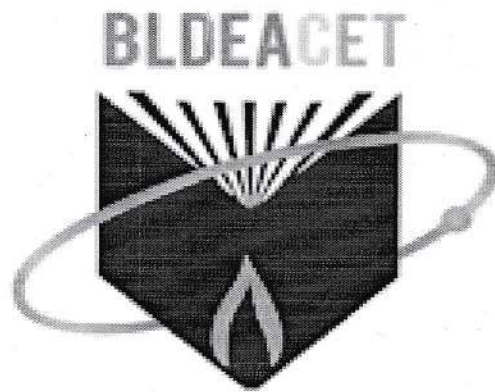# LIBRARY AND INFORMATION CENTRE

LIBRARY MANUAL- 2024

B.L.D.E Association's

Vachana Pitamaha Dr.P.G.Halakatti College

of Engineering and Technology, Vijayapur

BLDEACET

ESTD:1980

BLDEA's
Vachana Pitamaha Dr. P. G. Halakatti College of Engineering and Technology

Ashram Road, Vijayapura – 586103, Karnataka, India

Approved By AICTE New Delhi, Affiliated to VTU Belagavi, Accredited by NBA and NAAC

Web: www.bldeacet.ac.in   Email: principal@bldeacet.ac.in

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Ref. No.: BLDEA/ENGG/   /20   - 20   Date: 09-09-2024

LIBRARY MANUAL- 2024

APPROVAL OF LIBRARY MANUAL-2024

The Library Advisory Committee comprising of the following members hereby state that the 'Library Manual-2024' of BLDEA's V P Dr.P.G.Halakatti College of Engineering and Technology, Vijayapur is a whole document comprising the necessary procedures, rules and regulations that are to be followed in the functioning of the Library and Information Centre.

We hereby recommend to the patron of the Institute that the 'Library Manual-2024' is to be practiced in actual functioning of the Library and Information Centre, BLDEA's V P Dr.P.G.Halakatti College of Engineering and Technology, Vijayapur from 01-08-2024 onwards.

Library Committee Members

S N	Name	Designation	Signature
01	Dr. V.G.Sangam	Principal & Chairman	
02	Dr.P.V.Malaji	Vice-Principal (Academic and Research)	
03	Dr Swastika Das	Professor Chemistry	
04	Dr.Shashikant Cholake	Assistant Professor Mechanical	
05	Dr.M Y Dhange	Assistant Professor Mathematics	
06	Dr S G Patil	Associate Professor Civil	
07	Prof B K Gudur	Assistant Professor Electronics	
08	Dr M S Shiradhonkar	Professor Computer Science	
09	Dr.M.M.Bachalapur	Librarian and Member Secretary	

Dr.M.M.Bachalapur

Member Secretary and Librarian

Dr.V.G.Sangam

Chairman LAC

Principal,
B.L.D.E. A's. V.P. Dr. P.G. Halakatti
College of Engg. & Tech., Vijayapur.

Ref. No.: BLDEA/ENGG/   /20 - 20   Date: 09-09-2024

DECLARATION

I am happy to learn that the staffs of library and Information Centre of BLDEA's V P Dr.P.G.Halakatti College of Engineering and Technology, Vijayapur have clearly spelt out the functional procedure in the form of 'Library Manual-2024'. I do appreciate the staff headed by librarian in this regard.

I, Dr.V.G.Sangam, Principal hereby state that, by the approval of library Advisory Committee, I declare that the Library Manual is right in all aspects and deem fit for actual practice in the functioning of the Library and Information Centre.

Dr.V.G.Sangam

Principal and Chairman LAC

Principal,
B.L.D.E. A's. V.P. Dr. P.G. Halakatti
College of Engg. & Tech., Vijayapur.

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Mobile: **+91-9513398031/32 (Admissions)**

Ref. No.: BLDEA/ENGG/   /20   - 20   Date: **09-05-2024**

PREFACE

The Library and Information Centre of BLDEA's V P Dr.P.G.Halakatti College of Engineering and Technology, Vijayapur was established as an integral part of the education that the Institute offers. The Library intends to facilitate the aspiring graduates with relevant and reliable learning materials in the form of Print and E-resources. The centre strives to update and upgrade with the core objective of meeting the rising expectations of its stakeholders.

The staffs of Library and Information Centre professionally carry out the functions that are relevant within the scope of the centre by continuously contributing towards upholding the vision of the centre and in doing so draws the interest of its users.

The library and Information centre is always at the User's disposal for service, good number of print and E-resources in the field of science and Engineering management. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility, and services. Therefore a 'Library Manual' is warranted where all the rules, regulations and procedures are clearly spelt out. The Librarian and the library committee members have prepared a draft of the library manual.

The said library manual touches upon all important functional modes of the library as and delineates clear policy as to how the activities of library like acquisition, technical processing, arrangement of resources, transactions, library services and facilities etc., should be carried out,

To be able to give direction in organizing and in managing the library, this manual will serve as a guide to the library staffs and users alike.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

Dr.M.M.Bachalapur

Librarian

Librarian
B.L.D.E.A's Dr. P. G. Halakatti
College of Engg. & Tech. Bijapur

BLDE Association's
Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology, Vijayapur

LIBRARY MANUAL- 2024

Vision and Mission

Vision :

To be a leading library & learning resource Centre in Science, Technology, by delivering innovative services which echoes the diverse & dynamic sprit of BLDEACET community.

Mission:

To provide seamless access to comprehensive, quality resources in physical and digital formats in support of teaching, research & learning needs of BLDEACET.

0. Introduction

Library and Information Centre of BLDEA's Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology has always been striving hard to meet the expectations of its users. Four qualified professionals run the library assisted by other support staff. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource centre so as to further improve its efficiency, utility and services.

This manual touches upon all important functional modules of the library and delineates 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.

0.1 Library Manual

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 go into the preparation of the manual. It goes through 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.

0.2 Role of Library

Library plays a very critical 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 famously said

that the Library is the trinity of Learning resources, Faculty/Students and the Library Staff.

USER

Learning Resources

Library Staff

Organization Chart

LIBRARY AND INFORMATION CENTRE

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                    ┌──────────────────────┐
                    │      Principal        │
                    └──────────┬───────────┘
                               ▼
                    ┌──────────────────────────┐
                    │ Library Advisory Committee │
                    └──────────┬───────────────┘
                               ↕
                    ┌──────────────────────┐
                    │      LIBRARIAN        │
                    └──────────┬───────────┘
                               │
```

| ADMIN and USER SERVICES | ACQUISITIONS BOOKS | JOURNALS Subscriptions | CIRCULATION Library Counter | Electronic Resources | Arch Section Library |
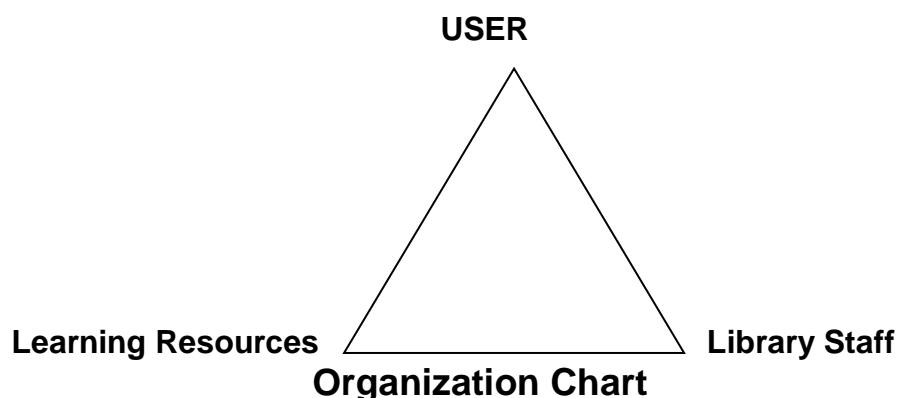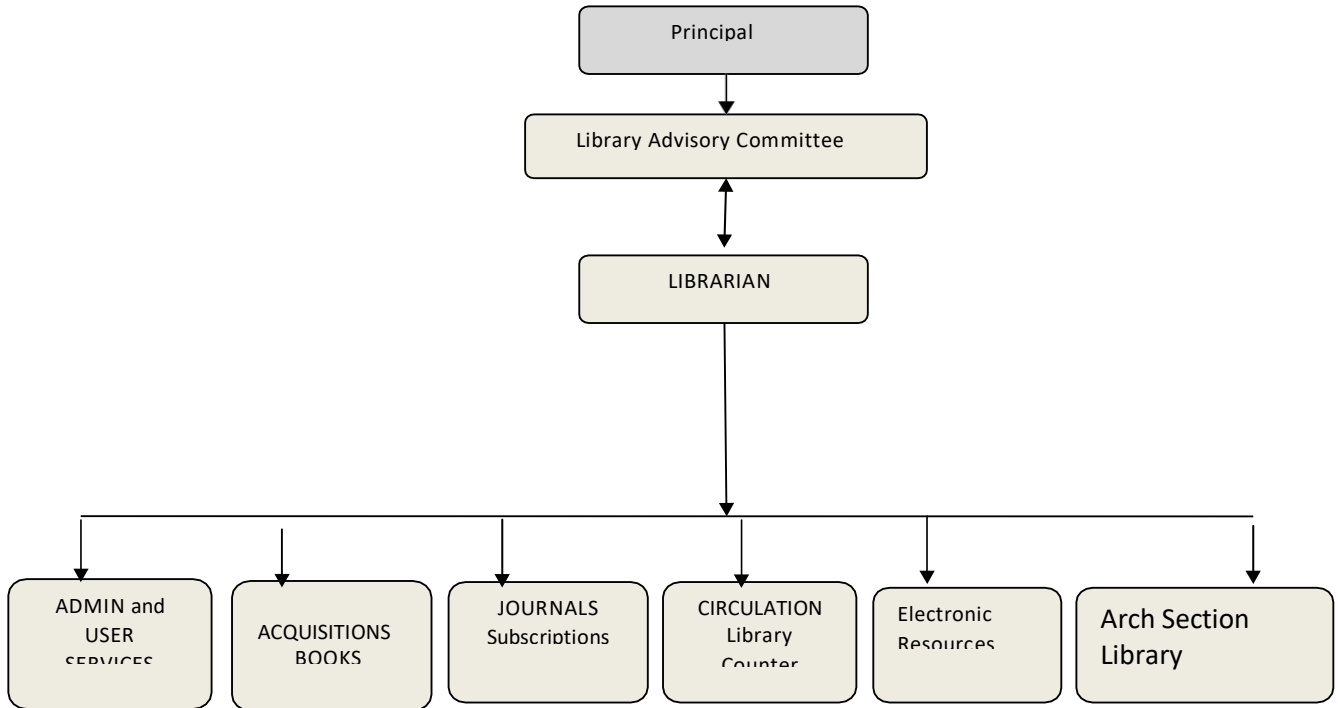
1.0 LIBRARY ADVISORY COMMITTEE

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. The committee acts 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 Principal of the Institute.

1.1 Composition

The Principal will constitute the Library Advisory Committee.

Sl No	Name	Designation
01	Dr. V.G.Sangam	Principal & Chairman
02	Dr.P.V.Malaji	Vice-Principal (Academic and Research)
03	Dr Swastika Das	Professor Chemistry
04	Dr.Shashikant Cholake	Assistant Professor Mech
05	Dr.M V Dhange	Assistant Professor Maths
06	Dr S G Patil	Associate Professor Cvil
07	Prof B K Gudur	Assistant Professor Electronics
08	Dr M S Shiradhonkar	Professor CSE

Student Council Representatives. Principal can nominate 3-4 student council representatives to the library advisory committee. All library professionals shall participate in the meeting as invitees to provide required inputs

1.2 Function of Library Advisory Committee
1.2.1 To provide general direction to the Library
1.2.2 To review, rewrite and approve library procurement policy
1.2.3 To negotiate and approve subscriptions to online databases (e-journals, eBooks and data sets)
1.2.4 To formulate the policy for library use and procedure to be framed
1.2.5 To review the functioning of the library with regard to its support to the academic programmes of the institute.
1.2.6 To outline the library collection development policy as and when required, for its implementation.
1.2.7 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.
1.2.8 To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
1.2.9 Any other function as assigned by the higher authorities
1.2.10 The LAC would meet at least once in six months to review the library affairs
1.2.11 The committee shall be reconstituted once in three years
1.2.12 Minutes of the meeting shall be recorded and circulated to all members for consideration and approval

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:**

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

Chairman of the LAC is empowered to nominate the members to the committee as and when required. In case of any member is discontinued from his/her service, due to various reasons, the principal can nominate other suitable members to the committee.

1.**5 Library Advisory Committee and the librarian**

The Librarian is the member secretary in the committee. The library advisory committee is responsible for policymaking.

2.0 Library Budget

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

Vachana Pitamaha Dr.P.G.Halakatti college of Engineering and Technology is an unaided and self financing institute run by BLDE Association, Vijayapur.

BLDE Association's central finance department will take care of the allocation of budget to the institute

The annual budget of library may have the following components.

1. The main source of income for the Institute is from fees collected by the student.

2. The librarian has to prepare the estimated budget copy for the financial year and same copy should be submitted to the principal for further processing.

3. Allocation of budget for the books, Journals and E-Resources etc.,

4. Allocate the budget for upgradation of ICT infrastructure, furniture etc.,

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

The Institute has to call for quotations/tenders to procure the books/Journals /E-Resources from the competent vendors approved by GOC and comparative statement has to be prepared and subsequent negotiations have to be made before finalizing the order. The same list has to be placed in the institute level purchase committee. The final negotiations or decisions to place order/ reject will be taken care by the central purchase committee of BLDE Association. The BLDE Association will send the approved list of vendors to the college to place the purchase order.

The tenders/quotations need not be called for procuring every single title/journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply, which will be valid for a period of two years.

3.0 Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of Library. Library 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. And 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.

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

b) Indent Approval: All faculty indents will be routed through HoDs and Principal.

c) Ordering: The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be Issued by the Principal

d) Supplier Panel: Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every two years based on the supplier performance. A panel should have at least 6-8 Vendors

e) Discount: While empanelling a supplier panel, library advisory committee will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next two years.

f) Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.

g) Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities

Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) Rates will be followed

h) Price Proof: Accepted Price Proof are:(Signed & Stamped by supplier)

- Distributor's invoice to supplier,
- Print out from the publishers catalogue
- Photocopy from Publisher Catalogue
- For some Indian publications, price mentioned on the title

> - Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof

i) Exhibitions: Library may arrange for books exhibition through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations

Terms and conditions for Vendors :

a. All books carry a discount as per the agreed terms
b. The order should be acknowledged within 7 days from this date
c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
d. Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.
e. The maximum time limit for supplying such books is 60 days.
f. The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
g. You should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice
h. Payment will be made within 45days from date of receipt of the invoice.

Book Procurement Process Work flow:

I. Initiation of Acquisition:

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed
- Find out the exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status
- Put up for Approval
- Prepare and Issue Purchase Orders after approval

II. Accessioning

- Accessioning : Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in Database
- Pass entries in Bill Register and forward bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

III. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report
- Price Proof Verification
- Prepare Book Received Report and Purchase Bill (BRR) in Database

IV. Classifying
- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) Schedule
- Write the Class No, and Collation on the back of 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.
- Making Analytical Entries, wherever needed.

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 on the Front Page and on the Title page and laminate it with Cello tape
- Prepare Book cards using System
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift
- These items to be treated like books for processing, etc.
- If the book/Report is already available in Main Library, then it may be sent to other campuses

VIII. Financial Planning/Budgeting:
- Monthly Utilization Report: Grants/Account wise
- Inform Faculty about the arrival of books every month
- Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.
- Prepare proposals/ requests for mobilizing funds for the acquisition

IX. Maintain Reports (Bi-Monthly)
- No. of Requests Received from Faculty
- No. of Titles Recommended
- Status of the recommended titles(Already Library has, Out of Print, Untraced)
- No. of Titles Ordered
- No. of Titles received(Success rate)
- No. of Titles received as Gifts/Donations
- "New Additions Bulletin" (Monthly)
- Book Received information to recommending faculty (Monthly)

X. Vendor Follow Up:
- Titles Not Supplied
- Reminders to Suppliers fortnightly

Non Supply of Books: Process to be followed

- Fortnightly follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books
- Prepare a performance report of the supplier every six months

Maintenance of Files and Records

Following records/files will be maintained properly
- Accession Register
- Bill Register
- Purchase Orders
- Invoices
- Approvals
- Reminders
- Budget/Finance

3.1 Subscriptions of Journals:

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
c. Indian Journals will be subscribed directly from the publishers who are usually institutions, govt. agencies, societies, etc. Approval will be taken for these direct subscriptions, but other conditions that govern foreign journal renewals are not applicable to Indian journals.
d. Panel of Subscription Agents: Library Advisory Committee will form a panel of Subscription Agents through whom library will place orders of all its foreign journal subscriptions. All terms and conditions will be decided by the Library Advisory Committee.
e. Procedure for preparing a panel of Subscription Agents: LAC will formulate a panel of vendors/subscription agents for supplying foreign journals with following criteria:

- Registration number obtained under shop act, age of the organization
- Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
- Experience by the peers
- PAN/TAN, Sales / VAT tax number
- Publishers that a vendor supports
- Vendors turnover having at least 10 times of the value of the order (for the journals subscriptions)
- Based on the performance, the panel should have least 3 members

f. Foreign Currency: For subscription agents, the foreign currency conversion rate will be as per the payment made by the agents to the respective publisher. Agent will have to produce the proof of payment made to the publisher, along with conversion rates. The difference in pro forma invoice conversion rates and actual payments to the publisher will be adjusted through additional payment to the agent or through refunds to the institute.

Bank Guarantee for Advance payment:
Since for journal subscriptions, advance payment is required, it is

essential that institute has certain mechanism to safeguard the advance being paid to the subscription agent.

The supplier will have to produce a Bank Guarantee of the invoice value to the institute. The duration of this would be for three months, within which the supplier must produce the proof of remittance to the publisher and the subscription should commence.

- After direct confirmation from publishers/vendors that the journals are subscribed in the name of the Institute
- Proof for remittance: (i) Invoice/Bill in duplicate should be provided by the publisher/vendor
- Publishers' Renewal Letter/Notice mentioning the subscription price/cost (e.g. Indian journals)
- Even print out of the from the Publishers'/journal's official website can also be considered wherein the proper invoice/bill etc. not received by the publisher/s.
- a copy of the letter sent to the publisher giving details of the journals for which remittance has been made and
- copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank)
- Publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account)

Agreement: Institute must enter into an agreement with the subscription agent/supplier, that all terms and conditions as laid out by the institute will be binding on the supplier.

Subscription Process Work Flow:

a) Recommendation: The list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.

b) Approval:
- The list will be processed for exact details like price/publisher
- Duplication checking with VTU Consortium and BLDEACET subscriptions
- Put up for Dean/Chairpersons approval.
- Put for approval by Library Advisory Committee.
- If there is no response from faculty or any difficulty or lack of time in obtaining the approval of respective HoDs then the list must be approved by Principal.

c) Proforma Invoices: Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.

d) Ordering : Journals Renewal and Subscription Orders will be issued to empanelled agents by Librarian

e) Maintain proper Bill Register and invoices passed for payment

f) Binding of Journals: All journals procured through "to be capitalized grant" will be bound and kept on shelves.

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 (Kardex) and computerized record of receipts of the journal issues
c) Processing of Journal Issues: Physical verification, Stamping, RFID tag insertion
d) Timely display of the Loose Issues of the periodicals on the respective display racks.
e) Linking to the online content wherever applicable
f) Accessioning the virtual resources should not be done since they do not exist in physical form.
g) Accompanying materials such as CDs/DVDs etc are being preserved. Other than CDs/DVDs are kept with the Periodicals Section.

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) Try to get the free/discounted subscription/s to the periodical/s wherever possible.
c) Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organizations of similar interest.
d) Avoid duplication unless essential
e) There should be a proper record of gratis items and can be acknowledged appropriately. Maintain a separate MIS file of Gift/ Exchange periodicals
f) Journals under Exchange mode are being handled by the Manager, Publications Unit, and the Library is at the receiving end only.
g) Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

Non Supply of Journal Issues:

a) Reminders: Missing issue reminders can be sent with the following frequency:
   o For weekly and bimonthly journals: Once every month
   o For Quarterly/Biannual journals: Once every two months

b) Replacement of missing issues: Supplier must be asked to replace missing issues by way of
   o replacement copy, or
   o publisher certified and reproduced copy or
   o refund either in the form of credit note or Demand Draft/Cheque or
   o extend the subscription period equivalent to corresponding period
      Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking that no other department library wants to have them in their collection.
- Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organizations which have no relevance to BLDEACET users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material

Other Resources Managed:

A variety of other information resources are received and displayed for use in the Periodicals Section which are being received free of charge, viz:

- Complimentary Loose issues of Journals
- Annual Reports
- Working Papers
- Occasional Papers
- Discussion Papers
- Technical/Trend Reports
- Brochures
- Prospectus etc.

Non-Book Materials

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes/VHSs, Microfilms, Microfiche, 35mm films, Psychological Tests, Booklets, Posters etc is being maintained at the Periodicals Section and enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

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
- Kardex (Journal Loose Issue Entry)
- Subscription Orders
- Approvals

3.2 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.

Pricing Models

There exist many pricing models. BLDEACET can adopt the model depending on various factors like suitability for different programmes, research area, relevance to different campuses and a usage analysis, if it is a renewal.

- o Annual Subscription: Access to content is available for only one calendar year
- o Perpetual Access: Access to content is available for the year that we are subscribing. After expiry of subscription, we will still have access to the content of the year we subscribed for future but not the subsequent new years.

Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.

There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field. Large opportunities   exist in this area for negotiation with the publishers/ resource providers and   arrive at win-win situation.

Since the VTU consortium is providing access to large number of resources to colleges, care needs to be taken that institute gets maximum number of e journals from that consortia.

Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual eJournals or eBooks)

- Identify the need
- Ask for a Trial Access
- Publicize the availability of resource on Trial
- Analyze the Usage statistics
- Make a cost benefit analysis by considering all relevant facts
- Put up for approval
- Convene a Library Advisory Committee for negotiation and conclude the deal

Electronic Journals:

When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Advisory Committee.

If e-Journals are being subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to BLDEACET academic and research interests, usage analysis and availability of funds. This proposal needs to be approved by the Library Advisory Committee

eBooks:

When purchasing/subscribing to individual eBook titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of Principal.

If ebooks are being purchased or subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to BLDEACET academic and research interests, usage analysis and availability of funds.

4.0   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 updatation 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) Assisting the users for accessing OPAC and Reference
j) Managing Counter Operations during Weekends/Holidays

4.1   Issue/Return procedure
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:

While Issuing Book:
- Quickly glance the book for any damage
- Ensure that the User writes signs on the Book card
- Enter details into Issue Database
- Checkout the books to the patrons using barcode labeled on the document
- Handover the books to the user

While receiving the books:
- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in NGL/library automation database
- Cancel the entry in Book Card
- Send them to Stack for Shelving

4.2   Borrowing entitlements for faculty/Students/Admin

Clearly define the number of items that and user is eligible to borrow:

Category	General Shelf Books	
	No of Books	Issue Period (days)
Academic Staff: faculty	15	180
Visiting faculty	05	180
Research Scholars	05	30
Students (All programmes)	05	15
Admin	5	180

Documents that Can and Cannot be borrowed

Documents/Books that can be borrowed:
- Books from the general shelf
- Reserve Shelf Books can be borrowed only for two days
- CD ROMS, DVDs and audio video cassettes can be borrowed for a period of one week.

Documents/Books that cannot be borrowed:
- 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.
- Dissertations/Project Works submitted by BLDEACET Students are not issuable.

4.3   Library Fine, Renewals and Reservations
- There will be a overdue charge Re. 1/- per day per book from General Shelf for first week and multiples in subsequent weeks (up to four weeks)
- Fines will be kept pending as "due from borrower" in the system
- "No dues" certification will be cleared from library only after the library dues are fully paid up upon completion of programme
- Faculty and Staff will not be levied any library overdue fine
- Books can be renewed for another term of 15 days, if no demand is there.
- The renewal must be made on or before the due date
- User may borrow it again, if there is no reservation placed on that.
- Students are advised to pay overdue fine if any to the college account section and obtain proper receipt.

4.4   Loss or Mutilation of documents and Policy of Compensating Library
- Library materials are to be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library using the prescribed form.
- Library will follow the below mentioned steps, in the same order of preference to settle the dues
    - 4.4.1   Book has to be replaced with the same or latest edition OR
    - 4.4.2   The user has to pay the 2 times of the actual cost of the book as per library records/Accession Register
    - 4.4.3   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)
    - 4)   Students/faculty members are advised to pay loss of books charges if any to the college account section and obtain proper receipt.

4.5   Library Access by Visitors: Day Membership and Charges

All external users who want to utilize library facilities and services for their academic purposes to be allowed after following verification.

- User must produce a valid identify proof like their university/college of study, work place id, Driving License, Aadhar, PANCARD, Voter ID.
- Fill up Day Membership form by furnishing the details
- Pay the library Usage Fees as below:

Category of User	Library Usage Fees	Entitlements
Students / Research Scholars/ Teachers except BLDEACET	Rs 200/- per month	Access to print collection and e-Resources as guest login

4.6   Internet and e-Resources access by Visitors and Charges

- The bona fide students, research scholars, faculty, staff (including project staff) are eligible to access internet and e-Resources in library
- Those holding memberships like Alumni, day membership can access internet at no cost using the terminals with Guest Login facility .
- The Guest Login computers are made available subject to the availability.
- Remote Login facility is to be provided for bona fide students, staff and research scholars of the institute. No external user will
- be provided remote login facility.

4.7 Photocopying Services:

- Library has one photocopiers and operates from 9.00am to 5.00pm
- Photocopying charges
- Students, Faculty, Staff, Alumni, Individual/day membership holders/Participants of BLDEACET Conference/Workshops: Rs.1.00 per exposure.
- Copyright rules are applicable for photocopying process. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
- Photocopies can be taken from Books, Journals, Project Reports, Thesis/Dissertations, etc.

4.8 Theft/Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

4.9 Issue of Library Use Certificates

Librarian/Asst Librarian (User Services) shall issue Library use/Attendance certificate to research scholars who request for it. The procedure to obtain a Attendance Certificate is as below:

- Obtain Day membership for library usage
- Apply for the certificate using prescribed form
- BLDEACET students visiting other libraries can request introduction for library use letter directly

5.0   Collection Development

All academic and research libraries have a common objective to provide its users

the information they want. The effectiveness of this function is directly related to

collection development and organization information services. Collection

development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

5.1 **Study the Strength and weakness of the existing collection**.

Every four years syllabus will be revising for under-graduate and two years for

post-graduate by the affiliating body. Encourage the stake holders to make use the E-resources effectively.

6.0 Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area (Spread across three floors for books/bound Volumes)
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- News paper/Magazine Display Area First Floor)
- Journal Display Racks (Ground Floor-Reference Section)

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day
- Each unit of Stack to have a designated Library Attendant
- Shelf Reading must be done continuously to look for misplaced books
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved
- The stacks should be properly labeled with subject guides and Class Number Guides

7. Stock Verification and Procedure to Write off Books

7.0 Stock Verification Periodicity

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year intervals

Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the principal and the library staff will assist the verification team.

7.1 Loss of Publications

7.1.1 Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.

7.1.2 Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library operates for long hours during all working days and including weekends and also Sundays and it's the responsibility of entire library team and the security guards employed in the library. Therefore librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence.

7.1.3 Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.

7.1.4 Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The Principal will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.

7.1.5 A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.

7.1.6 If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.

7.1.7 Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages be considered as loss for write-off.

7.1.8 There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

Appendix- 1 General Financial Rules 2017 / Ministry of Finance /Department of Expenditure

Appendix-2 (* Extract from Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984 and CAG's U G No. 1964-TA.II/21-83 dated 23.12.83)

7.2 Procedure for write-off

7.2.1 List the documents not found during stock verification

2) Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)

3) Prepare pre-final list of the documents not found and publicize

4) Compile a final list of documents not found

5)Compare with the list of earlier stock verification to identify common entries

6) Compare losses with borrowing/ consulting / photocopying statistics

7)Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)

8) Obtain approval from the Library Advisory Committee

9) Obtain approval from the Principal / Competent Authority

10)Make necessary entries in the accession register, write-off register

11)Remove records from databases

12)Close file.

13)Improve the system with additional precautionary measures

7.3 Preventive measures:

Some preventive measures are listed below.

7.3.1 Follow closed access to the rare books and specialized collections

7.3.2 The exit/entry to the library be monitored

3) Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-

circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.

7.3.3 Employ adequate number of staff in the library for monitoring.

8. User Services

The Library is open from 8.00am to 08.00pm on all working days .
Following sections are kept open as below:

Reading Halls	08.00am to 08.00pm (All days)
Stack Rooms	08.00am to 08.00pm (All days)
Digital Library	08.00am to 06.00pm (All days)

Circulation: Issue/Returns	
Library counter will function as below	
Monday- Saturday	08.00 a.m. to 05.15 p.m
Sunday -Only Reference	09.00 a.m. to 01.00 p.m

During Examination time working hours of library timings will be extended

Compensatory off for staff who work on Sunday
- The library counter has to be kept open on Sunday 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 during vacations

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/publishers website

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.

Inter Library Loan

Library maintains an inter library loan arrangement with DELNET. Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

9. ICT Services Division

VTU Consortium

The BLDEACET Library is one of the member of VTU Consortium of Visvesvaraya Technological University, Belagavi since 2014. VTU Consortium has set up this programme to promote use of electronic databases and full text access to e-journals and E-Books by the research and Academic community of the country. Online databases are accessible via the Library Homepage, which provide access to full-text scholarly research articles beyond the physical wall of the library.

Document Delivery Services:

Library is also part of DELNET where the books are borrowed from other universities/colleges through DELNET network. Similarly, library also provides document delivery loans to other universities through DELNET.

Digital Library Services: A State-of-art Digital Library provides seamless access to various online Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases, Institutional Repository, etc.

- Digitization of library materials including Rare and Out of Print books but in demand
- Digitization of Theses and Dissertations submitted to the institute
- External Digitization projects
- Scanning and printing facility for the students

Digital Library

The Library has set up digital Library with over 50 Pentium computers working in a networked environment through connectivity through leased line of 20 mbps bandwidth. The Online databases like Taylor and Francis, Springer Link, Institution of Civil Engineers (ICE), Emerald Insight and Science Direct will provide access to full text journals through VTU Consortium. In addition Similarity Index tool Turnitin anti-plagiarism software is available in the library.

Digital Library-Acceptable Use and Code of Conduct:

1. Do Not Connect Your Mobile or any external device to Computers.
2. Do Not Install Any Software Without Prior Permission Of IT Team.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Card, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your storage devices like Pen Drive Before Use.
7. Keep Your Mobile On Silent Mode.
8. Eatables are not allowed inside the Library.
9. Take Care Of Your Own Belongings.
10. Turn Off The Computer After Your Work Is Completed.
11. All Drives Will Be Formatted After Every 15 Days by IT team Without Any Intimation.
12. IT Team Will Not be Responsible For Any Data Loss
13. Kindly Co-operate With IT Team For Minimum Downtime of the Computers.
14. Please Inform To IT Team In Case Of Any Computers Problem.
15. Please Keep The digital Library Clean.
16. Keep Silence In digital Library.

Licenses and Fair Use of e-Resources:

The VTU Consortium subscribes to thousands of electronic journals including full-text electronic resources and bibliographic databases for its member institutions. All electronic resources available through the Consortium are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the VTU Consortium on behalf of its member institutions.

The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used in a fair and just manner and for personal, educational and research purposes only.

Computer Access-Acceptable Use and Code of Conduct:

Only registered members of the Library are authorized to use the Computers, Internet facility or to access e-Resources. Prior to such authorization, the students must sign and return the Library Registration Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all BLDEACET , faculty, staff, and students. All technology equipment shall be used under the supervision of the instructor. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the library Department reserves the right to terminate access to system resources for any user who violates these guidelines.

1. Every user in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason
3. Users shall not use others' system accounts or try to discover another user's password.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
5. Users shall not use Computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
6. Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video, files, graphics, and text without the written permission of the administrator.
7. Users shall not use the Computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.
8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or

otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or other name.

9. Users shall not use Computers to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

10. Users shall not use Computers to purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to Library staff or to the administrator.

11. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

12. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

13. Users shall not use Computers for the forgery or attempted forgery of email messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.

14. Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

10   Library Security System

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

a) Closed Circuit Camera System (CCTV)
- Library has installed 30 cameras across different floors, stack rooms and study areas for monitoring.
- Librarian's Office also has a LCD monitor where the CCTV feed is provided
- System administrator has access to recording of the footage

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

C) RFID Systems.
Library is having rich collections of more than 90000 printed documents, it is advisable to install RFID solution to control theft, easy tracking the documents, inventory and accuracy of issue/return of books.

11 Physical Ambiences:

Cleanliness:
Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to

monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

Floor Plan and Direction/Guideposts

Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

12. Managing the Performance of Library team

The library is managed by a professionally qualified and competent team. It is suggested that the performance of the team can be optimized by taking the following measures.

Clearly defined Job Descriptions at all levels

Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gels with the library's and then Institute's Mission and Vision Statements. The organization chart with a clear reporting structure be developed for having effective span of control within the library.

Quarterly Work Plan and Predefined, agreed Targets for achievement

Each section in the library shall have a Quarterly Work Plan. Here, the works to be carried in the next quarter and the predetermined, agreed targets for achievements will be decided. There will be a review process after every quarterly assessment.

General Conduct

Every member of library team shall exhibit the highest level of professional conduct in discharging their duties. Staffs are expected to be in their sections unless otherwise their work takes them away from the desk. Providing polite and efficient service shall be the motto of the library.

Department Performance Audit by yearly user feedback surveys

Library will initiate a annual department performance audit wherein the performance of each section of library will be evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation will certainly help library to overcome any lacunae in the facilities and services being provided.

Bimonthly Reports about Library Functioning

Library shall compile, analyze and submit a performance report every two months. In this, the performance and productivity of each section of the library shall be reported with descriptions as to how many targets were achieved, difficulties faced and how they were overcome.

13. **General Rules and Regulations:**

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance. Only notebooks and the Library books to be returned will be allowed inside. Do not to leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.
2. Library Identity Card is compulsory for getting access to the library.
3. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. *Please remember that a book misplaced is a book lost.*
4. The newspaper(s) should be folded properly after reading and kept back in the designated place.
5. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
6. All the students/scholars are required to bring one of their recent photograph (Passport Size) while applying for Library membership.
7. *All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.*
8. There will be a fine of Rs. 1.00 per General Shelf book
9. Students are advised not to issue Books to others on their names.
10. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room should be utilized for the same.

11. Smoking/chewing tobacco is not permitted in the Library.
12. All users are requested to keep their mobiles switched off or in silent mode in the Library.
13. Beverages and Eatables are not allowed inside the library.
14. No visitor or guest is permitted to use the Library without obtaining a visitor/day membership.
15. No photograph of the Library shall be taken without proper authorization.
16. Library reserves the right to call back any issued book/item at any time.
17. All research scholars are advised not to keep Library books/journals (loose & bound) inside their lockers without getting them issued.
18. Library reserves the right to inspect these lockers, whenever necessary.
19. All students are advised to come to the Library in decent dress as they are in the classrooms.
20. Demand and suggestion slips are available at the circulation desk for your use.

14. **BEST PRACTICES**

- Visitors tracking system. The reports will be sent to the concerned HODs and Principal periodically
- Information Literacy Programme for users/Library Quiz/Book Talk
- Displaying New Arrivals and communicated to the users periodically
- Library Orientation Program for stakeholders.

- Newspaper Clipping service
- Library Website/library page in the college website/Promotion of E-Resources/
   Digital Contents
- Research Support Services –Plagiarism Check using Turnitin/Any other tool
- Maintaining Institutional Repository for in-house faculty publication using Dspace/E Prnt digital library software
- Best Library User Awards for students (Once in an Academic Year)
- CAS/SDI services /OPAC and Web OPAC facility
- Analysis of usage statistics of E-Resources
- Organize workshop/Training program/seminar/FDP for the benefit of stakeholders.
- Feedback from the stakeholders once in a year

15. Requisition Forms used in Library

a) Library Membership Form (Student/Research Scholar)

b) Membership form Faculty/others

c) Day Membership/Visitor Membership Form

d) Book Recommendation form/Indent

e) No Dues Certificate

References:
1. The College Library Manual, A guide for library Professionals, Department of Collegiate Education, Govt of Karnataka, 2015
2. The Library Manual-2013, TISS,Mumbai
3. Library Manual-2019 Maharaja Institute of Technology,Mysore

Photograph

BLDE Association's
Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology , Vijayapur-586 103

Library and Information Centre

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Name in full: Mr./ Ms./ Dr……………………………………………………………..

Roll No.   :……………………………..

Programme: ☐ B.E ☐ M.Tech ☐   PhD ☐   Research Scholar

 Specialization:………………………………………………………………………..

Present Address:……………………………………………………………………….

                    …………………………………………………………………

                    …………………………………Cell:……………………………………

Email: .... (Please write legibly)

Permanent Address:…………………………………………………………………..

                    :………………………………………………………………………..

                    ……………………………………………………………………………

                    …………………………………….Tel:…………………………...

Date: :……………….   Signature of Student:……………………..

*** Library Membership may please be granted.

 Patron No…………………………   Data Entry Done : ……………………

Professional   Assistant

(Circulation)   :Assistant

Librarian (User Services)

Librarian   :

PHOTOGRAPH

BLDE Association's
Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology , Vijayapur-586 103

Library and Information Centre

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Membership as : ☐ Faculty ☐ Visiting faculty ☐ Staff   ☐ Others

Name in full: Mr./ Ms./ Dr.………………………………………………………….
Institute Name   :……………………………..
Department   :

Present Address:………………………………………………………………………….

    …………………………………………………………………

    …………………………………Cell:………………………………………

Email: .... (Please write legibly)

Permanent Address:………………………………………………………………….

    :………………………………………………………………………..

    …………………………………………………………………………

    ……………………………………Tel:…………………………...

Date: :…………………   Signature:……………………….

** Library
Membership may please be granted.

 Patron No…………………………   Data Entry Done : ……………………

Professional Assistant (Circulation)

Assistant Librarian (User Services)

                                    :

Librarian   :

PHOTOGRAPH

BLDE Association's
Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology , Vijayapur-586 103

Library and Information Centre

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Membership as : ☐ Day Member   Period of Validity :

Name in full: Mr./ Ms./ Dr………………………………………………………….

Present Address:…………………………………………………………………….

....

…………………………………Cell:…………………………………………

Email: .... (Please write legibly)

Permanent Address:……………………………………………………………….

:………………………………………………………………..

…………………………………………………………………

……………………………………Tel:………………………...

Date: :…………………   User Signature:……………………….

****

Day Membership Fee : Rs 200 per month   Receipt No:

Date:

Library Membership may please be granted.

 Patron No………………………….   Data Entry Done : ……………………

Professional Assistant (Circulation)

:Assistant Librarian (User Services)

Librarian   :

BLDE Association's
Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology
Vijayapur-586 103

Library and Information Centre

BOOK RECOMMENDATION FORM/INDENT

To,

The Librarian
BLDEACET

Please procure the following titles which are useful for my teaching and research purpose.

Name of the Faculty:
Department   :

Sl No	Title	Author	Year of Pub	Publisher & Ed	Price	No of Copies Required

----
Signature of the Faculty

Approximate cost of the Books Rs-----------------

Recommended by the Head of the Department: -------------------

Date:

Librarian: ---------------

BLDE Association's
Vachana Pitamaha Dr.P.G.Halakatti College of Engineering and Technology
Vijayapur-586 103

Library and Information Centre

NO DUES CERTIFICATE

Patron ID/VTU No.-----------------

This is to certify that Shri/Smt-- has returned

all the books and Journals to the library in perfect order. He/She owes no dues in the library.

Place: Vijayapur   Librarian
Date   :   V P Dr.P.G.Halakatti College of Engineering and Technology
                                                             Vijayapur-586 103

Appendix 1 (Part-1)
GENERAL FINANCIAL RULES 2017 / MINISTRY OF FINANCE/DEPARTMENT Of EXPENDITURE
Rule 215 Physical verification of Library books.

I. Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

II. 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. However, 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

Rule 217 Disposals of Goods.

I. An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.

II. The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.

III. The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GFR - 10.

IV. In case an item becomes unserviceable due to negligence, fraud or mischief on the part of government servant, responsibility for the same should be fixed.

V. **Sale of Hazardous waste/Scrap Batteries/Electronic waste:** Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

Rule 218 Modes of Disposal.

I. Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by :

(a) obtaining bids through advertised tender or

(b) Public auction.

For surplus or obsolete or unserviceable goods with residual value less than rupees two lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of Ministries / Departments should, as far as possible prepare a list of such goods.

I. Certain surplus or obsolete or unserviceable goods such as expired medicines,food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

II. Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books,stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

Rule 221 Disposal at scrap value or by other modes. If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

Rule 222 A sale accounts should be prepared for goods disposed of in Form GFR 11 duly signed by the officer who supervised the sale or auction.

Rule 223 (1) Powers to write off. All profits and losses due to revaluation, stocktaking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

Rule 223 (2) Losses due to depreciation: Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable:-

I. Normal fluctuation of market prices;

II. Normal wear and tear;

III. Lack of foresight in regulating purchases; and

IV. Negligence after purchase.

Rule 223 (3) Losses not due to depreciation: Losses not due to depreciation shall be grouped under the following heads:-

I. Losses due to theft or fraud;

II. Losses due to neglect;

III. Anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;

IV. Losses due to damage, and

V. Losses due to extra ordinary situations under 'Force Majeure' conditions like

fire, flood, enemy action, etc.

Appendix 2 Part-II)

No. F.23(7)-E.II(A)/83

Government of India Ministry of Finance (Department of Expenditure)
New Delhi, Dated the 7-2-1984 18 Magha 1865 (Saka)
OFFICE MEMORANDUM
Subject: Amendment to Rules 99 and 116 of the General Financial Rules, 1963
(Third Edition)

Exclusion of books, publications and periodicals etc. from the definition of 'Stores'. Attention of all the

Ministries/Departments of the Government of India is invited to Rules 99 and 116 contained in Chapter

8 dealing with the 'Stores' in the General Financial Rules, 1963. The President has been pleased to

decide that hereafter the books, publications, periodicals etc. of a library will not be treated as an item

of 'Stores' as defined in the 'Note' below Rule 99 of the General Financial Rules, 1963.

Accordingly the provisions of the said 'Note' and the Government of India's decision (1) below Rule

116 of the General Financial Rules, 1963 (Third Edition) have been amended as per amendment

enclosed. This issues with the approval of the Comptroller and Auditor General of India and the

Department of Supply.

2. Hindi version of this O.M. is enclosed.
Sd/-

(K.L. MEHTA)
UNDER SECRETARY TO THE GOVT. OF INDIA

AMENDMENT TO GENERAL FINANCIAL RULES, 1963 (3rd Ed.)
PAGE 38, CHAPTER 8, RULE 99
The following words shall be added to the last sentence in the 'Note' below Rule 99:- "but
excluding books, publications, periodicals etc. in a library."
(Ministry of Finance (Dept.of Exp.) O.M.No. F.23(7)-E.II(A)/83 dated 7-2-1984 and Dept. of
Supply U.O. No. I.D.No. PIII-3(5).82 dated 23.2.83 and C.A.G's U.O. No. 1964-TA.II/21-83
dated 23.12.83.

PAGE 40-41, CHAPTER 8, RULE 116
For the existing Government of India's decision (1) below rule 116, the following shall be

substituted: **"Government of India' decision (1):-** The position of library books, etc. is

different from that of other stores. Accordingly, the following procedures shall be observed for

purchase, write off, disposal of mutilated/damaged books and physical verification of books in

the libraries attached to the various Departments/Offices:-

(i) Librarian (not below the rank of Deputy Secretary to the Govt. of India) subject to the

powers delegated under Delegation of Financial Powers Rules, 1978, may purchase books

etc. from the reputed and standard booksellers on the prevalent terms and conditions. Tenders need not be called for this purpose.

(ii) Loss of three volumes per one thousand volumes issued consulted in a year may be taken as reasonable provided such loss cannot be attributed to dishonesty or negligence on the part of Librarian. Loss of a book of the value exceeding Rs.200 (Rs. two hundred) and the books of special nature and rarity shall invariably be investigated and consequential action taken. All such losses will however be written off only by a competent authority.

(iii) Librarian who is of the rank not below Deputy Secretary to the Government of India or Head of the Department may write off the loss of volumes mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed in the Delegation in respect of deficiencies and depreciations in the value of stores (other than a motor vehicle or a motor cycle) included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above. The loss of books shall be written off by the competent authority as per Delegation of Financial Powers Rules 1978.

(iv) There may be no objection to the Librarian disposing of mutilated/damaged/obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of a three member Committee to be appointed by the Administrative Ministry/ Department which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

(v) Complete annual physical verification of books should be done every year in the case of Libraries having not more than 20,000 volumes and not fewer than two library qualified staff. In case there is only one qualified staff the verification may be done as per sub-Para (vi).

(vi) Complete physical verification at intervals of not more than three years should be done in the case of libraries having more than 20,000 but not more than 50,000 volumes.

(vii) Sample physical verification at intervals of not more than five years may be done in the case of libraries having more than 50,000 volumes. If such a sample verification reveals unusual or unreasonable shortages, complete verification shall be done.

(viii) The verification should always be subject to surprise test check by some independent officers. The decision regarding the selection of the staff towhom this work may be entrusted, should be taken by the Administrative Ministries/Departments and Heads of Departments".

(Ministry of Finance O.M. No. 23(7)-E.II/83 dated 7-2-1984 and CAG's U.O. No. 1964-TA.II/21-83 dated 23.12.83. Deptt. of Supplies U.O. No. I.D. No. PIII-3(5)/82 dated 17.1.83)

Reference: **The Federation of Publishers' & Booksellers' Associations in India,** *News Letter, Volume: 18 No. 18, April 2012 – June 2012.*