



# Central Library

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# Library Policy

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**SRM INSTITUTE OF SCIENCE & TECHNOLOGY**

**Delhi NCR Campus**

**Delhi-Meerut Road Ghaziabad, U.P. - 201204**

# **Library Policy**

Central Library, SRM Institute of Science & Technology  
Delhi NCR Campus

Central Library, SRMIST Delhi NCR Campus has a fairly comprehensive procurement policy to purchase books and for the subscription of print and online resources to make it more efficient and transparent.

## **POLICY AND PROCEDURE FOR THE PURCHASE OF BOOKS / PERIODICALS / ONLINE RESOURCES AND LIBRARY RULES AND REGULATIONS FOR MEMBERS**

1. Books Selection and Recommendation
2. Book Procurement Policy
3. Procedure for Staff (Asst. Professor, Associate Professor, Professor, Hods and Deans)
4. Processing Of Bills for Payment
5. Subscription Renewal of Print and Online Journals
- 6. Roles and Responsibilities of the Library Committee**
7. Rules and Regulations for Memberships and Other Guidelines

## **1. BOOKS SELECTION AND RECOMMENDATION**

- It has been customary for the faculty and students to participate in book selection in the Central Library.
- The Library will send the circular to all departments every year in April requesting the Heads of departments to forward the list of books required for the next academic year.
- The recommendations received from the HODs will be approved by the concerned Faculty Head (Dean/Director).

## **2. BOOK PROCUREMENT POLICY**

- The Library will search the title's availability to check whether it is already available; if not, the recommended title/book/s will be processed for procurement.
- The final list will be sent to the vendor/supplier to get the proforma invoice for the readily available books. For the non-available book/s the vendor may procure and supply as per the specified period.
- The receipt of the proforma invoice from the vendor is submitted for approval to the Purchase Dept. with the necessary documents (copy of the approval of faculty Head).
- The Purchase Dept. will approve the same for generating Purchase Orders (PO) to vendors for supply.
- Library may purchase multiple copies (five copies) of only those books, which are found to be in great demand.

## **3. PROCEDURE FOR STAFF (Asst. Professor, Associate Professor, Professor, HODs and Deans)**

- If a faculty urgently needs a book that is not available in the Library, they may purchase the book from online stores like Amazon.com, Flipkart.com etc., using their own credit/debit cards for a maximum price of Rs.1000/- (Rupees one thousand only).
- The book and bill's receipt may be forwarded to the Library for processing along with the reimbursement request letter through the Dept. Head and a proper approval from the concerned Faculty Head (Dean/Director).
- The faculty may be reimbursed the full amount paid on such transactions based on credit/debit card statement and the bill generated through the online store.
- The Library processes the same through ERP (PO, GRN) and passes the bill for payment.
- The invoice/s amount will be reduced from the sanctioned budget of the academic year approved by the authorities.

## **4. PROCESSING OF BILLS FOR PAYMENT**

- Once the books are received in the Library the Invoice/bills are cross checked with PO (such as price, discount rates, etc.) and the same is then forwarded to the stock entry.
- Stock entry will be made in the Accession Register, which has all the relevant details of a book such as a Title, Author, Publisher, Vendor, Year of publication etc.,
- After completing the stock entry process, the invoice/ bills will be sent to Gate Entry and then the Bill/Invoice/s will be passed for payment.
- The bill/s /Invoice will be sent to the accounts section for the release of payment through the respective Faculty Head along with necessary documents such as GRN, PO, and Faculty Head approval.
- Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be mentioned
- The Account section will release the payment to vendors as per norms.

## **5. SUBSCRIPTION RENEWAL OF PRINT AND ONLINE JOURNALS**

### **5.1. Addition of new Print Journals;**

- The recommendation received from the Dept. Head for the subscription of new journals, if any, will be approved by the faculty Head (Dean/Director).
- The Library will collect the proforma invoice and submit the same for the authorities' approval - the Faculty Head (Dean/Director).
- On receipt of the approval, the Library raises the purchase request through ERP for the approval of Purchase Dept. On receipt of the approval, the library will issue PO to vendor/s.
- The invoice will be submitted to the respective Faculty / Accounts section along with the supporting documents for the release of 100% advance payment.
- Once the payment is made by DD/online transfer, the supply of journal volume will start, and the same shall be entered in the stock register.
- Every Invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be mentioned.

### **5.2. Addition of new online journals / e-books packages**

- The recommendation will be received from the concerned HOD, and approved by the Faculty Head (Dean/Director).
- The request will be placed before the library committee for approval, along with yearly subscription value.

- Once the library committee approves, the Library initiates the subscription in the next academic year of budget.
- On approval of the budget, the Library collects the price quote for the current year and the Library gets the approval from the institute authorities - the Faculty Head (Dean/Director).
- After the institute authorities' approval, the Library processes the same through ERP to raise the purchase request for the Purchase Dept. approval. On receipt of the approval, the library will issue PO to the vendor.
- The proforma invoice is submitted to the accounts section requesting advance payment with necessary documents such as PO, GRN, approval letter etc.,
- Every Invoice amount will be reduced from the sanctioned budget of the academic year approved by the authorities and the balance amount will be mentioned.

### **5.3. Renewal of existing Print journals**

- The Renewal quotation will be collected from the vendor/society/publishers and will be forward for the authorities' approval - the Faculty Head (Dean/Director).
- On receipt of the approval, the Library raises the Purchase Request through ERP for Purchase Department's approval. On receipt of the approval, the library issues the PO to the vendor.
- The invoice will be submitted to accounts section along with the supporting documents for the release of 100% advance payment.
- Once payment is made (DD, online transfer), the volumes of the journal will be supplied, and the same shall be entered in the stock register.
- Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities along with the balance amount mentioned.

### **5.4. Renewal of annual subscription online journals /e-books packages**

- The Library collects the renewal quotation and usage report from the publisher and will send it to the respective Heads of the departments for recommendation.
- On receipt of the recommendation from the respective Heads of the departments, the Library gets approval from the institute authorities - the Faculty Head (Dean/Director).
- After the approval of the institute authorities, the library processes the same through ERP to raise the Purchase Request for approval of the Purchase Dept. On receipt of the approval, the library issues PO to the vendor.
- The proforma invoice will be submitted to accounts section requesting advance payment with necessary documents such as PO, GRN, approval letter etc.,
- Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be also mentioned.

### **5.5. Purchase of Equipment**

- The central library prepares the list of equipment such as furniture, computers etc. and gets it approved by the authorities.
- Approval letter will be submitted to purchase officer and he will collect the price quote and prepare the comparative statement and follow the procedure for approval and place the order.
- On receipt of the products, they will transfer the product/s with copy of the invoice to the Central Library. The Central Library makes proper stock entry and acknowledge the same.
- The invoice amount will be deducted from the budget and a statement will be sent to the respective accounts office.

## **6. ROLES AND RESPONSIBILITIES OF THE LIBRARY COMMITTEE**

The Library Committee shall have a Chairman nominated by the Dean. The Institute Librarian will be the Secretary and the convener of the Committee. The term of Members of the committee will be two years and the respective Faculty Dean will recommend for including new members once the tenure of the existing members is over.

The Council will meet once/twice in a semester to discuss the following:

- i. Presentation of annual library budget.
- ii. Any new proposal such as online and print journals, equipment etc.
- iii. Review the Library policy and procedures.
- iv. Recommend the write-off of old/non serviceable books from Library stack.
- v. Any other recommendation to improve the library services.

## **7. RULES AND REGULATIONS FOR MEMBERSHIPS AND OTHER GUIDELINES**

### **7.1. MEMBERSHIP**

Membership is open to the entire faculty, staff and the students of SRM INSTITUTE OF SCIENCE AND TECHNOLOGY NCR CAMPUS.

### **7.2. WORKING HOURS**

- MON – FRI 8:00 A.M to - 8:00 PM
- SAT - 8:30 AM to 5:00 PM

#### **Circulation Counter (Issue & Return):**

- MON-FRI 9:00 AM To 5:00 PM

### **7.3. MEMBERSHIP CATEGORY**

<b>Category</b>	<b>No. of Books Issued</b>	<b>Duration</b>
Teaching Staff	4	One Month
Non-Teaching	2	15 Days
Programmers	2	15 Days
Lab Assistant	2	15 Days
Under Graduate Students	5	15 Days
Post Graduate Students	5	15 Days
Research Scholars	5	15 Days

Members are responsible for all the books borrowed on their cards.

#### **7.4. LOSS OF ID CARDS**

- Loss of ID cards should be reported immediately to the Library so as to block account.
- Duplicate cards will be issued on payment of Rs.1000/- for all members on giving an undertaking that they will continue to be held responsible for any loss arising from the inadvertent use or misuse of the card lost.

#### **7.5. ISSUE AND RETURN OF BOOKS**

- Reference Books and Periodicals will not be issued and they are only for reference and photocopying purpose.
- Two renewals will be permitted if there are no reservations against these books, for renewal, books have to be produced at the library counter.
- Members, before leaving the counter, must check whether the books they intend to borrow are in good condition: any damage/marking should be immediately reported to the Librarian failing which the members to whom the book was issued would be held responsible.
- Books that are in special demand shall be lent for shorter periods as may be necessary and books lent may be recalled at any time, if required.
- Absence will not be accepted as an excuse for the delay in the return of books.

#### **7.6. OVERDUE CHARGES**

- Members are advised to return/renew the books on or before the due date.
- A borrowed book should be returned on the due date, failing which a penalty will be collected. The details of the penalty are as follows:

01-15 days Rs.1/- per day

16-30 days Rs.2/- per day

31 days and above Rs.5/- (from day one)

- Undue delay in returning the books will result in the cancellation of membership.

### **7.7. LOSS OF BOOKS**

- The loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy plus Rs.100/- Processing charge along with the overdue charges, if any.
- In case the borrower is unable to replace the books that are lost, he / she will be levied a penalty two times the cost of the book plus Rs.100/- Processing charge plus overdue charges, if any

### **7.8. RESERVATION OF BOOKS**

- The members can reserve the books in the reservation register at the library counter. The availability status shall be informed to the members by email. The reserved book/s will be kept at the issue counter for 2 days. If members fail to collect the book/s within 2 days, the books will be given to the next member in the wait list.

### **7.9. GENERAL**

- All members should display their identity cards prominently and it should be produced to the security if required.
- Personal books, files and other articles (except a small notebook or loose sheets of papers) are not allowed inside the library. Members have to deposit their personal belongings at the Deposit Counter near the entrance.
- Silence should be strictly observed in the library.
- Use of cell phones inside the library is prohibited.
- A member shall be responsible for any damage caused by him/her to the books or other institute properties. If found so, he/she will be required to replace the book or other damaged property.
- Misbehavior in the library will lead to cancellation of membership and also lead to serious disciplinary action.



- Any marking or writing inside the books by the members is strictly prohibited. If any damage/marking is found, the member should replace the book.
- These rules notwithstanding the decision of the institute authorities in all matters shall be final and binding.

#### **7.10. RETENTION POLICY**

- The library shall place the details such as damaged books, laptops etc., before the library committee for recommendation and weed out the periodicals once in 3 years. The recommendations of the committee will be submitted to the authorities for approval.