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DEPARTMENTAL STANDARD OPERATING PROCEDURE FOR LIBRARY

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The library provides access to an extensive range of informative print resources like books, journals (both current and back volumes), magazines, newspapers, and various e-resources such as databases, e-books, e-journals, and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students. The SOP of the library is a source of information, a constitution which lists 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. This SOP has been prepared after a series of meetings with all stakeholders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, the SOP for the library goes through a validation process before it is finally accepted as a policy document.

1. PURPOSE ([Back to Contents](#))

The purpose of Library SOP is to provide a set of guidelines and instructions for proper use and management of Library's resources and services. It defines the overall operation of the Library in NLUO.


2. SCOPE ([Back to Contents](#))

Library SOP covers all areas of Library operations and services important for effective management of Library's resources and the provision of quality services to library users. This SOP is applicable to the activities of the Library in NLUO.

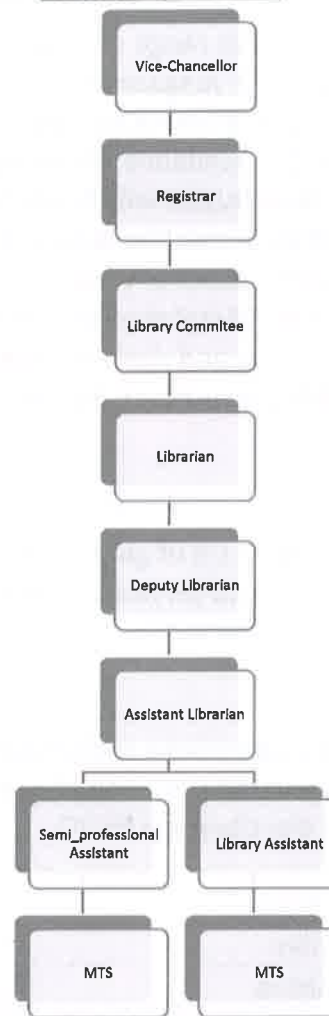
3. ABBREVIATIONS ([Back to Contents](#))

GFR	General Financial Rules
GOC	Good Offices Committee
GSTIN	Goods and Services Tax Identification Number
LC	Library Committee
LMS	Library Management Software
MARC	Machine-Readable Cataloguing
NLUO	National Law University, Odisha
PAN	Permanent Account Number
RFID	Radio Frequency Identification
VC	Vice-Chancellor

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4. DEPARTMENTAL STRUCTURE ([Back to Contents](#))



5. ROLE OF LIBRARY ([Back to Contents](#))

The role of a library is to provide access to information, support education and research. Library serve as hub for access to knowledge and information, providing access to books, journals, databases and other resources. Library plays a very critical role in supporting the academic programmes of the University. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, it is said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.



6. LIBRARY COMMITTEE ([Back to Contents](#))

The function of the Library Committee is to provide leadership and oversight for the library, ensuring that it is meeting the needs of its users and operating efficiently and effectively. The Library Committee provides guidance for the management of Library's resources and services. It is constituted to support the functioning of the library so that it can facilitate the library


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development plans by advocating for policy decisions, resource management and infrastructural enhancement in consultation with the University administration. The Committee's main objective is to establish a channel of communication and dialogue between the library, academic fraternity and the University administration. The Library Committee (LC) is appointed by the Registrar in consultation with the Vice Chancellor of the University.

6.1 Composition

The LC is composed of faculty members and Librarian as the *ex officio* member secretary. The Committee is chaired by a Professor in Charge of the library as nominated by the Registrar. All officers of the library shall participate in the meeting as invitees to provide required inputs.

6.2 Meetings of the Library Committee

- i) The LC would meet at least once in three months to review the library affairs and if necessary, more often.
- ii) Minutes of the meeting shall be recorded by the Librarian and circulated to all members for consideration and approval.

6.3 Terms of Reference

- a) To provide general direction for the administration of University Library.
- b) To device, review and revise the policies related to library functioning, procurement of resources, incorporation of latest technology; issuance and collection of books or other resources.
- c) To recommend subscriptions to online databases (e-journals, eBooks and databases)
- d) To formulate the policy for library's use and functioning procedure.
- e) To outline the library collection development policy as and when required, for its implementation.
- f) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- g) To formulate an action plan for the development of library human resource, infrastructure, facilities, products and services.
- h) Any other function as assigned by the higher authorities

7. LIBRARY BUDGET AND FINANCES (Back to Contents)

Budget is an important document for the planned and successful operation of a library. It coordinates between the policies, information of exchange programmes and finance and administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library users and its resources.

7.1 Library Budgeting Procedure

- (i) The financial grants received under different heads of accounts/funds are to be planned to purchase for the same when it is released.
- (ii) The Librarian and LC plans the allocation of funds/grants provided to the library.

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- (iii) Divide the grants on the basis of information provided by students, faculty and staffs; the materials required, types of materials, department and subject wise etc.
- (iv) Before placing the orders to suppliers, the Librarian has to take duly signed approval of the LC for the procurement of the recommended list of materials needed for the library.

7.2 Sources of Finance for Library

The following are the various grants/funds/finance allocated for the procurement process in the library.

- (i) Institutional Grants: Allocation from University (NLUO) Maintenance Grants
- (ii) UGC Grants: The grant which is received from the UGC for library resource development is called UGC grants.
- (iii) Library fines and Deposits: The fines and penalties collected from the library users.
- (iv) Sale of old newspapers, magazines, discarded books and so on as scrap library materials.

8. LIBRARY COLLECTION DEVELOPMENT ([Back to Contents](#))

Library Collection refers to that total number of books, journals, newspapers, magazines, government publications, and pamphlets and non- book reading materials. The collection development is the process of planning a stock acquisition programme not simply to cater for immediate needs, but to build a coherent and reliable collection over a number of years, to meet the objectives of the service.

8.1 Objectives

The objectives of collection (Learning Resource) development are as follows:

- (i) To fulfill the new needs of readers.
- (ii) To identify the information and resource needs of readers.
- (iii) To identify genuinely useful resources and to procure them.
- (iv) To spend the budget diligently and in a well-managed way.
- (v) To review the available study material periodically and dispose of the unwarranted and obsolete documents.

8.2 Procurement of Learning Resources


Procurement of learning resources constitutes the primary responsibility of the library. Library 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. And since this collection building requires huge sums of money and has long-lasting repercussions, it is essential that libraries have a well thought out collection development policy.

[Note: Tenders, e-Tenders in the library for procurement of reading materials consisting of Books, Periodicals, Audio-Visual Materials, e-Contents, Online Subscription of e-Journals etc, do not come under goods as per the GFR 2017 (Rule 143). So, inviting the Tenders, e-Tenders for procurement of reading materials in the libraries are not necessary as it is a lengthy and time-consuming process. Hence it is suggested and recommended that after the library is

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empowered to procure the reading materials directly from the vendors/book suppliers/publishers/service providers by following due procedure.]

8.2.1 Procurement of Books: Process and Approvals

a) **Recommendation:** Faculty can recommend the books to be procured for their courses and research. Administrative staff/Students/Research Scholars can also recommend the books for procurement.

b) **Duplicacy Checking:** Recommendations are checked by Library Staff for duplicate titles, availability etc.

c) **Approval for procurement:** The list of all the recommended books and publications are placed before the LC to obtain its approval. After the approval of the LC, the recommendations are placed for final approval from the Competent Authorities.

d) **Quotation call:** Quotations are called from eligible suppliers with standard terms and conditions for supply of the approved books and publications.

e) **Comparison of quotations:** The received quotations are then compared for the highest discount offered and then the order list is prepared based on the discount offered.

f) **Approval for order:** The order list is placed for approval before the Competent Authorities to issue the Purchase Order to respective suppliers.

g) **Ordering:** The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library. Purchase Orders will be issued by the Librarian.

h) **Supplier Panel:** A panel of vendors is to be enlisted based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every three years based on the supplier performance. A panel should have at least 5 vendors.

i) **Other Suppliers/ Low Discount:** There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.

j) **Supply Deadline:** In case of books of Indian print, maximum time limit for supplying ordered titles will be 30 days and for books of foreign print, maximum time limit for supplying ordered titles will be 45 days. However, after checking the supply status with suppliers, based on genuineness, additional time may be given.

k) **Foreign Currency:** For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed.

l) **Price Proof:** Accepted Price Proofs are: (Signed & Stamped by supplier)

- Distributor's invoice to supplier
- Print out from the publisher's catalogue
- Photocopy from publisher's catalogue
- For some Indian publications, price mentioned on the title
- Alternatively, the Library also cross verifies the prices from the publisher's website. Such printouts verified and signed by library staff will be accepted as price proof

m) **Exhibitions:** Library may arrange for book exhibitions through publishers or their representatives or the empaneled/enlisted suppliers. Institute will facilitate the exhibitions

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by providing the space, basic furniture, indent forms, etc for obtaining book recommendations.

8.2.1.1 Suppliers/Vendors: Selection Criteria

Library has to find out the best suppliers in all material purchases to library by following;

A. General Rules (Requirement) for supplier firm

- Suppliers should submit a copy of the certificate of incorporation/registration with the Registrar of Firms.
- Document(s) as would evidence the number of years the supplier has been in business.
- A self-signed statement that the supplier has not been black-listed by any Library or any Educational Institution.
- PAN/GSTIN etc.
- Satisfactory Letter from three reputed customers.

B. Essentials for Vendors/Suppliers for making an offer

- The rates quoted shall always be for the latest publication of the book. The Offer for the latest edition shall always be the preferred choice. Therefore, a supplier needs to ascertain the latest position and make the offer accordingly.
- A supplier needs to quote for books which according to him are in print or available in the market or can be arranged to be supplied by him even if out of print so that after the order is placed, no occasion arises for him to say that the book is out of print and cannot be supplied.
- If a particular title comes in more than one volume, the number of volumes must be stated in the offer made.
- Prices of Foreign publications (foreign prints) shall be stated in the currency in which the books are sold by the Publishers.
- Foreign Publications (foreign print) will be preferred. However, where Indian Print of a Foreign Publication is offered, it must be marked as "(IP)" in the appropriate column. The prices in INR need to be stated.
- Prices of Indian publications shall be quoted in the INR as usual.
- For a foreign publication purchased or to be purchased by the Supplier from Indian Unit of the foreign publisher of the book, the conversion rate to INR at which such purchase is made shall apply and the INR payable for the pre-discount price of the book in the foreign currency shall be the INR equivalent of the published price of the book; that is to say that the conversion rate as on the purchase made shall apply to supply of books to NLUO.
- Where a foreign publication imported or intended to be supplied on import from a foreign publisher outside the country, the conversion rate to INR at which the purchase is made by the supplier shall apply and prices in INR paid/ payable to the supplier in INR for the pre-discount price of the book in satisfaction of the price in foreign currency shall be the INR equivalent of the published price of the book.

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- i) Pre-discount prices of the books shall be for delivery of the books free of all expenses to NLUO at its library at Kathajodi Campus, Sec-13, CDA, Cuttack. No extra expenses or charges therefore will be paid.
- j) A supplier shall quote the maximum rate of discount in percentage of the pre-discount price of each book it may choose to offer.
- k) The supply of the accepted order should be made by the due date (normally within 2 to 4 weeks for the books of Indian print and within 4-6 weeks for books of foreign print).

C. Scope of supply

The Scope of Supply to be executed shall include—

- a) supply of the exact titles, covered under the order for supply,
- b) of latest edition and fine print of the publisher,
- c) of specific binding,
- d) in brand new condition,
- e) Delivery of the books to the library of NLUO in Kathajodi Campus, Sec-13, CDA, Cuttack solely at supplier's cost and risk and free of all expenses to NLUO,
- f) Such other services provided or done by the supplier, whether herein stipulated or not, are essential for effecting the supply or the delivery as above to the satisfaction of NLUO.


D. Supply & delivery period

For the purpose of supply of the books against order placed, Supplier shall ensure that— (i) the right title confirming to the supply order, and (ii) of latest edition (iii) in brand new condition good for delivery are only selected for supply. Only such books shall be delivered in brand new condition at the Library of NLUO at Kathajodi Campus, Sec-13, CDA, Cuttack as promptly as possible and completed in all respects within the period of 2 to 4 weeks for the books of Indian print and within 4-6 weeks for books of foreign print. The mode of delivery may be as chosen by the Supplier. However, the books may be duly packed so that no damage or loss of any kind occurs in transit.

As the scope of the supplies include delivery of the books solely at supplier's cost and risk and free of all expenses to NLUO, in case, NLUO is called upon to take the delivery of parcels from Railways/Roadways/Couriers, it shall be entirely at the cost and risk of the supplier and the expenditure incurred therefor shall be recovered from the bill of the supplier.

E. Verification & acceptance of books delivered

- a) The books delivered shall be received by the designated official of the Library subject to verification. The books which on verification are found to be of the following kind shall not be accepted and accounted for against the order for supply.
 - (1) The titles not conforming to descriptions and stipulations as per the order of supply.
 - (2) The books not containing a page(s) or containing cut or torn or damaged or blank or half printed page(s), etc. which is not as good as the pages of a new book.

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- (3) Damaged or old copies of books or those not in brand new conditions or noticed not have been published by the publisher.
- b) The books which are not accepted on verification, as above, shall be taken back and replaced by the supplier at its cost and risk within 15 days of intimation in that regard to the supplier. In case the University is requested to despatch the unaccepted books through Railways/Roadways/Courier, it shall be entirely at the cost, risk and responsibility of the supplier. All expenses incurred for despatching such books shall be charged to the supplier and deducted from his/its bill.
- c) Failure to take back or arrange to take back the unaccepted books within 21 days of intimation in that regard, the supplier shall forfeit all its claims in relation to such books.

F. Billing & payment

- a) The supplier shall bill for the accepted books accordingly as follows.
- (i) The books having price thereof printed therein shall be billed at the printed price or the current catalogue price of the publisher for the book whichever is lower.
- (ii) The books not having printed price of the book shall be billed at the pre-discount price of the book at which the supplier has purchased the same or the current catalogue price of the publisher for the book which is lower.
- (iii) The conversion rate into INR for the book priced in foreign currency shall be the rate at which the book was purchased or paid for by the Supplier on its purchase by him i.e. the conversion rate on the date of purchase or payment by the Supplier.
- (iv) Net amount payable in INR shall be arrived at after applying the rate of discount as accepted by NLUO and confirmed to the supplier in the supply order placed.
- (b) Certificates to the effect that "the book(s) covered under this bill/invoice is/are the original print of the publishers and are not remaindered titles" shall be recorded in the bill.
- (c) Each bill shall be in Triplicate and each copy appropriately marked as original or duplicate or triplicate, as the case may be.
- (d) The titles in a bill should be in the same order as listed in the supply order.

Further, each bill shall clearly state— (i) the supply order no. and date, (ii) the reference no. of each title (the serial number thereof as in the book list enclosed), (iii) the number of volumes of the title, (iv) number of copies, the price in foreign currency, (v) the conversion rate into INR, (vi) pre-discount price in INR claimed, (vii) % of discount deducted, (viii) the net amount in INR claimed, etc. in respect of each of the titles covered under the bill/invoice. Should it not be convenient to state all the particulars as above in the bill itself, a statement containing the said particulars with the bill no. and date stated thereon shall be enclosed to each bill.


- (e) Supplies against different supply orders shall not be clubbed together in one bill. (f) Each bill must be accompanied by the following documents relating to the titles covered under the bill.
- (i) Copy of the purchase invoice(s) in respect of foreign books (foreign print) whether imported from outside the country from the foreign publishers or purchased in India from the Indian Unit of such publishers.
- (ii) Copy of proof of catalogue price of the book. Web download may be furnished.

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(iii) Copy of proof of conversion rate at which the supplier has paid for the book on purchase.

All the documents furnished shall be full and complete copies of their originals and be certified as "True Copy" under the signature and seal of the supplier. Document tampered in any way will not be accepted.

(a) In order to facilitate prompt payment, the supplier shall ensure that each bill/invoice furnished by him is correct and complete in all respects and the accompanying documents are in order. All such bills shall, to the extent of the books accepted by NLUO, be paid in full within 30 (thirty) days of receipt of the bill/invoice. Where a bill is not found not to be so, the supplier shall take prompt steps to make good the deficiencies or submit revised bills as may be appropriate to enable early payment.

8.2.2 Procurement of Books: Workflow

(i) Initiation of Acquisition

- Receiving recommendations by emails, publisher catalogues marked and signed
- Find out the exact details of the title recommended
- Duplicate checking
- Put up for approval
- Call for quotation from enlisted suppliers
- Receive quotations either in print form or through e-mail
- Comparison of quotations
- Put up order list for approval
- Prepare and Issue Purchase Orders after approval
- Receive Books from Suppliers/Vendors
- Cross-checking with Purchase Orders in regards to author, title, edition – number/Indian /Foreign, paperback etc.
- Physical verification of the books received against the order
- Verification for price, conversion rates, discount rates and price proofs.

(ii) Processing work

The processing work of a library is the pivot round in which all its activities revolve. The following are the technical process through which a book is passed before it is sent to the shelves after it is acquired.

a) Stamping

- Library Accession Stamp: to be put on the verso of the title page.


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- Library Ownership Stamp: to be put on edges of the book and on the verso of the title page, on secret page and on the last page and in case of magazine/journal, on the title page and the last page or if anywhere required.
- In case of Reference book: Reference stamp to be put on verso of title page along with the Accession Stamp and Ownership Stamp.

b) Accessioning

- Enter the details of the invoice and the details of the books in the Accession Register.
- Assign Accession Numbers to each book.

c) Invoice Processing

- Put a stock stamp on bills. It contains the following information.
 - Accession Register number
 - Page numbers (starting and the ending number)
 - Accession numbers (starting and the ending number)
- Prepare a note-sheet for payment of the bill/invoice and submit to the accounts section for further process.

d) Classification

- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) schedule.
- Write the Accession Number and Call Number on the verso of the title page, on the secret page as identified by the library and on the last page. Call Number should consist of Class Number and Book Number.


e) Cataloguing

- Bibliographic details of each book are entered into the Cataloguing Module of the LMS in MARC format.
- Table of Contents are added to the bibliographical details for the books.
- Keywords are assigned to each title according to its subject coverage.

f) Label Pasting

- Paste spine labels and laminate it with cello tape. The spine label contains Book Number and Accession Number.
- Paste RFID tag and on the tag, paste the shielding sticker on the inside part of the back cover page.
- Tagging of books.

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g) Send the completely ready to use new arrivals to New Additions Rack.

(iii) Institute Material like Dissertation/Thesis/Reports, the Books received as Gift and the Journal bound volumes

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

(iv) Vendor Follow Up

- Titles not supplied
- Reminders to suppliers fortnightly

(v) Non Supply of Books: Process to be followed

- Fortnightly follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books

(vi) Records Maintained

Following records/files will be maintained properly

- Approvals
- Purchase Orders
- Accession Register
- Invoices
- Reminders

8.2.3 Subscriptions of Journals

8.2.3.1 Subscription Process and Approvals

a) **Budgetary provision:** Ensure that adequate recurring/annual funds are available for the approved Journals Subscription/renewals etc. as required.

b) **Beginning of Renewal Process:** The process of renewals should begin at least two months in advance so that all the renewals are done and the subscriptions are continued without any discontinuation in issues.

c) Journals having a publication house/unit in India will be subscribed directly from the publishers. Approval will be taken for these direct subscriptions.

d) **Panel of Subscription Agents:** Library Committee will form a panel of Subscription Agents through whom the library will place orders of all its foreign journal subscriptions. All terms and conditions will be decided by the LC.


e) **Procedure for preparing a panel of Subscription Agents:** LC will formulate a panel of vendors/subscription agents for supplying foreign journals with following criteria:

- Registration number obtained under shop act, age of the organization
- Publisher authorization
- Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
- PAN/GSTIN

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f) **Foreign Currency:** For subscription agents, for foreign currency conversion, Good Offices Committee (GOC) rates will be followed.

8.2.3.2 Bank Guarantee for Advance payment

Since for journal subscriptions, advance payment is required, it is essential that the institute has a certain mechanism to safeguard the advance being paid to the subscription agent. The supplier will have to produce a Bank Guarantee of the invoice value to the institute. The duration of this would be for three months, within which the supplier must produce the proof of remittance to the publisher and the subscription should commence.

For invoice value

- Publishers' Renewal Letter/Notice mentioning the subscription price/cost
- Even print out from the Publishers'/journal's official website can also be considered wherein the proper invoice/bill etc. not received from the publisher/s.

After direct confirmation from publishers/vendors that the journals are subscribed in the name of the Institute, publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account) is to be provided by the supplier.

Agreement: Institute must enter into an agreement with the subscription agent that all terms and conditions as laid out by the institute will be binding on the supplier.

8.2.3.3 Journal Subscription Process Workflow

a) **Recommendation:** Faculty can recommend new titles. Administrative staff/Students/Research Scholars can also recommend new titles.

b) **Approval:**

- The list will be processed for exact details like price/publisher.
- Duplication checking with NLUO subscriptions.
- Put for approval by the Library Committee and thereafter by Competent Authorities.

c) **Proforma Invoices:** Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.

d) **Ordering:** Journals Renewal and Subscription Orders will be issued to publishers/empanelled agents by the Registrar/Librarian.

e) **Binding of Journals:** The journals will be bound on completion of a volume in a year and to be processed like books and then kept on shelves.

8.2.3.4 Receipt of and access to journals

a) Ensure that the items received are as per the order/access is enabled to the desired resource.

b) Manual (Periodical Register) and computerized record of receipts of the journal issues.

c) Processing of Journal Issues: Physical verification, Stamping etc.

d) Timely display of the Loose Issues of the periodicals on the respective display racks.

e) Linking to the online content wherever applicable

f) Accompanying materials such as CDs/DVDs etc. are being preserved at the library.


A variety of other information resources are received and displayed for use in the

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Periodicals Section which are being received free of charge, viz:

- Complimentary Loose issues of Journals
- Annual Reports
- Working Papers
- Occasional Papers
- Discussion Papers
- Technical/Trend Reports
- Brochures
- Prospectus etc.

8.2.2.5 Gratis and Exchange Periodicals

- a) Try to get the free/discounted subscription/s to the periodical/s wherever possible.
- b) Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organisations of similar interest.
- c) Avoid duplication unless essential.
- d) There should be a proper record of gratis items and can be acknowledged appropriately. Maintain a separate file of Gift/Exchange periodicals.
- e) Journals under Exchange mode are being handled by the Publications Unit, NLUO, and the Library is at the receiving end only.
- f) Claims regarding the non-receipts of Exchange Journals will be addressed to the Publications Unit, NLUO.
- g) Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

8.2.3.6 Non Supply of Journal Issues

- a) **Reminders:** Missing issue reminders can be sent with the following frequency:
 - For weekly/fortnightly/monthly/bimonthly journals: Once every month
 - For quarterly/annual/biannual/triannual journals: Once every two months
- b) **Replacement of missing issues:** Supplier must be asked to replace missing issues by way of
 - replacement copy, or
 - publisher certified and reproduced copy or
 - refund in the form of Demand Draft/Cheque or
 - extend the subscription period equivalent to corresponding period

8.2.3.7 Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are 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 are also be considered for archiving in less active storage areas. Adequate space should be provided for archival storage to the library if not available.

The following categories of materials can be considered for weeding out:

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- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out.
- Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organisations which have no relevance to NLUO users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant/silverfish old infected material.

8.2.3.8 Records Maintained

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Approvals
- Subscription Orders
- Periodical Register for loose parts
- Accession Register for bound volumes
- Invoices
- Reminders


8.2.4 Subscriptions of Newspapers

Newspaper Subscription Process Workflow

- Recommendation:** Faculty can recommend new newspapers. Administrative staff/Students/Research Scholars can also recommend new newspapers.
- Approval:**
 - Prepare the list of newspapers to be subscribed.
 - Duplication checking with NLUO subscriptions.
 - Put for approval by the Library Committee and thereafter by Competent Authorities.
- Place the order for the subscription of newspapers to local newspaper agent/s.
- Receive the newspaper from the supplier.
- Check the correctness of supply.
- Inform the supplier for short supply, replacement of damaged newspaper, if any.
- Receive the invoice at the end of every month for payment.
- At the end of the month, arrange the newspapers chronologically and tie.
- Once in a year old newspapers are disposed of, keeping the newspapers from the previous three months.

8.2.5 Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, remote access services, software tools for research and plagiarism checking, eBooks, or any information resource that is available in electronic form.

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8.2.5.1 Pricing Models

There exist many pricing models. NLUO can adopt the model depending on various factors like suitability for different programmes, research areas and a usage analysis, if it is a renewal.

- **Annual Subscription:** Access to content is available for only one calendar year.
- **Perpetual Access:** Access to content is available for the year that NLUO is subscribing. After expiry of subscription, NLUO will still have access to the content of the year/s NLUO subscribed for but not the subsequent new years.

8.2.5.2 Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.

There are no standard/uniformly acceptable terms in this area. Large opportunities exist in this area for negotiation with the publishers/resource providers and arrive at a win-win situation.

8.2.5.3 Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not applicable to single and individual eJournals or eBooks).

- Convene a LC meeting to identify the need
- Ask for a Trial Access
- Publicize the availability of resource on Trial
- Analyze the Usage statistics
- Make a cost benefit analysis by considering all relevant facts
- Negotiate for the price
- Put for approval by the Library Committee and thereafter by Competent Authorities

8.2.5.4 Electronic Journals

When subscribing to individual titles, the same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Committee and thereafter Competent Authorities.

8.2.5.5 eBooks

When purchasing/subscribing to eBook titles, the same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of Library Committee and thereafter Competent Authorities.


9. STOCK VERIFICATION AND PROCEDURE TO WRITE OFF BOOKS ([Back to Contents](#))

9.1 Stock Verification Periodicity

Physical verification of the library stocks has to be carried out to identify the losses, identifying

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misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity is fixed as per the following guidelines of GFR 2017 (Rule 215(i)):

Size of library	Periodicity
Up to 20,000 volumes	Complete physical verification should be done every year.
More than 20,000 and up to 50,000 volumes	Complete physical verification should be done at least once in three years.
More than 50,000 volumes	Sample physical verification at intervals of not more than three years. In case such 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 appointed by the Competent Authority and the library staff will assist the verification team.

9.2 Loss of Publications

As per the GFR 2017 (Rule 215(ii)), loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff have a role as information manager and facilitator and not just a custodian. Library is kept open 24X7, including weekends and it is the responsibility of the entire library team and the security guards employed in the library.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.1000/- for books published in India and Rs.10,000/- for books published abroad and books of special nature and rarity shall invariably be investigated and necessary action be taken. The Vice-Chancellor will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every three years.
- A publication may be considered as lost only when it is found missing in two successive stock verification and thereafter only action be taken to write off the publications by competent authority.

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- 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.
- 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 are considered as loss for write-off.
- The disposal of mutilated/ damaged/ obsolete books/volumes should be made on the recommendations of LC which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

9.3 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
- 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 LC along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the LC
- Obtain approval from the Competent Authority
- Make necessary entries in the accession register, write-off register
- Remove records from databases
- Close file
- Improve the system with additional precautionary measures

9.4 Preventive measures

Some preventive measures are listed below.

- Follow closed access to the rare books and specialized collections
- The exit/entry to the library be monitored
- Sealing of windows with wire mesh, installation of wicket gate, 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, introduction of identity/membership cards for identification of users, etc., can be adopted.
- Employ an adequate number of staff in the library for monitoring.

10. CIRCULATION SECTION ([Back to Contents](#))


Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning

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Circulation Desk leaves a lasting impression on the user and hence it is a very important section of the library. Major Activities of the section are:

- Issue and returns of Learning Resources(Primarily Books)
- Attending the Users' query for effective interpretation of library rules and regulations
- Registration of new members
- Maintenance of "Circulation Module" of Library Management Software and updation of all data related to library users
- Sending Reminders to overdue documents users
- Correspondence & No Due issuing
- Assisting the users for accessing OPAC and Reference
- Managing Counter Operations during Weekends/Holidays

10.1 Library Membership

- All faculty, staff, research scholars and students of the University are entitled to become library members.
- Membership is allowed only after submitting a duly filled in and signed membership form, available at the circulation counter of the library.

10.2 Issue/Return procedure

Issue/Return of library materials is the routine operation of the library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quickly glance the book for any damage
- Ask the user to produce Library smart card
- Issue the book through the LMS
- Handover the books to the user with issue slip

While receiving the books:

- Quickly glance the book for any damage
- Check due dates for necessary action
- Return the book through the LMS
- Send them to stack for shelving

The books available in the library can be borrowed/referred by the faculty members/students/administrative staff. Depending on the availability of books in the library, a certain number of books may be issued to the students, faculty members and administrative staff. This may be decided by the Library Committee. The time limit and limitation of books may be fixed for return of books and a certain amount may be charged as a fine for overdue days for not returning books within a stipulated time as fixed by the library committee. Library smart cards are to be issued to each student/faculty member/administrative staff.

Depending on the availability of library staff, open access/closed access system may be adopted. Open access system would allow readers full access into the library. The readers could identify books of their requirement and use them more effectively.

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10.3 Borrowing entitlements for Faculty/Students/Administrative Staff

Number of items that a specific category of users can borrow is as below. This is subject to revision, as may be found necessary by the LC from time to time.

Patron Category	No. of books	Issue period
Academic staff: Teacher*	35	120
Academic staff: Visiting/Guest faculty**	4	15
Administrative Staff: Non-teacher#	5	30
UG: BA/BBA LLB	3	7
PG: LLM	10	10
Moot-Court###	5	7
Ph. D. Scholar^	7	30

*Reference books - 30 days & Journal/Law Report – 7 days

**Reference books - 7 days

#Reference books - 7 days

###Reference books - 1 day

^Reference books - 7 days

10.4 General rules

- Book having an 'R' tag means it is a reference book.
- 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.
- Theses/Dissertations submitted by NLUO students/research scholars are not issuable.
- Moot account is created only before one month of submission of moot memorial.

10.5 Renewals/reservations and overdue fines

- Books can be renewed for another term, if no demand is there.
- The renewal must be made on or before the due date.
- A book can be renewed only once, after which it must be returned to the library.
- Users may borrow it again, if there is no hold placed on that.
- Maximum two holds are allowed to be placed at a time.
- There will be an overdue charge as prescribed from time to time by the competent authorities.

10.6 Loss or Mutilation of documents and Library Cards


- Library materials are to be handled with care.

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- If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library immediately.
- Library will follow the below mentioned steps, in the same order of preference to settle the dues
 1. Book has to be replaced with the same or latest edition with the payment of fine as decided by the library OR
 2. Actual present cost of the book (latest edition only) with the payment of fine as decided by the library.
 3. If the damaged or lost book is of multi volume set, then the concerned member shall be liable to replace the whole set (latest edition only) or pay four times the cost of the same.
 4. In case of books that are out of print the fine may extend up to INR 5000/- in addition to the actual printed price of the book.
 5. Overdue charges will not be levied in such cases from the date of report until the same is replaced (must be resolved within two months).
- The members are responsible for the safekeeping of library cards issued to them.
- Library cards are not transferable and must be produced whenever requested by Library staff. Production of ID cards is mandatory to issue books.
- Loss of library card should be reported to the library at the earliest.
- Duplicate library cards may be issued to the member concerned on payment as decided by the library from time to time.
- Members shall be responsible for any loss which library might suffer through the loss or misuse of their library cards.

10.7 Theft/Misuse of Library resource

- The theft or misuse of library resources like books, journals, reports and dissertations will be viewed seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the LC/Registrar/Vice Chancellor for further action.
- Late return of resources, acts of indiscipline within the Library, attempts to navigate library resources out of the library without permission, etc. will also attract fine and disciplinary action, as decided by the LC from time to time.

10.8 Library Dues Clearance

- Title(s) must be returned on or before the due date. However, the library reserves the right to recall any of the book(s) before the due date and it shall be the duty of the users to return the book(s) and/or other material(s) within the specified time.
- The library may endeavour to remind the due dates but cannot be held liable under any circumstances for not reminding.

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- No-dues certificate will be issued to the members after returning of library books/documents while leaving the institution.

11. LIBRARY TIMINGS ([Back to Contents](#))

The working hours of the library depends upon the necessity of the user community and also based on the availability of the library staff. The library timings may be fixed for as many hours as possible for the readers to use the library on availability of sufficient staff, library infrastructure and facility.

- **Library timing:** The library shall remain open between 10 AM to 6 AM.
- **Library timing during breaks:** During summer, winter and internship break, as the case may be, the library shall remain open as per the University office timing.
- **Closure of library:** Library shall remain closed on National Holidays i.e. 26th January, 15th August and 2nd October and holidays notified by the University.


Provided that the specific days of closure of the library shall have to be duly notified.

Provided further, the library may be closed at the discretion of the university at times other than holidays, for example, during inclement weather conditions, stock verification etc.

- **Vacating of library premises by users:** Users shall leave the library ten minutes before the closure of the library.

12. GENERAL RULES AND REGULATIONS ([Back to Contents](#))

- **Signing of user's register:** - Every user who enters the library shall sign the users' register.
- **Deposit of personal belongings of users:** - User's personal belongings are to be deposited at the property counter. However the personal book(s), laptop and other necessary stationery items shall be permitted.
- **Maintenance of discipline in library premises:** - Users shall maintain discipline in the library premises.
- **Observing silence in library:** - Users shall observe silence in the library premises.
- **Prohibition of smoking etc. in library:** - Smoking, eatables and drinks are not allowed inside the library premises.
- **Prohibition of mobile phones in library:** - Use of mobile phone(s) is strictly prohibited; Explanation: Unused mobile phones must be switched off or kept on silent mode when brought inside the library premises.
- **Use of radio etc.:** - Radios, stereos, iPod, cassette/CD/DVD/MP3 players or other audio and video equipment are not allowed unless earphones or headphones are used to

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prevent the sound being heard by others and the user does not make any noise while using such equipment(s);

Provided that if no earphones or headphones are used, the users shall mute the sound system of personal computers so as to avoid the disturbance to other users.


- **Checking at the time of exit:** - Users may be checked at the time of leaving the library at the exit gate.
- **Re-shelving of titles:** - Users shall leave the titles on the reading table only. They shall not re-shelve them.
- **Removal of titles from library:** - Subject to these rules, no title should be taken out of the library.
- **Tearing of pages and/or stealing of titles:** - The readers who found tearing pages/stealing books shall be suspended forthwith from using the library facilities and further disciplinary action under these rules shall be initiated against them by the university.
- **Prohibition of marking, defacing etc.:-** Marking, defacing etc. of any title is strictly prohibited. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from RAIN, FIRE, DUST, INSECT, etc.
- **Use of Library ID card:** Library ID card is not transferable and must be produced whenever requested by Library staff. Production of ID cards is mandatory to issue books.
- **Respect for users and library staff:** Users will treat other library users and staff with respect and courtesy.
- **Misbehaving etc. by the users:** - The library reserves the right to order removal of any user from the library or to suspend/cancel the membership, if such user is found misbehaving with the library staff or other users and behaving in an indecent or obscene manner.
- **Personal books and materials:** - Library staff will not be responsible for loss or damage of user's personal books or any other materials.
- **Duty to refer to notices issued by the library:** - The users are required to take note of the communications issued by or on behalf of the library. Prior notices can be had from the library reference desk.

13. REVISION HISTORY

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