

List of Evidence:

1. Case Study – Library Development
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4. VIT Library Budget – 2022-23
5. Library Committee Meeting Sample MOM

Case Study: Library Development

The library committee truly demonstrates decentralization and participative management having involvement of faculty members as cluster mentors, subject experts, researchers in an endeavour of library development from identifying the process/facility to its implementation in enhancing institute learning environment.

The institute level Library Committee is entrusted with the responsibility of the development of library resources at periodic intervals and smooth functioning of the library operations. The committee comprises of the faculty in charge and committee members who represent all seven academic departments of the institute. The library committee adheres to Standard Operating Process (SOP) to acquire, organise and access library resources. The library committee solicits the requirements and suggestions from all the academic departments through its member representatives at the beginning of each semester. Then the committee finalizes the library development activities and procurements in consultation with Chief Academic Officer and prepares the Library Budget. It also takes the review of previous semester activities and requirements which are implemented in the institute.

The committee also provides valuable inputs in formulating strategic plan of library development activities e.g. purchase of academic books and magazines , library subscriptions, library platforms, library infrastructure requirements etc. It plays a crucial role in ensuring that the library serves the demands of its users and fulfills institute's mission to provide access to facilitate dissemination of knowledge through a digitally-enabled learning environment. Presently in the academic year 2022-23 the Library holds 31137 book volumes, 6177 book titles, 650 non-technical books, 1000+ e-books/flipbooks/monographs, 5 E-resources/databases namely IEEE, EBSCO, K-Hub, NPTEL and Capitaline AWS from which e-journals, full text article and e-books may be browsed and downloaded. VIT has National Digital Library of India membership. Library is using vMIS library management software and implemented different technologies that are used most commonly in libraries: Barcodes, RFID, and IoT for its smooth functioning of circulation operations.



Vidyalankar Institute of Technology

Standard Operating Procedure Development

Module: Library Management

Version 1: May 2012

Version 2: July 2017

Version 3: May 2019(Current Version)

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9. PROCESS: LIBRARY MANAGEMENT

PRE-REQUISITES

1.	▪ Data base system to record the books in the library as per International norms
2.	▪ Bar code system to record the issue and return of the books
3.	▪ AICTE norms for books to be maintained at the library

9.1: SUB PROCESS – LIBRARY OPERATIONS

Key Objectives	<ul style="list-style-type: none"> ▪ To ensure accurate operations of the library ▪ To ensure proper management of the library
Key Inputs	<ul style="list-style-type: none"> ▪ Database of books in the library

PROCESS DESCRIPTION

Key Activities	Description
1. Library Entrance/Access	1.1 Any student entering library should have place to deposit its belongings
	1.2 Any student/faculty accessing the library should always carry and display a Library Identity Card or enter his details in the library entrance register
	1.3 Any alumni/visitors entering library should make entry in the register
2. Budgeting	2.1 The library in-charge prepares the annual budget for the library. This budget is to be prepared as per the budget timelines of the institute
	2.2 The budget for the books ¹ should be based on the following inputs: <ul style="list-style-type: none"> ○ Previous year's budget and utilization ○ Courses in the forthcoming year ○ Books to be added as per the AICTE norms for new and extension of approval for adding title and volume for affiliation ○ Syllabus of the courses in the institute ○ Any special requirements from the departments ○ Books with high demand but less in numbers ○ In case of damage of books ○ Journals/e-journal/magazines/newspapers to be prescribed for the year ○ R&D additions ○ Recommendations from staff / students ○ High demand books
	2.3 Once the budget is prepared, it needs to be approved by the Principal and sent to the budget in-charge for aggregation and further approval (Refer to the process on Budgeting in "Budgeting" Process Document)
3. Purchase Requisition	3.1 An open circular should be circulated by the library at least 2 months in advance of the commencement of new academic session to faculty to submit any requirement of new books to the library

¹ Note – Books in this section also includes journals, e-journal e-magazines, magazines, student projects and newspapers

PROCESS DESCRIPTION	
Key Activities	Description
	3.2 The students should submit the list of requirements along with their name and department in the register kept at library to record new book requirements
	3.3 The faculties should submit their requirement in the “Library Material Recommendation Form”
	3.4 Along with the requirements gathered from the faculties/students and departments, the library should check the requirement of books as per AICTE norms. (AICTE specifies the number of titles / no of copies to be maintained by the library for any course)
	3.5 The requirements of the books is gathered and check is performed on the availability, number of books and their usage during the last academic year and accordingly decision is taken on the books required
	3.6 The faculty /student can also submit their recommendations for the books in case they feel the need of the books during academic session or they feel that the number of copies of the book are not sufficient in numbers
	3.7 The library in-charge should collate the details received through ‘publisher list’ and share with faculty/principal for their perusal. Faculty/Principal may shortlist books from the list and send it to the library in charge
	3.8 The library –in charge should co-ordinate with publisher and get the 1 copy of the shortlisted books for faculty’ reference. The faculty may recommend library-in –charge to purchase the book.
4. Purchase	4.1 Once the requirement is finalized, a note – sheet is prepared for the purchase. This note sheet is send to the Director for review and approval
	4.2 The Principal should review the note-sheet and can modify it if required. The approved note sheet is sent to the Director for final approval
	4.3 The approved note-sheet is sent to the purchase department for purchase. The central purchase team raises the indent for the purchase of the book. If the indent is approved by the 4 levels of approver, the quotations are invited and the purchase order is raised.
	4.4 Once the books are received by the stores, the library in-charge should collect the books from the stores. The order and the received books are matched and in case of any discrepancy, the purchase department is informed about the same.
5. Accessioning	5.1 The library department on receipt of books should perform the accessioning of books to provide access to the students / faculty and staff of the institute. This is done in the software used for the library
	5.2 As part of the accessioning, each book is classified. This reference number is based on the subject and author. .
	5.3 On accessioning, a bar code should be automatically generated. Print out of the bar code is taken and is pasted on the books. A bar code is attached to each book so that any issue or return of the books can be scanned by a bar code scanner and recorded into the system. Stamping of the book is also done comprising of <ul style="list-style-type: none"> ○ College name ○ Subject wise classification (DDC) ○ Author mark

PROCESS DESCRIPTION	
Key Activities	Description
	5.4 Once the accessioning is complete it is taken to the Issue room for making it ready for issue. One copy of the book is maintained in 'reference section' and rest are kept in issue section
	5.5 The library should also record all the subscribed journals it receives during the year. This is done in the software and register. Once all the issues of journals are received, it is converted into a form of hard bound and accessioning is performed for it
	5.6 The new books should be displayed in the “New Arrival Section” in the library until some other new books are purchased and needs to be put on the section
	5.7 The library should prepare a list of new arrivals and send the list via intra mail to all faculty once a month.
	5.8 The library should maintain a digital section which should comprise of the following <ul style="list-style-type: none"> ○ Compact Discs ○ E-Books ○ E-Journals ○ DVD ○ Software ○ Online journals ○ Any other material available in the digital format
	5.9 The librarian should ensure that material mentioned below is maintained in the library at the end of every semester. <ul style="list-style-type: none"> ○ Internal Assessment question papers with solution ○ University Question Papers ○ Past University Paper Solutions (by Faculty) ○ Bound volume of hard copy journals ○ Top Answer Books ○ Past EQ solutions(by Faculty)
6. Issue & Receipt of Books	6.1 The books can be issued to faculty, staff ,students, alumni and visitors as per their requirement and availability of books
	6.2 The maximum number of books issued is as follows <ul style="list-style-type: none"> ○ Students – Maximum Issue =4 , for period of one week ○ Staff – Maximum Issue =5, for period of two weeks However the number of books to be issued may vary as per the decision of the Academic Council from time to time
	6.3 In case any person wants to issue more books than the prescribed number, an approval from Head of Department and Principal is required
	can check the availability of books using Institute’s ERP
	6.5 The students / faculties can visit the issue section and select the book for issue
	6.6 The student should bring along the student id proof for issue of books and present it at the issue section. The library in-charge should scan the student card through bar code reader. While issuing a book the library in-charge

PROCESS DESCRIPTION	
Key Activities	Description
	<p>should check for pending books from the requestor. In case the number of books is 2, then the requestor should be asked to return the previously issued books before he can have another book</p>
	<p>6.7 For issuing a book, the bar code on the book should be scanned and the following details should be captured in the system</p> <ul style="list-style-type: none"> ○ Issue date ○ Issued to ○ Due return date (As per the library policy)
	<p>6.8 While returning the book, the bar code on the book should be scanned and the following details should be captured in the system</p> <ul style="list-style-type: none"> ○ Return date ○ No of days delayed (as applicable) ○ Any outstanding for the books (in case of delay or damage) ○ Fine for late return of books (Calculated as per Institute's policy)
	<p>6.9 The books should be checked for pages (count and tear). If found guilty, the student is asked to replace the book</p>
	<p>6.10 In case of any delay in returning the books, the system is updated with the daily fine levied on the person taken the book</p>
	<p>6.11 If the demand of the book is very high, the student is informed and asked to return the book immediately</p>
	<p>6.12 Visitors can avail of limited library facilities with prior written approval from Principal stating reasons substantiating with supporting documents. Visitors ,if permitted need to pay fees of Rs 20 per day. Fees shall be payable at library.</p>
7. Clearance	<p>7.1 The library in-charge should provide clearance to the faculty, student or staff from the library dues at the time of leaving the college or at the time of examination</p>
	<p>7.2 In case of any dues against the requestor, the library in-charge should ask the requestor to clear necessary dues with the accounts department</p>
	<p>7.3 The no-dues should be signed and stamped along with the date, only if all the dues against the requestor has been cleared</p>
8. Book bank	<p>8.1 Library should provide a book bank service for SC/ST students as per AICTE rules. A set of books are handed over to the eligible students for period of 6 months from Samaj Kalyan books funds received for the same</p>
	<p>8.2 Besides the institute may extend similar facility to its toppers (top 5) for a period of 6 months from its own funds.</p>
9. Stock Maintenance / Verification	<p>9.1 Library should on a daily basis put back the books at the respective locations. The student/faculty who has taken book for reading should leave it on table as it is.</p>
	<p>9.2 The library in-charge and the audit cell should perform the physical verification of the books once in 6 months (post completion of semester examination). The findings of this verification should be recorded and submitted to the Director and Corporate Office. A date is decided and everybody who has issued the books should return the books for at least a day for verification</p>

PROCESS DESCRIPTION	
Key Activities	Description
	<p>9.3 An external agency should be appointed to perform the physical verification of the books once a year. The findings of this verification should be recorded and submitted to the Director and Corporate Office</p> <p>In case any book is found missing during verification, it should be searched in verification for next 2 years after which it should be written off</p>
10. Reconciliation with Accounts	<p>10.1 The library in-charge should reconcile the receivables and dues once a month</p> <p>10.2 This should be done to ensure that all the dues have been collected by the accounts</p>
11. Lost Books	<p>11.1 In case the books are lost, the student or faculty is asked to buy the book from the market and submit to the library</p> <p>11.2 In case the book is not available in the market, the cost of the book and 5 times the mark up is added and the challan is issued to the student / faculty for deposit of the dues on the counter</p> <p>11.3 Once the student / faculty deposits the fine on the counter, the receipt for the challan should be submitted to the library. The library should update the database with the payment receipt and the dues should be removed from the name of the student / faculty</p>
12. Reports	<p>12.1 The library in-charge should prepare the following reports:</p> <ul style="list-style-type: none"> ○ Slow moving books (monthly) ○ Non-moving books (quarterly) ○ Not a single time issue books (quarterly) ○ Over retention of books (15 days) ○ List of damaged / missing books (Post internal audit) ○ Journal/Magazine/Newspaper receipt status (Statement is sent every quarter) ○ Binding and maintenance of books (Yearly) ○ Fine collections (Quarterly) ○ Books issued / returned for examination along with deposit status ○ Daily visitor / monthly visitor report <p>12.2 These reports should be submitted to the Principal, Dean Academic by 30th March every year</p>
13. Other Facilities	<p>13.1 Separate seating section for books and online section should be available at the library</p> <p>13.2 A Reprographic facility should be available at the library for nominal charge of Re1.00 per copy of photocopying of library materials within the provisions of Copyright Act. Photocopying charges should be paid in advance to Library.</p> <p>13.3 A separate newspaper section should be present for any visitor to read the newspapers</p> <p>13.4 Linkages with other libraries should be established</p>

VIT SOP DEVELOPMENT– LIBRARY MANAGEMENT

PROCESS DESCRIPTION	
Key Activities	Description
14. Book Donation Drive	14.1 Library in-charge should carry out book donation drive once in a year wherein it can decide to donate books
15. Restrictions	15.1 A student (or any library user) should not be allowed to carry eatables /wet umbrellas inside the library
	15.2 A student (or any library user) should not be allowed to use mobile, listen music (loud or headphone) or use camera in Library
	15.3 A thorough silent environment should be maintained in library
16. Exhibition	16.1 Library in charge should arrange for books exhibition at least twice in a year <ul style="list-style-type: none"> ○ One exhibition may be of the outside book publishers ○ The second exhibition should allow faculty to exhibit their own books
17. Feedback	17.1 Feedback forms should be available in the library and the library in-charge should regularly seek feedback from students/faculty/visitors and alumni <ul style="list-style-type: none"> ○ Relevant and useful feedback should be discussed with Principal for its implementation.

Key Outputs	<ul style="list-style-type: none"> ▪ List of books purchased ▪ Library books database ▪ Record of issue / return of books ▪ Dues against faculty, student and staffs ▪ Reports on the library performance
KPIs	<ul style="list-style-type: none"> ▪ Timely issue and return of books ▪ Timely collection of dues ▪ Zero instance of loss, theft and damage of books

Report usage limitations

This report is intended solely for the information and use of the management of Vidyalankar and is not intended to be and should not be used by anyone other than these specified parties. Ernst & Young therefore assumes no responsibility to any user of the report other than Vidyalankar Management. Any other persons who choose to rely on our report do so entirely at their own risk.

Limitations of procedures

As it is practically not possible to study all aspects of a process in its entirety thoroughly during the limited time period of a review, based on our methodology for conducting the exercise, we conducted a review of the process and held discussions with the process owners and other key people in the process during the planning stage of audit which helped us in identifying specific areas where control weaknesses & process gaps may exist, opportunities for process improvement and/or cost reduction/revenue enhancement. Our subsequent test work, study of issues in detail and developing action plans are directed towards the issues identified. Consequently this report may not necessarily comment on all the function / process related matters perceived as important by the management.

The issues identified and proposed action plans in this report are based on our discussions with the people engaged in the process, review of relevant documents/records and our physical observation of the activities in the process. We made specific efforts to verify the accuracy and authenticity of the information gathered only in those cases where it was felt necessary. The work carried out and the analysis thereof is based on the interviews with the personnel and the records provided by them.

The identification of the issues in the report is mainly based on the review of records, sample verification of documents / transactions and physical observation of the events. As the basis of sample selection is purely judgmental in view of the time available, the outcome of the analysis may not be exhaustive and representing all possibilities, though we have taken reasonable care to cover the major eventualities.

Summary of Library Resources

Number of Book Volumes	31137
Number of Books Titles	6177
Number of Non-Technical Books	650
Number of e-books/flipbooks/monographs	1000+
e-Resources and Databases	<p>IEEE: https://ieeexplore.ieee.org/Xplore/home.jsp</p> <p>EBSCO: https://search.ebscohost.com/Login.aspx</p> <p>K-Hub: https://k-hub.in/Default.aspx and</p> <p>Capitaline AWS: https://awsone.capitaline.com/login.html?flag=T</p> <p>NPTEL</p>
Number of Encyclopedias	2
Number of Handbooks	6
Number of Dictionaries	7
No. of Theses	1
Library Membership	<p>National Digital Library of India (NDLI) Reg.NO: INMHNC3WA2DO5M4 Valid upto: July 6,2023</p>
Number of CD/DVD	2232
Knowledge Resources	<p>Link for Video Lectures by VIT Faculty:http://ocw.vit.edu.in/login/#/</p> <p>Link for Digital Content developed by VIT faculty: http://vidyalankarlive.com/vrefer/index.php/login</p>

The Institute provides book bank facility for SC/ST students

Department / Functional Head: – Library

Head / In charge: Librarian

Sr. No.	Expense Head	Expense Nature	Budgeted Amount (Rs.)
1	e-Resources subscription 1. IEEE 2. EBSCO 3. K-HUB 4. SOPKEN tutorials	Yearly subscription payments	15,00,000
2	Knimbus mLibrary platform	Purchase of Knimbus mLibrary platform for one year	1,50,000
3	Maintenance of books	Binding of books	20,000
4	Purchase of academic's books	Payments for hardcopy and e-books	4,00,000
5	Yearly subscription of magazines	Purchase of magazines	100,000
6	Desktop computer	Purchase of desktop computers	3,50,000
7	Barcode reader	Purchase of barcode reader	6,000
8	TV screen	Purchase of TV screen	80,000
9	Furniture	Purchase of book racks	1,00,000
Total			27,06,000

Details: Table for Sr.No.1

Expense Head	Expense Nature	Budgeted Amount (Rs.)
e-Resources subscription	Payment for subscription of IEEE	10,50,000
	Payment for subscription of EBSCO database	3,50,000
	Payment for subscription of K-Hub database	75,000
	SOPKEN tutorials	25000
Total		15,00,000

Details: Table for Sr.No.2

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Maintenance of books	Binding of books	20,000
Total		20,000

Details: Table for Sr.No.3

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Purchase of academic's books	Payments for hardcopy books	50, 000
	Payments for e-books	3,50,000
Total		4,00,000

Details: Table for Sr.No.4

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Yearly subscription of magazines	Purchase of magazines	100,000
Total		100,000

Details: Table for Sr.No.5

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Desktop computer	Purchase of desktop computers (Quantity=10)	3,50,000
Total		3,50,000

Details: Table for Sr.No.6

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Barcode reader	Purchase of barcode reader (Quantity=2)	6,000
Total		6,000

Details: Table for Sr.No.7

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Book racks	Purchase of book racks (wooden) (Quantity=2)	1,00,000
Total		1,00,000

Details: Table for Sr.No.8

Expense Head	Expense Nature	Budgeted Amount (Rs.)
TV screen	Purchase of TV screen (Quantity=2)	80,000
Total		80,000

Details: Table for Sr. No.9

Expense Head	Expense Nature	Budgeted Amount (Rs.)
Knimbus mLibrary platform	Purchase of Knimbus mLibrary platform for one year	1,50,000
Total		1,50,000

Thursday, 24 January 2023

Minutes of C2 Meeting

College		Vidyalankar Institute of Technology	
Function Name		Library Committee	
Meeting No.		1	
Meeting Date		19 January 2023	
Meeting Time	Scheduled	From	05:00 pm
		To	05:30 pm
	Actual	From	04:45 pm
		To	05:15 pm
Attended by		C2 Members, Dr. Saurabh Mehta Dr. Girish Gidaye	
Absent		Nil	

Item No.	Agenda Point	Discussion and Decisions	Responsibility	Compliance Date
MoM Dated 19 Jan.23	<ul style="list-style-type: none"> Present status of the library Future of the library (Path ahead) 	<p>NDLI awareness program and registration of newly admitted students: Dr. Saurabh Mehta proposed holding an NDLI awareness seminar for newly enrolled students during the academic year 2022-23. He reminded to finish the bulk registration of new students on the NDLI portal. The CAO advised completing the assignment by January 30th, 2023.</p>	Dr. Girish Gidaye	January 30th, 2023 Done
		<p>Follow up on the procurement of e-resources and the integration of a digital content access platform: Dr. Saurabh Mehta asked to check the status of e-resource purchases and contact the respective e-resource supplier to activate their subscriptions. Dr. Girish Gidaye advised meeting with the TCS ion team to discuss the viability of integrating a digital content access platform.</p>	Dr. Girish Gidaye and Mr. Rahul T.	January 30th, 2023 Done
		<p>Purchase of books as per the autonomy syllabus: Dr. Girish Gidaye gave information on library book utilization over the previous two months. First-year students discovered a large number of transactions. The monthly use reached 600. There is a discussion on e-resource usage, and it is discovered that EBSCO host has very few users, but IEEE usage is better. It was decided to hold a session on maximizing the use of EBSCO host and IEEE subscriptions.</p>	Dr. Girish Gidaye Mr. Rahul T.	As on when the payments are done
		<p>Purchase of TV screens:</p>	Dr. Girish Gidaye Mr. Rahul T.	Requested to Mr. Suhas

		The need for placing display screens in the reference and issue sections was discussed, and it was ultimately decided to purchase two screens for the library		Shinde
		Subscription of magazines: The list of technical and non-technical magazines to be purchased was discussed and prepared. Requested the librarian to ask quotes from the shortlisted magazines.	Mr. Rahul T.	Mail sent to all vendors to get quotation
		Preparation of poster of open library resources: The use of free library resources was discussed, and Dr. Mehta suggested that a poster be created to promote awareness of the same.	Mr. Rahul T.	February 10 th , 2023
		Uploading of PhD thesis on Sodhganga: The procedure for uploading the thesis on the Sodhganga portal was compiled by Dr. Girish Gidaye and sent to the concerned faculty. Must take further action. Need to take follow up.	Prof. Kavita S.	February 05 th , 2023
		Keeping books, data sheets and other relevant material in lab for quick reference: Dr. Saurabh Mehta suggested keeping certain books in the lab for quick reference. Datasheets and a few technical magazines were also requested to be kept in the lab rather than the library.	Department Library coordinators	February 05 th , 2023
		Reviving the institute's book purchase allowance scheme: Dr. Saurabh Mehta recommended reviving the institute's book purchase allowance scheme. He also suggested raising the allowance to Rs. 3000/-	Mr. Rahul T.	February 05 th , 2023



Convener
Library Committee