently abled students with softwares like NVDA installed in it.

e) **Assistive Devices and Softwares**: To cater the needs of all library support teaching and learning of differently abled teachers and students through various assistive devices and softwares like MP3 Recorders, ANGEL Daisy reader, Head phones, Text to speech softwares like JAWS, Abacus, Geometry kit, Zoom ex instant text reader, Lex scanner and camera

f) **Braille Magazine**: Library also procures Braille magazine **'White Print'.** This is an English Braille lifestyle magazine .It entails articles about sports, politics, culture, fashion, technology, inspiring stories of the common man, short stories and even reader contributions.

LIBRARY RULES

- Only members are allowed to use the library on production of valid ID card issued by the college.
- Library cards are non-transferable.
- Marking or defacing library resources is strictly prohibited.
- Eatables and drinks are not allowed in the library.
- Do not use mobile phone in the library.
- Maintain discipline in the library.

LIBRARY POLICY FOR LOSS OF BOOKS

- In case of loss of any book library always prefers to replace the book with the same edition or latest edition.
- If the lost book is not available then the actual cost of the book is recovered.

STOCK VERIFICATION

- Sample Stock Verification of Library Books is conducted every year.
- Report is generated for untraceable books and Placed before Library Committee.

BOOKS WITHDRAWAL POLICY

- Library withdraws books which are outdated, out of syllabus, damaged or worn out as per recommendations by the library committee.
- A list of withdrawn books are prepared and signed by the subcommittee members and the same is put before the Library Advisory Committee to approve.
- After that list is signed by the Librarian, Convener and the Principal and the copy of the same is kept for the office record.
- All the books which are withdrawn from the library collection will be allocated specific withdrawal number in the software and the report of the same is documented.
- Withdrawn number are written put in physical accession register to complete the process.

LIBRARY STAFF

Ms. Garima Gaur Srivastava	Librarian
Ms. Vineeta	SPA
Mr. Mahender Kumar Jangid	Library Assistant
Mr. Vijendra Sharma	Library Attendent
Mr. Manoj Kumar	Library Attendent
Mr. Saurav Shakya	Library Attendent
Mr. Imran Khan	Library Attendent
Mr. Shakeel Ahmed	Library Attendent(on lien)
Mr. Nagender Laul	Library Attendent
Ms. Neetu	Library Attendent
Mr. Sanjeev Kumar	Library Attendent
Mr. Naveen Kumar	Library Attendent