



Indian Institute of Science Education & Research Bhopal

Library Manual

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Introduction

Central Library, IISER Bhopal supports the main objective of the institute to become an institution of its repute in the field of Basic Sciences. It is also committed to support the institute's mission for seamless integration of teaching and research motivating entry of bright students and faculty into the institute, imparting high quality science education in a research oriented environment to young and academically motivated undergraduate and postgraduate students.

Library plays an important 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 and research.

Library has always been striving hard to meet the expectations of its users however, there has been a long felt need to bring clarity and uniformity in procedure and practices of the library to improve its efficiency, utility and services. Institute authority has advised that Library must have an operational manual where in all the rules, regulations, procedures are clearly spelt out. Library staff met to discuss thoroughly and prepare a draft of the "Library Manual" This preliminary exercise helped library staff in identifying several factors that has to be included in the draft.

The 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, management of other academic support facilities are performed.

Library Manual:

This "Library Manual" is for Library staff so that Library staff may better understand the Library's mission and their role in its service plan. It is the purpose of the Library to serve the community with books and other media in a manner that is cordial, efficient, and equitable. It also strives to provide the academic community with quality library services and programs through its collections of books and other media delivered by library staff members.

Library manual is a source of information, a constitution which list 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 were put into the preparation of the manual. Hence, this Manual goes through a validation process before it is finally accepted as a policy document.

1. Library Advisory Committee (LAC)

Since the Library has to cater to the needs of variety of clientele such as faculty, research scholars, post graduate and under graduate students, institute administrators as well as specialists, and non teaching institute staff, a wide range of subject fields are to be represented in our book stock with prime thrust for meeting the needs of Students, Research Scholars and Faculty members. 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 purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to aid in the establishment, a bridge between the Library and the academic fraternity along with the institute management. The Library Advisory Committee (LAC) is to be appointed by the Director of the Institution.

Besides this, for smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner, an infrastructure is needed for the library. To meet all the above objectives the Central Library is advised by a Library Advisory Committee with the following constitution and representatives.

Constitution and Functions

(i) The committee shall consist of the following members:

- Director / or any professor, nominated by the Director will be the chairperson
- One Faculty representative from each Academic Dept/Centre
- One student representatives each from UG/PG & Ph.D. to be nominated by Dean of Student's Affairs
- Librarian – Member
- Deputy Librarian – Member Secretary (ex-officio) (as appointed by the Director)
- Group-A staff members of the Library/other Library Staff members may also be asked to attend the meeting to provide required input as special invitee.

(ii) In addition to the composition specified in (i) above, the Chairman of the Senate may make an additional nomination to the Committee from academic/non-academic staff members.

(iii) Tenure: The tenure of the Committee shall be of two years. Director can recommend a replacement for a member who withdraws from the LAC. However student members shall serve for one year only.

(iv) The Committee shall meet at least four times in an academic year.

(v) The duties and functions of the Committee shall be as under:-

- To consider policy matters regarding Central Library including the policy for procurement of books and journals and render advice to the Library for procurements
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central Library
- To maintain liaison between Central Library and the various Academic Departments
- To consider and put forward the views of faculty members regarding books/journals selection etc.
- Library shall place before the Director through LAC, usage data for the following:
 - Books (Quarterly basis)
 - Subscribed e-resources (in case provision available with publisher) (Half yearly basis)
- To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof

2. Library Budget/Finance

Library budget means the financial allocation to procure documents and provide access to the information resources. The annual library budget of the library has the following components:

- a. Books
- b. Journals/periodicals (Renewal and new subscriptions)
- c. Online Archival and Bibliographical Series including e-books (Renewal and new resources)
- d. General Consumables / non consumables
- e. Travelling Allowances (workshop/seminars/conference/training programs/refresher course etc. for library staff members)
- f. Computer Equipments
- g. Furniture and General Equipments
- h. Binding and other maintenance expenses
(Budget heads and titles go on changing from time to time)

2.1 Resources with ephemeral value and those whose revised editions are frequently published:

Annuals Reports, Directories, Year-books, Swamy's handbooks, etc., do not carry long lasting value, therefore weeding out of these documents may be decided by the Librarian and then put-up before Library Committee and then Director for approval.

2.2 Financial delegated Power/Authority:

Approval of Purchase Indents for Books and Journals:

Value	Requisition From	Forwarding by	Verification & Recommendation by	Approved by
Up to Rs. 50,000	Faculty/Staff Member	HOD	Dy. Librarian / Assistant Librarian	Librarian
Above Rs. 50,000	Faculty/Staff Member	HOD	Librarian and Chairperson, LAC	Director

Purchase order shall be placed by Dy. Librarian/Assistant Librarian only after the approval of the competent authority as mentioned above. A copy of purchase order should be invariably marked to Finance & Accounts wing for necessary record. A purchase order register also be maintained. The bills duly supported by approved indents, purchase orders and supporting documents for supply of books and other learning resources etc. will be verified and processed by the Librarian for payment by the Finance & Accounts wing.

3. Procurement of Learning Resources

Procurement of learning resources constitutes the primary responsibility of library. It 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.

3.1 Books

Procurement of books, reports etc. is a routine and continuous process throughout the year.

- Books and other reading materials are procured mostly on the recommendations of faculty members and the Librarian
- In case of Text Book, one copy for five students (5:1) ratio will be followed subject to change from time to time
- Students/Research Scholars may also recommend the books for procurement provided their recommendation is endorsed by their Faculty advisor / Head of the Department (HOD)

- All faculty indents will be duly forwarded by HOD of respective departments
- In case of books, since the Indent is already signed by the HODs of respective department, no separate approval of LAC/Director is required
- Purchase Orders will be issued by the Librarian/ In-charge Library
- The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions

Empanelment of Vendors:

a) Library may purchase books etc. from the reputed and standard book suppliers empanelled with library, on prevalent terms and conditions. Empanelment of vendors will be done by a committee constituted by the Director. The constitution of the committee will be as follows:

- | | | |
|---------------------------------|---|------------------|
| • Chairperson, LAC | - | Chairperson |
| • Librarian | - | Member |
| • Two Faculty Members | - | Member |
| • Internal Audit Officer | - | Member |
| • AR(F&A)/DR/FO | - | Member |
| • AR(S&P)/DR | - | Member |
| • Asst. Librarian/Dy. Librarian | - | Member Secretary |

- b) A Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions etc.
- c) A list of such vendors and the book suppliers should be prepared and if agreed to our terms and conditions, the list should be submitted to LAC for consideration and then to the Director for approval for the period of three years. List of empanelled vendors need to be uploaded on library website also.
- d) The Publishers and their exclusive distributors in India need not to be empanelled and orders may directly be placed with them on their terms of supply.
- e) Updating vendors panel from time to time based on their performance is a continuous activity.
- f) A panel should have at least 6 vendors for books and at least 3 subscription agencies for journals and rotation of orders among vendors be done.

3.11 Terms and conditions for Vendors:

Central Library IISER Bhopal is strictly adherence with the Terms and conditions as laid down by GOC (Good Offices Committee), except for the discount part. However, some important points are as follows:

- a) Supply of publications at current catalogue price

- b) Foreign exchange rates to be charged according to Good Offices Committee Report Rates (GOC)
- c) In case of books, a certain percentage of discount has to be given by vendor/supplier as mentioned in the terms & conditions accepted by vendors
- d) In the case of short/no discount titles (such as Central and State Government publications) or titles procured from abroad against specific orders or Indian publications, the supplier may charge 15% on the net landed cost of the publication. The invoice of publication may be worked out as follows:

Published price minus (-) discount earned (if any) plus (+) 15% handling charges of the agent. To this is to be added the actual freight, clearance, bank and postal charges; documentary evidence is to be given to library for such charges on demand.

- e) Wherever advance payment is required, the same may be made and a record thereof should be maintained
- f) Certificates on bills by Library (a) only latest editions have been supplied (b) prices have been correctly charged in accordance with the publisher's latest catalogue
- g) Unless otherwise mentioned on the books, all bills to carry the price proof (like photocopy of publishers catalogue, print out from publishers online catalogue, distributors invoice the vendor)
- h) The Purchase Order issued will be valid for only 120 days unless otherwise mentioned

3.12 Procurement Process:

I. Initiation of Acquisition:

- Receiving Recommendations through Indent Form / E-mail
- Find out the exact details of the Title/s recommended
- Duplicate Checking
- Put up for Approval (Librarian/ In-charge Library)
- Prepare and Issue Purchase Orders
- Maintaining Purchase Order record

II. Accessioning:

- Receive Books from Suppliers/Vendors
- Cross checking with Purchase Orders
- Accessioning: Enter the details of the Book/s and Invoice/s in Accession Register

- Assign Accession Numbers to Titles in Library Management Software
- Make necessary entries in Invoice/Bill and forward Invoice/bill for
- further processing
- Maintain Bill record/file

III. Invoice Processing:

- Making necessary entries in Invoice/Bill Register
- Foreign Exchange Rate Verification as per Good Offices Committee Report rates
- Price Proof Verification for the Publication and for book on which price is not mentioned (Photocopy of the Publisher catalogue / Print out from the Publisher's Website / photocopy of the invoice received by the supplier from the distributor)
- The invoice raised by the supplier be processed and verified duly enclosing the relevant documents. The payment advice be forwarded by the Librarian/Library In-charge to the Finance & Accounts for payment

Technical Processing of the Book:

IV. Classifying:

- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) schedule
- Assign Cutter Numbers/Book Marc no.
- Write the Class No, Cutter No/Book Marc 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
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- Assigning Keywords: Minimum three keywords are assigned to each title
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- 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 bar Codes on the Front Page and on the Title page and laminate it with cello tape
- Send the completely ready new books to new arrivals display rack
- Once display date is over, these books may be sent to Reference Section or Reserve Shelf, as the case may be
- Information about new arrivals may be uploaded on library website as well as user community may also be informed by email

VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift:

- These items to be treated like books for processing, etc.

VIII. Financial Planning/Budgeting:

- Utilization Reports may be prepared and submitted to LAC from time to time for information and record
- 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. Reports to be generated on demand:

- No. of requests received from Faculty members
- 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” (Fortnightly/Monthly)
- Book received information to recommending faculty (Fortnightly)

X. Vendor Follow Up:

- Titles not supplied
- Reminders to suppliers fortnightly
- After checking the inability of one supplier, redirecting the Order to another supplier

3.2 Journals

Faculty Members from respective department may recommend the journal titles from their area of subjects/specialization and submit to the HOD of respective department. HOD may compile the list of journals recommended by their respective faculty members and a consolidated list may be submitted to the Librarian/In-charge Library for needful action at his end. A final list of such journal titles are to be prepared by the Library and shall submit to LAC for review and consideration and then approval may be obtained from the Director for subscription for the forthcoming year. The payment for the journal subscription is made in advance.

Library subscribes the e-journals for every calendar year starting from January to December. Before Library goes for subscription for the forthcoming year the following points are to be made clear:

3.21 Availability of funds:

- Ensure that adequate recurring/annual funds are available for the Journals Subscription / renewal etc. as required

3.22 Procedure for preparing a panel of vendors: Library should have a panel of vendors for different kinds of documents with following criteria:

- i. Registration number obtained under shop act, age of the organization
- ii. Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
- iii. Experience by the peers
- iv. PAN/TAN, Sales / VAT tax number
- v. Publishers that a vendor deals with
- vi. Vendors turnover having at least 10 times of the value of the order (for the journals subscriptions)
- vii. Updating panel from time to time based on the performance of the vendor is a continuous activity and this should be done by ordering books to test vendors.
- viii. Based on the performance, the panel should have at least 3 numbers of vendors

for journal subscription

3.23 Terms and conditions:

- i. Supply of periodicals at current catalogue price
- ii. Proof of BER (Bank Exchange Rates) having prices in foreign currencies as on the date of invoice for the remittance of journal subscriptions
- iii. There is no discount on the journals
- iv. Certificates on bills: prices have been correctly charged in accordance with the publisher's latest catalogue
- v. Library should not subscribe journals against 'personal subscriptions'
- vi. Journal subscription and payments: The journal subscription and the payment could be made either through (a) directly with the publisher (b) through the empanelled subscription agent(s) / vendor(s) (c) through publisher's exclusive agents (d) through consortium as the case may be or a combination of all
- vii. Missing issues: In case of print version, replace original missing issues or publishers certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque
- viii. Claims: In case of print version, missing issues/delayed supply of the journal issues can be claimed from the respective vendor/publisher as and when required
- ix. Trial Access: Sometimes publishers propose for trial access to their respective journals collections which can be made accessible through the Institute's IP numbers to supplement the existing journals collection whenever possible

3.24 Ordering journals:

- i. Compile priority list with the approval of LAC and the Director
- ii. Adhere to the Terms and Conditions as laid down by the Central Library
- iii. Budget estimate based on the costs, currency conversion
- iv. Payment against the invoice/bill/renewal notice etc.

3.25 Receipt and access to the materials: Check-in system:

- i. Ensure that the items received are as per the order/ access is enabled to the desired resource
- ii. Manual (Kardex) and/ or computerized record of receipts of the journal issues in print format

- iii. Display of the Current Issues (hard copy) of the periodicals on regular intervals
- iv. Linking to the online content wherever applicable
- v. Accompanying materials such as CDs/DVDs etc. need to preserve in E-Library/Journal Section of the Library or as decided by the Librarian

Certification/notification against advance payments:

- i. The invoices/bills and documentary proofs be duly scrutinized by library
- ii. The invoices/bills duly certified by the Librarian or his/her designated authority be sent to F&A Section for payment
- iii. A Bill/invoice Register to be maintained to record all the bills/invoices sent to Account Section for payments

3.26 Gratis and Exchange reading materials:

- i. The documents relevant to the scope of the Institute's study and research areas be added in the collection
- ii. Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organizations, in case the same is not available with us and relevant to the subjects area. Librarian/In-charge Library has right to accept and/or to reject the Gratis, depending of circumstances
- iii. Avoid duplication unless essential
- iv. No need to maintain a separate collection/s
- v. There should be a proper record of gratis items and can be acknowledged appropriately
- vi. Gratis documents not to be accessioned in our regular accessioning register as Library is not paying for same

3.27 Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes should be 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 on regular basis:

- i. Ephemeral material such as newsletters, progress reports, pamphlets, news papers and other like reading materials
- ii. Those materials that lose their value after a certain period of time such as annual reports, directories, yearbooks, etc. These are weeded out from time to time as decided by the Librarian

Non-Book Materials

A small collection of Non-Book Materials such as CD-ROMs, Audio-Video Cassettes, etc. will be maintained at the Periodicals Section or as decided by the Librarian. These materials will remain open to all our Library users.

3.3 E-resources

- E- journals, E -books, E - databases, (including archival) etc., are the resources available in electronic form and one can have virtual access to these
- There is a need to have a major shift of our print resources to e-resources. This would resolve other management issues
- E-books are becoming a common reality; therefore E-books collection may be developed on demand to fulfill the requirement of teaching and research

4. Circulation Section and Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important as it is the prime contact point for the users to the library. Efficient 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:

- i. Issue and returns of reading materials (Primarily Books)
- ii. Attending the Users' query for effective interpretation of library rules and regulations
- iii. Registration of new Library Members
- iv. Inter Library Loan Services
- v. Operation of "Circulation Module" of Library Management Software.
- vi. Maintenance and updatation of all data related to users at Circulation desk
- vii. Sending reminders to users for overdue documents
- viii. Correspondence / No Dues issuing
- ix. Library Orientations/Information Literacy
- x. Assisting the users to access Web-OPAC

4.1 Issue/Return procedure:

Issue/Return of library materials is a routine operation of the Library.

While Issuing books:

- Quickly glance the book for any damage
- Scan the barcode to capture the details of issuing books in Circulation module of LMS

While receiving the books:

- Quickly glance the book for any change
- Check Due dates for necessary action
- Return the book from user Account (Scan the barcode to capture the details of returned books in Circulation module of LMS)
- Send them to stack for shelving

4.2 Loan Criteria/Borrowing entitlements for faculty/Students/Admin:

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

Borrowers	No. of Documents entitled	Loan Period
Academic Staff	10	6 months
Non-Academic staff*	5	1 month
Students	5	15 days
Ph.D. Scholars	5	1 month
Visiting faculty	10	6 months
Adjunct faculty	10	6 months

* Among the Non-academic staff, certain class of employees get library facilities at the discretion of the Librarian.

- Borrowing privileges may go on changing on time to time

4.3 Documents that can and cannot be borrowed:

Documents that can be borrowed:

- Books from the general shelf can be borrowed
- CD ROMS, DVDs and audio video cassettes can be borrowed for a short period only

Documents 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 IISER Bhopal Students are not issuable
- Reserve Shelf Books are not issuable
- On the special circumstances, these materials can be issued with discretion of the Librarian

4.4 Renewals/Reservations and Over Due charges:

- For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user (except faculty) may renew the book consecutively two times only. The Library has the right to recall a book if the same is required by another user
- An over-due charge of Rs. 2 per day shall be charged against each book/document not returned within the due date (overdue charges may go on changing from time to time)
- Maximum over-due charges can be charged equivalent to the cost of the book

4.5 Loss/mutilation/damage to documents by Students:

- Borrowers are responsible for the documents they borrow
- Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern
- The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be) else equivalent amount plus an additional charge of 20% of the price for the documents published abroad and 10% for the documents published in India. If the damaged document belongs to a set, then the user is responsible for the entire set. In case, lost/mutilated/damage document is out of print, any amount as fixed by the Librarian is liable to pay by the borrower

4.6 Outside Visitors:

- Students/researchers from outside IISER Bhopal who wants to make use of the Library facility, are allowed to use the library for consultation only, except for the online data bases, with the prior permission of Librarian. Visitor need to produce a letter of introduction from their parent organization with a valid identify cards. A

consultation pass shall be issued to the visitor for a short period. The consultation pass may be used as a user certificate for UGC sponsored candidates. No borrowing facility shall be allowed to the outside visitors

4.7 Theft/Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously. If found guilty, the matter will be reported to LAC/Director for needful action

5. 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 Strength and weakness of the existing collection:

In relation to the various academic programmes as offered by the Institute, Library should make provisions in the budget to strengthen these programmes with best possible learning resources. Based on the observations, an effort should be done to add books, journals and e-Resources in the area of the current and new programme from time to time.

5.2 Shift towards e-resources:

Because of the conveniences like multi user access and anywhere, anytime access, there is a considerable demand for online databases, e- journals and e-books. IISER Bhopal also has excellent access infrastructure like high internet bandwidth, Wi-fi connectivity in the campus. These E-resources can also be accessed out of campus hence, emphasis may be given more towards e-resources.

6. Stack 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 the library at different floors

for books/bound Volumes)

- Reserve Shelf Collection (consisting of multiple copies of text books in high demand, Thesis/Dissertations, IISER Bhopal project Reports)
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- News paper/Magazine Display Area
- Journal Display Racks

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:

- Proper shelving of books in their respective shelves should be in regular practice
- Each unit of Stack to have a designated Library Assistant/Attendant
- Shelf Reading must be done regularly 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 withdraw Books

7.1 Stock Verification:

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. 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 every year
Above 20,000 and up to 50,000 volumes including the journal back volumes	100% physical verification at 3 year intervals
Above 50,000 volumes including the journal back volumes	Sample physical verification at intervals of not more than three years should be done. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done

The sample can be of random generation of numbers. The verification has to be carried out by a team of members consisting of Librarian, Deputy Librarian, Assistant Librarian, Member from the F&A, Member from Internal audit and the library staff will assist the verification team.

7.2 Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The Librarian has a role as information manager and not just a custodian
- Loss of 5 volumes per 1000 volumes issued/consulted in a year may be taken as reasonable
- Loss of a book of the value exceeding Rs.1000.00 for each book shall invariably be investigated and consequential action should be taken. Write off of all such losses will be approved by the Director
- 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
- 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
- Borrowers are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern
- In case, the book is rare in nature and/or oblige, out of print, the cost of the book shall be assigned charge triple of cost of the book or any amount as assigned by the Librarian
- 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
- Librarian may write off the loss of books, volumes, etc. mentioned in the proceeding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations in the value of stores 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 specified in the Delegation of Financial Power Rules, 1978*
- 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 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*

(* 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)

7.3 Procedure for write-off:

- List the documents not found during stock verification
- 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)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Director along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Get approval from the Director
- Make necessary entries in the accession register, write-off register, assets register, etc
- Remove records from databases /update write-off record
- Close file
- Improve the system with additional precautionary measures

7.4 Preventive measures:

Some preventive measures are listed below:

- The exit/entry to the library be monitored
- 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 implementation of RFID Application, RFID Smart card to Library users can be adopted

8. User Services

8.1 Issue>Returns: As mentioned in detail in 4.0 Circulation

8.2 Library Timings

The Library is kept open on all the 365 days in a year except for the following holidays:

26th January (Republic Day), Holi ; 15th August (Independence Day); 2nd October (Mahatma Gandhi Birth Day); Dussehra ; Diwali and Christmas

Library Hours

Monday - Saturday : 9:00 AM – 12 midnight
Sundays/Holidays : 10:00 AM – 9:00 PM

Circulation Hours (Issue & Return)

Mon-Fri : 10:00 AM – 5:00 PM
Sat/Sun/Holidays : CLOSED

The timings and days of operation shall undergo changes.

8.3 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.

8.4 Information 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.

8.5 Inter Library Loan

Library arranges to borrow documents, that are not available in its collection, on Inter Library Loan from other academic institutions (as IISERs/IITs/NITs/IISc/IISERs/TIFR etc.) for academic and research purpose. This is done on an Institution-to-Institution basis. Such materials will have to be handled with utmost care and returned to the Library well on time. Both DDS and ILL services are provided for academic and research purpose to the faculty members and research scholars. Members are requested to send a formal request to the sLibrary with complete bibliographic details of documents required. To make a request user need to send an email at <library@iiserb.ac.in>. Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

8.6 Photocopying Services

Library provides photocopy facility to its users on payment basis. This facility is being outsourced.

9. ICT Services Division

9.1 INDEST-AICTE Consortium Services

Presently, Central Library, IISER Bhopal is one of the core members of INDEST-AICTE Consortium since 2009. MHRD has set up this programme to promote use of electronic databases and full text access to e-journals by the research and Academic community of the country. Online databases are accessible via the Library web page, which provide access to full-text scholarly research articles beyond the physical wall of the library.

- IP Based access to all e-Resources
- Statistical usage reports of e-resources

In case, any new Consortium emerges, all the terms & conditions for that consortium may be followed in the library, in case Library becomes its member.

9.2 Document Delivery Services

Library arranges to get photocopies of papers from journals, conference proceedings that are not held in its collection from other academic institutions (as IISERs/IITs/IISc/NITs/TIFR etc.) for faculty members/research scholars at IISER Bhopal. To make a request please email at <library@iiserb.ac.in>

9.3 Digital Library Facility (Academic Computing Facility)

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

Library, IISER Bhopal is going to set up Digital Library (also known as Academic Computing Facility) with over 48 Pentium computers working in a networked environment through high band-width connectivity. All the subscribed e-resources / Online databases can be accessed to the scholars by using this facility.

Salient features of Digital Library

- Electronic library in a networked environment with 48 computers using a dedicated 100 Mbps leased line
- Both reading and computing facilities
- Access to subscribed full text online journals through INDEST-AICTE E-Journals Consortia and other library e-resources.

- IP based Web Cameras for surveillance to enhance security of the library resources

Digital Library-Acceptable Use and Code of Conduct:

- Do Not Install any Software without Prior Permission of Library staff
- Do Not Download Movies OR Songs
- Do Not Remove LAN Cord, Keyboard And Mouse From The Computers
- Do Not Save Any Document On The Desktop
- Kindly Scan Your Pen Drive, CDs OR DVDs Before Use
- Keep Your Mobile On Silent Mode
- Eatables are not allowed inside the Library
- Take Care Of Your Own Belongings
- Library will Not be Responsible For Any Data Loss
- Please Inform the Library Staff in Case Of Any Computers Problem
- Please Keep the Digital Library Clean
- Keep Silence In Digital Library

9.4 Licenses and Fair Use of e-Resources

Various Consortia subscribe 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 respective publishers by various Consortia on behalf of its member institutions. In case of direct payment with publishers, License agreement may be signed between the subscribing institution and institution and the publisher, if applicable. 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 for personal, educational and research purposes only. Most of the agreements entered into by the Consortium and publishers specify items that users are prohibited to do.

Conditions of Use and Licensing Restrictions for Electronic Resources

The Consortium subscribes to thousands of electronic journals and bibliographic databases for use by authorized users in member institutions. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles are as follows:

Permitted	Not Permitted
<ul style="list-style-type: none">- Viewing, downloading, copying, printing and saving a copy of search results- Viewing, downloading, copying, printing and saving individual articles- Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes- Sending a copy of an article to another authorized user (i.e. current faculty, students or staff)- Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access)	<ul style="list-style-type: none">- Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted- Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted- Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content)- Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted- Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access)

10 Physical Ambiences

10.1 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.

10.2 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.

10.3 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.

11. Performance of Library Team

Library is managed by a professionally qualified and efficient team. It is advised that by taking the following measures, the performance of the team can be intensified:

11.1 Defined job responsibilities at all levels

Each member of the library team shall have a clearly defined job description with a clear reporting structure be developed for having effective span of control within the library.

11.2 Work plan

Each section in the library shall have a Quarterly work plan. Here, the works to be carried in the next three months (quarter) and the predetermined, agreed points for achievements will be decided. There will be a review process after the every quarterly for assessment.

11.3 General / Professional conduct

Providing polite and efficient service shall be the motto of the library. Library staff 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.

11.4 User feedback surveys

Library shall initiate an annual performance review wherein the various library services will be evaluated based on the feedback surveys. This feedback and evaluation will help library to improve the facilities and services being provided to user community.

11.5 Quarterly report about Library functioning

Library shall compile and submit a performance report every quarter. In this, the performance and productivity of each section of the library shall be reported with descriptions as to what difficulties were faced and how they were overcome.

12. General Rules and Regulations:

- All the students/scholars and outsiders entering the Library shall keep their bags and other belongings at the entrance. Do not 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
- Identity Card is compulsory for getting access to the library
- Books removed from the shelves by users, should be kept on the book trolley or on table nearest to them after use. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost
- The newspaper(s) should be folded properly after reading and kept back in the designated place
- Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource as per rule. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
- Students are advised not to issue Books to others on their names. Proxy is strictly prohibited
- All the books issued to the UG students must be returned once end examination is over before leaving the station
- In case, students stay in the campus during the summer vacation and want to make use of the Library, she/he has to get permission from the Librarian on the recommendation of their respective faculty member
- Before registering for new semester, all the dues of the library must be clear including overdue books else these borrowing facilities shall be withheld
- Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence
- Spouse and children of the employees residing in the institute campus may be allowed for library consultation purpose against their valid identification card
- Smoking is not permitted in the Library
- All users are requested to keep their mobiles switched off or in silent mode in the Library
- Beverages and Eatables are not allowed inside the library
- No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached

- No photograph of the Library shall be taken without the prior permission of the Librarian
- Library reserves the right to call back any issued book/item at any time
- All the rules, terms & conditions as mention in Library Manual go on changing from time to time with due approval from the Librarian/LAC/ Director

13. Requisition Forms used in Library

- Library Membership Form
- Book Recommendation Form
- Journal Recommendation Form

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Indian Institute of Science Education & Research Bhopal
 Indore By-pass Road, Bhauri, Bhopal – 462066, M.P.

Central Library
Library Membership Form

Roll / P. F. No. :

Name of Member :

Department :

Designation :

Present Address :

.....

.....

Permanent Address :

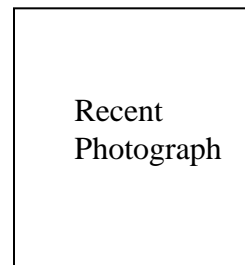
.....

.....

Date of Birth :

Mobile No. : Tel. No. :

Email-Id. :



Signature of Member

Date :

Signature of Head/Dept. Coordinator

Date :

Office Use Only

Dealing Asstt./LIA

Assistant Librarian

Dy. Librarian

Librarian

Note: Please paste one recent passport size photograph on the place provided. Kindly send softcopy of your passport size photograph at library email id <library@iiserb.ac.in>



Indian Institute of Science Education and Research Bhopal

Central Library

(Book Recommendation Form / Indent)

Text Book (a) / Reference Book (b) / Research Book (c)

Date: _____

Page: _____

PF No: _____ Name of the Indenter: _____ Signature: _____ Signature HOD: _____ Dept.: _____

Sl. No.	Title: Subtitle, Part/Volume (Series name, no.)	Author(s) / Editor's /Series editor (give all names without changing the position of the authors. Full surname first, followed by full first name and middle name initials)	Publisher & place of publication	Copyright year (reprinted year) / edition	ISBN	No. of Copies	Cost of book (approx) (for office use only)	Category (a, b, c)	Course No. & No. of Students in case of (a)	Remark

Duplication checked, data entered & validated by L.I.A.

Assist. Librarian

Dy. Librarian

Librarian

Approved

Director



Indian Institute of Science Education & Research Bhopal

Central Library (Journal Recommendation Form/Indent)

(Subscription Year)

(This exercise is done only once in a year generally during the month of Sept-Oct each year)

Dept.: _____

Priority No.	Title	Publisher	ISSN	Journal recommended by (name of the faculty member)	Price (approx) to be filled by library staff

Name and Signature of the HOD: _____

Submitted to the Librarian on : _____