

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Department of Library and Information Science
Objective(s)	<ol style="list-style-type: none"> 1. To disseminate knowledge on all, subjects and topics. 2. To support the process of Education and Research

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	National Librarians Day	12 th August
2.	Book Exhibition	August
3.	National Youth Day (Theme-Based Book Display)	12 th January
4.		

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	<p>LIBRARY BUDGET</p> <ul style="list-style-type: none"> • As per student strength given by the office, the library budget is approved by the Accounts Department every year. • Annual Library budget file will be maintained • Subject-wise expenditure on Books and Periodicals is done after the approval of the Library Committee. • Librarian is allowed to purchase books from Distributors and through online Booksellers. • 20% of the Cash amount from the total budget may be used to procure books that are urgently required by the Librarian. This amount is given by Accounts Department to Librarian in advance. All the expenditure done using this amount is settled by the Librarian before the end of the Financial year. The expenditure statement, along with the bill, is submitted by the Librarian. 	April
2.	PROCEDURE TO PURCHASE BOOKS	1 st April to 31 st March



Standard Operating Procedure

	<ul style="list-style-type: none"> • Book Requisition: Faculties are communicated to raise their requisitions for books based on the curriculum. • Duplication check: Books recommended are checked in library software to avoid duplication. • Price Verification: Prices of the books are verified through the publisher's catalog. • Approval: After title checking and price verification, the list is prepared, and approval from the Principal is taken. • Order of Book: After the Principal's approval, a list of the books to be ordered is sent to the book supplier. 	
3.	LIBRARY COMMITTEE <ul style="list-style-type: none"> • Library Committee is formed by the Principal for a specific period of time. • Two Library committee meetings are mandatory for each semester during the academic year. • Various decisions with regard to purchasing and organizing activities are taken during this meeting. 	June / Once in Three Years
4.	MEMBERSHIP OF LIBRARY <ul style="list-style-type: none"> • All the students of the college become members of the library after their enrolment in the course offered by the college. • Soft copy of the student's database will be taken from the administrative office, and all the details will be entered into the Library software. 	15 th to 25 th June
5.	ORIENTATION FOR FRESHERS <ul style="list-style-type: none"> • Newly joined students are oriented about Library rules and various services provided by Library. • Orientation takes place in the month of June by circulating notice to students. 	15 th to 25 th June
6.	E-RESOURCES REGISTRATION AND AWARENESS SESSIONS <ul style="list-style-type: none"> • Registration for the online database. • Online Database Awareness sessions for students are conducted 	1 st to 15 th July
7.	BOOK BANK	1 st to 15 th August

Standard Operating Procedure

	<ul style="list-style-type: none"> • Updated List of the Book Bank Books is made available on the Library website • Students who wish to avail Book bank facility have to fill out the online book request form on the Library website. • Students can issue a maximum of 2 Books from the Library Book Bank for the entire semester. • Names of the Students are shortlisted in consultation with the Library committee members. • Library Staff will send reminders to students before the end of the semester regarding the return of books. 	
8.	<p>PROCEDURE TO SUBSCRIBE and RENEW PRINT PERIODICALS/ ONLINE DATABASES</p> <p>The following procedure is followed for subscribing to Journals</p> <ul style="list-style-type: none"> • Email is sent to Publishers for sending Invoices. • After receiving Invoices, Approval from the Principal is taken. • After Approval, a Note is prepared and given to Accounts along with a Payment details list. • After receiving DDs, a cover letter is prepared and sent to All the Publishers. • If the Payment is made using the NEFT facility, then Publishers are informed through email about the payment made. 	November/December
9.	<p>PROCESSING BOOKS</p> <ul style="list-style-type: none"> • Newly received books will be classified by the Librarian as per the subject. • Books entry will be made in the Accession register and Library software. • After the cataloguing entries, books will be physically processed using pockets, labels, barcode labels, etc. • Selected copies of new books will be displayed on New Arrivals stand. 	Routine Activity
10.	<p>BILL CHECKING AND PAYMENT</p> <ul style="list-style-type: none"> • Prices of the books will be verified using the publisher's catalog or Publisher's website. 	Every Month



Standard Operating Procedure

	<ul style="list-style-type: none"> • Verified bills will be stamped and signed by the Librarian, and an original copy of the bill will be submitted to the accounts departments for payment. 	
11.	<p>PROCEDURE TO ISSUE LIBRARY BOOKS</p> <p>There are three categories of users who visit the Library. They are Students, Teaching and Non-Teaching Staff, and others. The following procedure is followed to issue library books to these users.</p> <ol style="list-style-type: none"> 1) Students: Each student is entitled to issue a maximum of two Library books for a period of seven days. Students are allowed to renew these books twice. While issuing books to Students, the ID number is entered into the Library software along with the Accession number of the book which he/she wants to issue. The signature of the student is taken on the Book card and the due date is stamped on the book label. 2) Teaching and Non-Teaching Staff: Teaching and Non-Teaching staff are allowed to issue a maximum of 10 library books which they can keep for the entire semester. They are given a separate Library ID number, which is used to issue books. 3) Other Users: The other category of users are outsiders who visit our college Library and who are not members of the institute. Such users are not issued library books but they are allowed to sit in the library to refer to these books. 	Routine Activity
12.	<p>INTER LIBRARY LOAN FACILITY (ILL)</p> <ul style="list-style-type: none"> • Efforts will be made to sign MOU with other college libraries to exchange books between libraries to make available Books and other documents on education that will be useful to the students and teachers of B.A.B.Ed, B.Com. 	Routine Activity
13.	<p>THE FOLLOWING DOCUMENTS WILL NOT BE ISSUED TO USERS</p> <ul style="list-style-type: none"> • Reference books like Handbooks, Dictionaries, and Encyclopedias. • Newspapers • Journals and magazines. 	Routine Activity
14.	<p>DAMAGE/ LOSS OF LIBRARY RESOURCES</p>	Routine Activity

Standard Operating Procedure

	<ul style="list-style-type: none"> • Once a book is issued to the student, he/she shall be held solely responsible for any damage, spoilage, or mutilation of the book detected subsequently. Students will be charged for the repair or replacement of books and other Library resources to which they have caused damage. • Lost books must be reported to the librarian immediately and replaced or paid for within 30 days. • Lost library books that are recovered, must be handed over to the librarian as they remain the property of the college library. 	
15.	<p>ACCOUNTING OF FINE:</p> <ul style="list-style-type: none"> • The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment. • Students' fine is collected through online mode. The amount collected will automatically get deposited in the College Bank Account. • The primary responsibility for proper accounting of fines and deposits with the Accounts Branch rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed. 	Every Month
16.	<p>INTERNET ACCESS:</p> <ul style="list-style-type: none"> • Internet facility within the Library premises will be provided from 9.00 a.m. to 4.00 p.m. from Monday to Saturday. • Use of the internet will be monitored. • If a student is found visiting inappropriate sites, strict action will be taken. 	Routine Activity



Standard Operating Procedure

17.	<p>ANNUAL STOCK VERIFICATION</p> <ul style="list-style-type: none"> Annual Stock Verification will be ordered by the Principal in the last week of April every year. Committee of Four members is formed to undertake the stock verification process After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with the recommendation of the librarian and sent to the principal. Dealing with Losses during stock verification Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonably provided such losses are not attributable to dishonesty or negligence and may be written off. 	April/May/June
18.	<p>WEEDING OUT OF LIBRARY DOCUMENTS</p> <ul style="list-style-type: none"> During Stock Verification, the proper procedure to weed out documents will be followed as per Library Weeding Out Policy which is approved by the Principal. 	Maye/June
19.	<p>BINDING OF BOOKS AND PERIODICALS</p> <ul style="list-style-type: none"> Every year after the stock verification process, damaged books and all the previous issues of important journals will be given for binding with the selected bookbinder. 	May/June
20.	<p>PREVIOUS YEARS QUESTION PAPERS</p> <ul style="list-style-type: none"> Previous Year's Question papers are scanned and uploaded on the website. The Soft copy of all the Question papers are available on the library website. Separate hard copy is also maintained by the library. 	October and May

Section D: List of Documents		
Sl. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criteria 1
2.	Minutes and action taken report	Criteria 1
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	

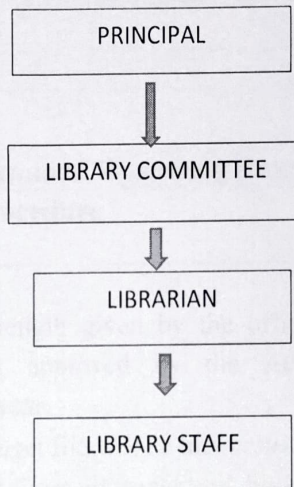
Standard Operating Procedure

7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart



Section F: Copy of Ordinance/Statute/Office Order (if applicable)

Dhosars
IQAC Coordinator



College Seal

[Signature]
Principal
08/08/2023

**VIDYA PRABODHINI COLLEGE OF COMMERCE,
EDUCATION, COMPUTER, AND MANAGEMENT**

Parvari Goa

Department of Library and Information Science

Date: 15/06/2022

Library Policy for Best Reader Award

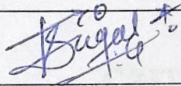
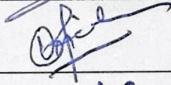
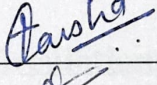

The Library Committee decided to follow the following criteria for selecting candidates for Best Reader Award

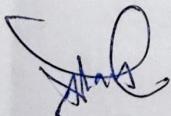
CRITERIA

- 1) **Students' Book Circulations**: The Librarian will check the circulation transaction record of the student. This will help to understand the number of books issued and the types of books issued by students throughout the academic year.
- 2) **Discipline & punctuality inside the library**: The Discipline in the library and punctuality while renewing and returning books will be considered while selecting a name for this award.

- 3) **Use of other reading material like Newspapers, Magazines, Journals, E-resources, etc.:** The Librarian will verify whether the selected candidate for this award is reading Newspapers, Journals and other resources of the library.
- 4) **Observation of the Librarian:** The Library committee will also consider the observation of the librarian about the student while selecting a candidate for this award.

Library Committee Member

NAME	SIGNATURE
Dr. Sagar Mali	
Shri. Nitesh D. Naik	
Dr. Varsha Ingalthalli	
Dr. Sangeeta Dessai	



Dr. Bhushan Bhawe

Principal

08/05/2023



VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT

Dept. of Library and Information Science

Weeding out Policy

Weeding out documents means removing documents that are found not useful or not serviceable from a library. Documents so removed from the library may be completely discarded where they are not serviceable or donated to some other library where they may be useful. Weeding out policy means a policy statement on: what materials are to be weeded out? when to weed out? who should weed out? how to weed out? and what to do with weeded out materials?

Weeding out policy is implemented to weed out unwanted stock in the library and to retain the stock quality. The weeding-out outdated collection is very necessary to keep the library up-to-date, for space saving, and to create space for the latest collection in the library.

A list of weeding out documents can be prepared at any time throughout the year when the library staff comes across documents that may have to be stopped from circulation as they are found to be worn out and unusable. Weeding out should be done after the annual stock verification process.

Weeding out Process

1. Principal of the college will form a committee consisting of a faculty member, members of the library committee, and the librarian.
2. Library staff will assist the committee and the librarian in preparing the list of outdated books that are no more in circulation or books having older editions that are not in use.

3. For core textbooks/book bank books, whenever any new edition is procured for all students or if a course is discontinued, then after five years gestation period, all such books will be included in the weed-out list by the library staff.
4. For subjects where new policies or rules change every year e.g. taxation, old editions can be included in the list after five years gestation period.
5. Books, which are torn off, or which are mutilated will also be included in the weed-out list by the library staff.
6. For areas like Computers/Information Technology, all books related to obsolete technologies/software/hardware will also be included in the weed-out list after a gap of five years.
7. Ephemeral material (e.g., Newsletters, Progress Reports, Annual Reports, Pamphlets, Book catalogs), including those materials that lose their value after a certain period of time. These documents should be recommended for weeding out after an interval of five years.
8. A compiled list by the library staff with details of the books, cost, copies available in the library, year of purchase, accession number, and reasons for inclusion in the weed-out list will be put before the Weed-out committee members.
9. Weed-out committee will deliberate upon the list and check if there are chances of such books use again in the future or if any of these books may be used in other program of the institute, if any. Committee will also look into the aspect that no book termed as classic or needed for research purposes for posterity is included in the list.
10. Committee will also verify the physical availability of such books to avoid the inclusion of books stolen from the library in this list. Faculty members of each specialization area deputed in the committee will endorse weeding-out books related to their area of specialization.

11. Once the committee is satisfied, committee members will recommend weeding-out of the collection from the library to the Principal. The principal has complete discretion to accept/reject fully or partially committee recommendations keeping the institute's interest in mind. Once the Principal approves the committee recommendations in writing, the library will initiate the process of weeding-out that collection from the library and update entries in the Accession Register and in library automation software, mentioning the reasons and date of weeding-out of any book.

12. Printed magazines and newspapers which serve only immediate requirements may also be included for weeding-out to create space for future issues in the periodicals shelves. The library need to maintain all magazines for a minimum period of 5 years and newspapers for minimum of six months before including them for weeding-out consideration.

Disposal of the Weeded out material

1. The documents approved for weeding out may be offered to the faculty, students, and staff on a first-come-first-served basis, and a minimum amount can be charged from staff and students towards these documents. A list of the discarded documents may be posted on the notice board. The waiting time for discarded books could be a maximum of one month.
2. Printed magazines, newspapers, and other ephemeral materials can be sold out to the scrap vendor selected by the college.
3. Books and other materials completely worn out, mutilated, and irreparable can also be sold to scrap vendors selected by the college.
4. If the books are in good condition, particularly if they are older editions of reference sources like encyclopedias, handbooks, etc. they may be donated to other libraries which are not in a position to buy such costly books.
5. When documents are weeded out, it should be done with the knowledge of the weeding out Committee and after the approval of the Principal. The Accession

Register should carry the entry that the document is written off; quoting reasons and date of weeding-out. The shelf list, catalogue, and other records should be rectified by deleting the entries relating to the weeded-out documents.

Weeding out Committee

The committee to weed out library material consists of a faculty member from each specialization area, members of the Library committee, and the Librarian.

Following are the members of the weeding out committee:

- Dr. Anil Thosare - *Thosare*
- Dr. Ujvala Hanjunker - *Hanjunker*
- Dr. Sagar Mali - *Sagar Mali*
- Dr. Varsha Ingathalli - *Ingathalli*
- Dr. Sangeeta Dessai - *Dessai*
- Mr. Nitesh Naik - *Naik*

The weeding out Committee will meet after the annual stock verification of the library if there are any library documents to be weeded out.

Naik
Mr. Nitesh Naik
(Librarian)



Bhave
Dr. Bhushan Bhave
(Principal)

10/10/2023