



LIBRARY POLICY

DAV UNIVERSITY JALANDHAR

Since October 2013, DAV University's Library Resources and Services have been automated using "e_Granthalaya,". This software facilitates all aspects of library management, including acquiring new materials, handling circulation (issue/return, reservations, overdue charges), managing subscriptions for print journals and magazines, and organizing micro documents such as news articles. Additionally, it features a built-in Web OPAC interface to publish the library catalogue on the Intranet, allowing comprehensive searches of DAVU Library's collection to access current status and location details of books and e-learning resources.

1. Advisory Committee

Since the Library must cater to the needs of a variety of users such as faculty, research scholars, postgraduate, and undergraduate students, an Advisory Committee shall be constituted by the Vice Chancellor. The primary objective behind the formation of the Library Advisory Committee shall be to formulate policies, rules, and regulations, and to implement them judiciously to ensure smooth functioning of the library and safeguard the interests of all sections of library users. All procurements and other significant library-related issues shall be discussed and finalized by the library committee.

1.1 Composition:

- Dean Academics/Dean Faculty- Chairman
- HOD's/ representative of the Deptt Members (on rotation basis for three years)
- Library in charge Member Secretary

1.2 Meeting Frequency:

The Committee shall meet at least three times in an academic year with 75% of its membership quorum.

1.3 Terms of Reference:

- To advise the management on matters of policy relating to development of KRC/ Library.
- To outline the library collection development policy and its implementation
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to assist the KRC in their adoption.
- To formulate action plan for the development of library human resource, infrastructure, facilities, products, and services.
- To provide general direction to the Library.
- To review, rewrite and approve library procurement policy
- To negotiate and approve subscriptions or renewals to print journals and electronic resources (e-journals, eBooks, and databases)
- Minutes of the meeting shall be recorded and circulated to all members for consideration and approval.

- Any other function as assigned by the Vice Chancellor

2. Library Budget

Budget Projection is an important task performed by the Library Advisory Committee. Keeping in view the Departmental requirements and Collection Development policy, a budget shall be planned under various expenditure heads such as Books, Journals, E-resources, and other infrastructure, and shall be projected for sanction.

3. Collection Development

Collection development is an important function performed in the libraries, so a proper acquisition policy shall be outlined for the purchase and procurement of various library resources. As the position of library books, etc., shall be different from that of stores, the definition of Goods shall exclude library resources like books, print journals, electronic journals, and other learning materials. All the requisitions related to these resources shall be discussed and finalized by the Library Advisory Committee. The work/procedure related to the purchase of books and the subscription of periodicals (Print + Electronic) shall be handled by the Library Incharge/Acquisition Section of the Library under the guidance of the Library Advisory Committee. The purchase procedure for different resources shall be as follows:

3.1 Books

Every year, in the month of April (with the start of new financial year), books Procurement process shall be followed by the Library/Acquisition Section of the Library.

3.1.1 Books Finalization

Lists of books shall be called from the faculty through the Department Head/Coordinator. The Acquisition Department shall check for duplication of the titles. The lists shall be compiled and put before the Library Committee for review. A proper proposal for the finalized books shall be prepared and put before the Competent Authority for approval. Before ordering, the complete file shall be sent to the Accounts Department for pre-audit. It shall be mandatory for the Accounts Department to complete the pre-audit work within 7 days. After the audit, the order shall be placed with shortlisted vendors (as per the decision of the committee with the approval of the Competent Authority).

3.1.2 Books during Running Semester

In some cases, where books shall be required on an urgent basis during the running semester, the following procedure shall be followed:

Faculty shall put up the requirement to the Library/Acquisition Section through the concerned Coordinator. The requisition, after proper checking (title duplication), shall be forwarded to the competent authority through the Library Advisory Committee (in this case, the signatures/consent of 3-4 committee members, mainly concerned with the requisite Department, shall be obtained) for final

approval. After approval, the Library/Acquisition Incharge shall arrange to procure the books online (Amazon, Flipkart, etc.) or from the shortlisted vendor with the consent/approval of the competent authority. The main objective of this purchase shall be to make the books available on time as required urgently. The maximum amount limit for such a purchase shall be Rs. 10,000.00.

3.1.3 On-line Purchase

Titles which are usually left or not supplied by the vendors (from the ordered list) due to some reasons, if available online (Flipkart/Amazon/others), shall be procured with the approval of the competent authority with the objective of maximizing the purchase of requisitioned/approved titles. Payment for such purchases shall be done in advance, so it shall be ordered through the Accounts Department or an advance/imprest money shall be issued to the Library/Acquisition Incharge for online payment. Upon receiving the books, invoices along with accession details shall be submitted to the Accounts Department for clearance.

3.1.4 Empanelling of Vendors

For the purchase of books, book distributors/vendors from all over India shall be empaneled. For the empanelment process:

- Sealed quotations shall be called for, requesting publisher-wise discounts as well as flat discounts on all publishers through the Registrar.
- Received quotations in the office of the Registrar shall be forwarded to the Library Advisory Committee (sealed).
- Quotations shall be opened by the Library Advisory Committee. At the time of opening the quotations, one person from the Accounts Department shall be involved as a special invitee.
- A comparative statement for the received quotations shall be prepared and put before the Library Advisory Committee.
- Reputed vendors with the maximum rate of discount shall be shortlisted and called for further negotiation (if any).
- Keeping in view all the terms and conditions, the Committee shall recommend the names of the vendors to be empaneled for the next three years.
- The names of the shortlisted vendors shall be forwarded to the Vice Chancellor/Competent Authority for approval.

3.1.5 Terms and conditions for Vendors

- All books shall carry a discount as per the agreed terms.
- This order shall be acknowledged within 7 days from the date of the order.
- Only the latest editions shall be accepted.
- Paperback editions shall always be supplied unless otherwise mentioned or unavailable.

- Indian reprints/editions, if available, shall be supplied.
- The maximum time limit for supplying such books shall be 30 days.
- It shall be clearly certified on the invoice that the prices quoted are the publisher's current prices.
- For books whose MRP is not printed on the book, stamped price proof for those titles shall be attached with the invoice.
- In the case of foreign editions, the GOC rate list for that specific period shall be provided along with price proof. Price proof may include the distributor's invoice to the supplier, a printout from the publisher's catalogue, or a photocopy from the publisher's catalogue.
- The maximum time limit for supplying foreign titles shall be 4-6 weeks, or prior confirmation shall be required if there is a possibility of delay beyond this period.

3.1.6 Invoice Processing

- Once the books are received in the library, they shall be verified by the concerned staff in the Acquisition Section, including checking the price of each book, discount rates, bank rates (where applicable), and the condition of the books.
- It shall be confirmed that the books match the order in terms of quantity, title, etc.
- An entry for each book shall be made in the Accession Register, which shall include all relevant details of the book, such as its price, publisher, vendor, year of publication, etc.
- The bills shall then be forwarded to the Accounts Department for payment, including the accession number details and other supporting documents (original approval, order copy, certificate from the supplier regarding supply, as conditioned in the order).

3.2 Print Journals

As the journals shall be subscribed annually for the calendar year, the process for subscription renewal and new recommended titles shall start in the month of October, so that by December end/early January all the renewals shall be done and the subscriptions shall be continued without any gap. The subscription workflow shall be as follows:

Requisitions shall be called from the Department. In case of renewal, the list of already subscribed journals shall be circulated among the concerned Departments for feedback. The compiled list shall be put up before the Library Advisory Committee (LAC) for discussion and finalization. After the recommendations of the LAC, it shall be forwarded to the Vice Chancellor for approval. Once approval is obtained, the invoices shall be called for (advance payment shall be made in case of these resources) along with rate conversion proofs (GOC rates/bank rates, wherever applicable) from the subscription agencies. The file shall be sent to the Accounts Department for pre-audit and payment. Journals are non-discount items, so no tender shall be invited for these resources. Upon receiving the payment, the vendor shall send the bills/receipts. These shall be submitted to the Accounts Department, as the payment has been made in advance.

3.3 E-resources

Electronic Resources include electronic journals, online databases, and data sets, bibliographic databases, software tools for research, e-books, or any Information resource that is available in electronic form shall be procured as per need, by following the well laid procedure.

3.3.1 Recommendations

Faculty shall recommend e-resources for the library to meet specific needs of users. As online databases are expensive resources, these shall be evaluated properly before subscribing. The concerned library staff (In charge, E-section) shall call for proposals for the recommended e-resources from the publishers or authorized dealers of those products and shall put them up before the Library Advisory Committee (LAC). The committee shall analyze the proposals as follows:

- Cost of the product
- Identify the need
- Ask for a Trial Access/presentation for the shortlisted/ preferred e-Resources
- Analyze the Usage Statistics (in renewal cases)

3.3.2 Pricing & Negotiations

For many e-resources, different pricing/subscription models shall be available, depending on various factors such as the number and types of users, access type, and content requirements. Taking care of these needs and other factors, the Committee shall recommend the most suitable proposal for subscription. The committee shall play a major role in further negotiations related to price, access, archival rights, etc.

3.3.3 Approval & Payment

- After analyzing all the factors, the proposal for the selected e-resources shall be sent to the Authority/Vice Chancellor for final approval.
- Upon receiving approval, proforma invoices shall be requested from the vendor.
- The invoices, along with the approved file, shall be sent to the Accounts Department for pre-audit and payment.
- Upon receipt of the payment, the vendor shall send the bills/receipts. These shall be submitted to the Accounts Department since the payment has been made in advance.

3.3.4 Access & Terms of Use

- Product Agreements/License shall be signed by the authority and sent to the Vendor.
- IP address shall be shared with the vendor. The vendor shall provide login details, where access is based on user ID and password.

- Upon activation of access, an announcement shall be given to the users on their portal/email regarding access and terms of use.
- A training session shall be organized, if necessary.

3.3.5 Fair Use of e-Recourse: Guidelines and Usage Policy

The library shall gain access to thousands of electronic resources. The terms and conditions for using these resources shall vary from publisher to publisher; however, the general principles shall be as follows:

Permitted Acts Non-Permitted Acts

- Viewing, downloading, copying, printing, and saving a copy of search results shall be allowed.
- Use of robots or intelligent agents to do systematic, bulk, or automatic downloading shall not be permitted.
- Viewing, downloading, copying, printing, and saving individual articles shall be permissible. Systematic downloading or printing of entire journal issues or volumes, or large portions of other resources shall not be permitted.
- Using e-resources for scholarly, educational, or scientific research, teaching, private study, and clinical and laboratory experimental purposes shall be permitted. Using e-resources for commercial gain (i.e., reselling, redistributing, or republishing licensed content) shall not be permitted.
- Sending a copy of an article to another authorized user (i.e., current faculty, students, or staff) shall be allowed. Transmitting, disseminating, or otherwise making online content available to unauthorized users (i.e., sending to mailing lists or electronic bulletin boards) shall not be permitted.
- Posting the URL to the publisher's version of the article shall be allowed. Posting the publisher's version or PDF of an article on a class website or an open class website shall not be permitted (instead, post the URL to the article which allows only authorized users access).
- Breaches of the license agreement with publishers could result in the suspension of access to the resources for the members.

3.4 Thesis/Dissertations

The library shall maintain a separate section for Bound Journals & Thesis/Dissertations. In this section, back volumes of print journals (hard bound) shall be kept for reference and research support. Theses and Dissertations of Ph.D. as well as Master's students shall also be housed in this section.

3.5 Infrastructure –Miscellaneous

Low-cost items required in routine shall be requisitioned on the requisition slip issued by the Central Store. These shall be processed through the Chairman, LAC. After recommendations, the availability

status of the requisitioned items shall be verified from the Central Store. If the items are not available in the store, the requisition shall be submitted to the Accounts Department with remarks from the Central Store for auditing and approval purposes. For the purchase of Library items where high costs are involved, a proposal shall be put up before the LAC Committee for discussion. If the Committee recommends the procurement of the items, approval shall be obtained from the competent authority. The approved proposal shall be forwarded to the Purchase Department of the University for further action.

3.6 Disposal of Periodicals

Periodicals such as newspapers and magazines shall be shifted to the Central Store to be disposed of or sold at fixed intervals as they occupy a lot of space. They shall be disposed of as follows:

- Magazines, after three years
- Newspapers, after six months.

3.7 Weed Out

Outdated titles shall be weeded out as per the guidelines provided by the Library Advisory Committee from time to time

4. Stock Verification

Physical verification of the Library stock shall be carried out to identify losses, misplaced documents, and items needing repair. The verification shall be conducted by a team of members appointed by the Vice Chancellor, assisted by Library staff, at regular intervals determined by the size of the collection.

Size of the Collection Periodicity

Up to 20,000 volumes including journal back volumes 100% physical verification at 2-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 done 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.

4.1 Loss of Publications

- Some loss of publications shall be inevitable, especially in the context of open access practices in libraries. The librarian, as an information manager and not just a custodian, shall not be held responsible for these losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year shall be considered reasonable.
- Loss of a book exceeding Rs. 2000.00 for books published in India, and Rs. 10,000.00 for books published abroad, as well as books of special nature and rarity, shall be investigated, and consequential action shall be taken. The Vice Chancellor shall have the authority to write off such losses.
- A publication shall be deemed lost only when it is found missing in two successive stock verifications, following which action shall be taken to write off the publications by the competent authority.
- Occasional loss or damage of issues of periodicals during postal transit is inevitable, especially when payments are made directly to the publisher.
- The decision to dispose of mutilated, damaged, or obsolete volumes shall be made by the Vice Chancellor based on recommendations from the Advisory Committee, which shall assess whether the books are unfit for further use.

4.2 Procedure for write-off

- Documents not found during stock verification shall be listed.
- Library staff shall make all possible efforts to locate the documents within the Library that were not found during stock verification.
- A final list of documents not found shall be compiled.
- The list shall be compared with the list from earlier stock verifications to identify common entries.
- Losses shall be compared with borrowing, consulting, and photocopying statistics.
- The list of common entries shall be presented to the Competent Authority along with justification for the losses (such as open access, limited staff, inadequate security system, large number of students visiting the library, losses within permissible limits, etc.).
- Approval shall be obtained from the Vice Chancellor.
- Records shall be maintained in the Write-off register.
- Records shall be removed from databases and the file closed.
- Additional precautionary measures shall be implemented to improve the system.

4.3 Preventive measures

- Some preventive measures to lower down such losses shall include:
- Implementing a closed access system for rare books and specialized collections.
- Monitoring the exit/entry counters/gates properly.
- Adopting measures such as sealing windows with wire mesh, maintaining adequate vigilance in the stack room(s), ensuring adequate lighting, and using electronic or magnetic gadgets like RFID for theft detection, along with CCTV surveillance.
- Making wearing of identity cards compulsory for user identification.
- Appointing adequate staff according to the size and services of the library.

5 Membership & Loan System

5.1 Membership

The University Central Library (Knowledge Resource Centre) shall offer membership consultation services on books to the following categories of users:

- Any member of any of the authorities or bodies of the University shall be eligible.
- Faculty members and administrative staff of the University shall have access.
- Research Scholars and students enrolled in the University, recommended by Heads of Departments, shall be eligible.
- Retired teachers of the University and eminent scholars, particularly if they require library access for their research or literary activities and have specific research projects or academic tasks that necessitate the University Library facilities, provided their membership is approved by the Vice-Chancellor.
- Visiting Faculty and Visiting Scholars, recommended by the Head of the concerned Department, shall be offered Library facilities during their stay, certified by the Department Head.
- Temporary Library consultation shall also be offered to members of the teaching staff and, in exceptional cases, to students of affiliated colleges for a specific period, recommended by their Principals/Heads of their Institutions. Consultation will be provided if the Principal/Head certifies that University library resources not available elsewhere are required.
- Library consultation shall be extended to at least one user from other institutions, contingent upon facility availability and with approval of institution membership by the Vice-Chancellor. This will involve a special security deposit and a monthly usage fee.

5.2 Borrowing Entitlement

The members shall be entitled to borrow books from the Library according to the following guidelines:

Category	No. of Books	Period
Under graduate	2	14 days
Post graduate	3	14 days
Research Scholar	3	30 days
Staff	3	30 days
Faculty	4	90 days
Other Members	14	days

5.3 Overdue Rules

Materials borrowed from the library shall be returned on or before the due date. After the due date, the book bearer shall be required to pay overdue charges, as fixed by the university. Any exemption or relaxation shall be granted with written permission from the competent authority. In exceptional cases or during need, the librarian may recall the book before its due date.

5.4 Loss or mutilation of documents by members

Members shall be responsible for the damage or loss of books issued to them. Marking and underlining the text, tearing off pages, or damaging books with water, dust, oil, etc., shall be treated as damage. Any loss of a library book must be reported to the circulation section immediately.

Loss or damage of library books/resources shall be compensated in the following ways:

- Lost documents shall have to be replaced by the users.
- The Knowledge Resource Centre (KRC)/Library may assist users in procuring the document.
- Upon replacement, the copy shall be given the same accession number after ensuring it is not of an earlier edition than the lost one.
- The document and accession register shall be marked with 'This is a replaced copy since the original document is lost', and the catalogue record shall be updated.
- Photocopies of the lost document are not acceptable.
- If the lost document is not available in the market, the user must pay the cost of the lost document. The librarian's judgment is essential in determining this cost. For deliberate acts, the user may be charged double the cost at current exchange rates; otherwise, the purchase cost plus a 10% processing fee shall be recovered.
- For expensive (>Rs. 10,000) or rare and valuable lost documents, the amount to be recovered shall be decided by the KRC Advisory Committee on a case-by-case basis.

- If the lost document is part of a serial or multi-volume set, the cost of the complete volume/set shall be recovered.
- For individually priced books/volumes in a series, the cost of the lost book in the series shall be recovered.
- If notification is made after the book is overdue, the borrower shall also be liable to pay overdue charges.

5.5 Loss of Library Card (Borrower' ticket)

Loss of a Library ticket shall be reported to the Circulation Section. A new ticket shall be issued on nominal charges fixed by the Competent Authority.

5.6 Clearance Certificate or No Dues

Library books/materials (tickets) shall be considered the property of the library, and they shall be returned at the time of obtaining the clearance certificate.

6. Services

Important services practiced in the DAVU Library are:

6.1 On-line Public Access Catalogue (OPAC)

The library shall fulfill the fourth law of library science, i.e., SAVE THE TIME OF THE USER, by providing the facility of Web OPAC (Online Public Access Catalogue) to access library resources within the campus. As soon as new books are purchased and processed, their bibliographic description shall be added to the OPAC. Two terminals shall be dedicated for readers to use OPAC for their book searches. Additionally, this facility shall be available on the INTRANET within the University Campus, benefiting students and faculty members by providing access to the catalog at their respective departments and hostels.

6.2 Inter-Library Loan

In the age of information explosion, it shall not be possible for libraries to buy or procure all the learning resources, whether they are e-resources or print materials such as books or journals. To satisfy users' information requirements, libraries shall lend or borrow the required material which is not available in their own collections through inter-library loan services. DAV University Library provides Inter-Library Loan service to its users under the DELNET membership. To utilize this service, users shall send requests to the Incharge E-Section regarding their requirements, which shall then be forwarded to DELNET. DELNET shall lend the requisite material for a fixed period. This service is particularly useful for accessing rare and out-of-print materials or closed publications that are not easily accessible.

6.3 User Orientation Programme

For the First-year students, an Orientation Programme shall be conducted by the Library professionals. The purpose of conducting this programme shall be to make the newcomers aware of various Library services provided by DAV University Library. They shall be trained on how to use the Web OPAC (Online Public Access Catalogue) to search for library resources and how to locate these resources. They shall be informed about the rules and regulations related to these services.

6.4 Current Awareness Services

Current Awareness Services shall keep the users up-to-date about their areas of interest and in general. DAV University Library also provides this service to its users. For this, as soon as the new issue of the subscribed journal is received, the content page of the issue shall be circulated among the users of the concerned areas through email. Timely announcements shall be given on adding new journals or publications. This service shall promote users' interest and maximize the use of library resources.

6.5 Newspaper Clippings

Under this service, DAV University Library shall circulate clippings from daily newspapers related to education to the faculty and students.

6.6 Access to e-resources

The university library shall subscribe to a variety of e-resources. Though the whole campus is Wi-Fi enabled and these e-resources can be accessed from anywhere on campus, a separate section with 40 computer terminals connected through N-computing shall be set up in the e-library for users.

6.7 Reprographic Services

The library shall provide reprographic services to its registered users at a very nominal charge. These services shall be provided only for library documents that are typically not lent out. The photocopying charges shall be fixed and revised by the Vice Chancellor with recommendations from the Library Advisory Committee from time to time.

7. Departmental or Seminar Library

Each Post-graduate Department of the University shall have its Departmental library. The Head of the Department shall be responsible for the proper maintenance and supervision of the Departmental Library.

8. Book Bank

According to the guidelines of Punjab Pollution Control Board, a separate section in the library shall be created for the creation of a Book Bank of old books received from pass out students. This section shall be managed by volunteer students with the support of Acquisition Section staff. The books from this Book Bank shall be issued to needy or financially weak students, or as per the guidelines of LAC.

9. Braille Section

A separate Braille Section shall be maintained for visually impaired persons. This section shall house learning resources in Braille Script, including talking books, edatabases (audio), and accessing devices, to enhance the services provided.

10. Library Timings

The university library remains open on all days including Sunday and Other off Days and the library remain closed on public holidays.

Opening Details	Working Days	Off days
Study & Reference	9:30 a.m. to 9:00 p.m.	10:00 a.m. to 5:00 p.m.
Transactions	9:30 a.m. to 4:30 p.m.	-----

- One Reading Hall remains open from 9:00 a.m. to 9:00 p.m. daily (including holidays)
- During exams Library hrs. extend further as per time-to-time guidelines from the office of the Competent Authority.

11. Prohibitions in Library

Cases of incivility or any other failure in service shall immediately be reported to the Librarian. In his absence, they shall be reported to the senior member of the staff present. Articles such as sticks, umbrellas, boxes, bags, raincoats, books, journals, and other items prohibited by the counter staff shall be left at the property counter.

- Spitting and smoking are strictly prohibited.
- Entering the Library under the influence of liquor or drugs.
- Dogs/Pets shall not be allowed.

12. General Rules

- Discussion inside the library shall not be permitted.
- He/She shall not write, damage, or mark any book belonging to the Library.
- A person responsible for any damage caused by him/her to the books or any other property belonging to the Library shall be liable to pay the penalty imposed upon him/her.
- Personal belongings shall not be allowed inside the Library.
- Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited on the library premises.
- Books and other materials being taken out of the library must be shown to the staff at the entrance counter.

- The reader should check the books before borrowing to ensure they are not damaged. If a book is found damaged or with missing pages, the borrower should have this recorded on the book; otherwise, he/she shall be held responsible for any damage discovered upon returning the books.
- Photography is not allowed without prior permission from the competent authority.
- Membership privileges of a user can be suspended for misbehavior with the library staff or for indecent manners.
- Members are encouraged to seek assistance from library staff in selecting reading material, checking references, or searching for misplaced reading material.
- Wearing an identity card is mandatory for users inside the library premises. Without an ID card, they will not be allowed to sit or avail of library services.
- Students found taking books out of the library without authorization commit a punishable offense liable to disciplinary action, including the imposition of penalties.
- Refreshments of any kind shall not be consumed anywhere in the library premises.
- Maintaining silence in and around the library premises is mandatory.


(Registrar)

REGISTRAR
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