
LIBRARY

OPERATING POLICIES AND PROCEDURES

SADHU VASWANI AUTONOMOUS COLLEGE

SANT HIRDARAM NAGAR, BHOPAL

Purpose of policy

This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation.

Clients

The Library provides collection access to the following client groups:

- Students
- Faculty and Research scholars

Scope of the collection

The Library collection holds resources designed to support the learning, teaching and research needs of the Institute. Resources are provided in a variety of formats including:

- Books - Text Books , Competitive books, Reference books
- Serials -i.e. journals and newspapers

Budgeting Policy and Procedures

Budgeting Policy: A realistic budget is required for an institution to maintain adequate resources for its curriculum.

Budgeting Procedures

Collection and Development

- Extending the collection towards a target size that is determined by the library team
- Priority given to curriculum initiatives
- Priority given to the updating of various sections of the collection
- Demands are considered

Subscriptions / Memberships Journals

Purchasing policy

This ensures that the library is equipped with the requisite resources in these areas:

- Hard copies of Books and Journals
- Requisite digital and online resources as and when needed

Stock verification

Library conducts the stock verification annually, during the end of the academic year. Through stock verification a comprehensive listing of the library is done. It helps in presenting the collection statistics of the library

The mis-shelved and mis-placed documents are identified and rectified during the collection evaluation process.

Weeding Policy

Weeding is an essential, continuing library practice in which materials are removed permanently from the Library's collections. Book withdrawal is an important aspect of collection

development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful.

Criteria for weeding

Currency - The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.

Physical Condition- Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.

Mending and rebinding

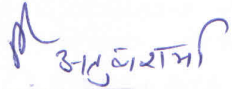
Keeping library materials in good, useable condition is essential. A decision is made on each worn book - whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions.


- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Lending of Books

Issuing of books

- Unless otherwise mentioned, books are issued for a period of 14 days.
- Before the due date, the students can renew the permission to retain the book for another 14 days. However, if a book which has been issued to a student is urgently required, the library may call back the same from the student.
- Books must be returned on or before the due date, so that fellow students also have access to these books.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs1/- per day
- Before borrowing a book, the student should make sure that the book is in good condition
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book and pay a fine
- In case a book is lost by the student, the Librarian should be informed of the loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to pay the cost of the book or give new book.


प्रधानाचार्य
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