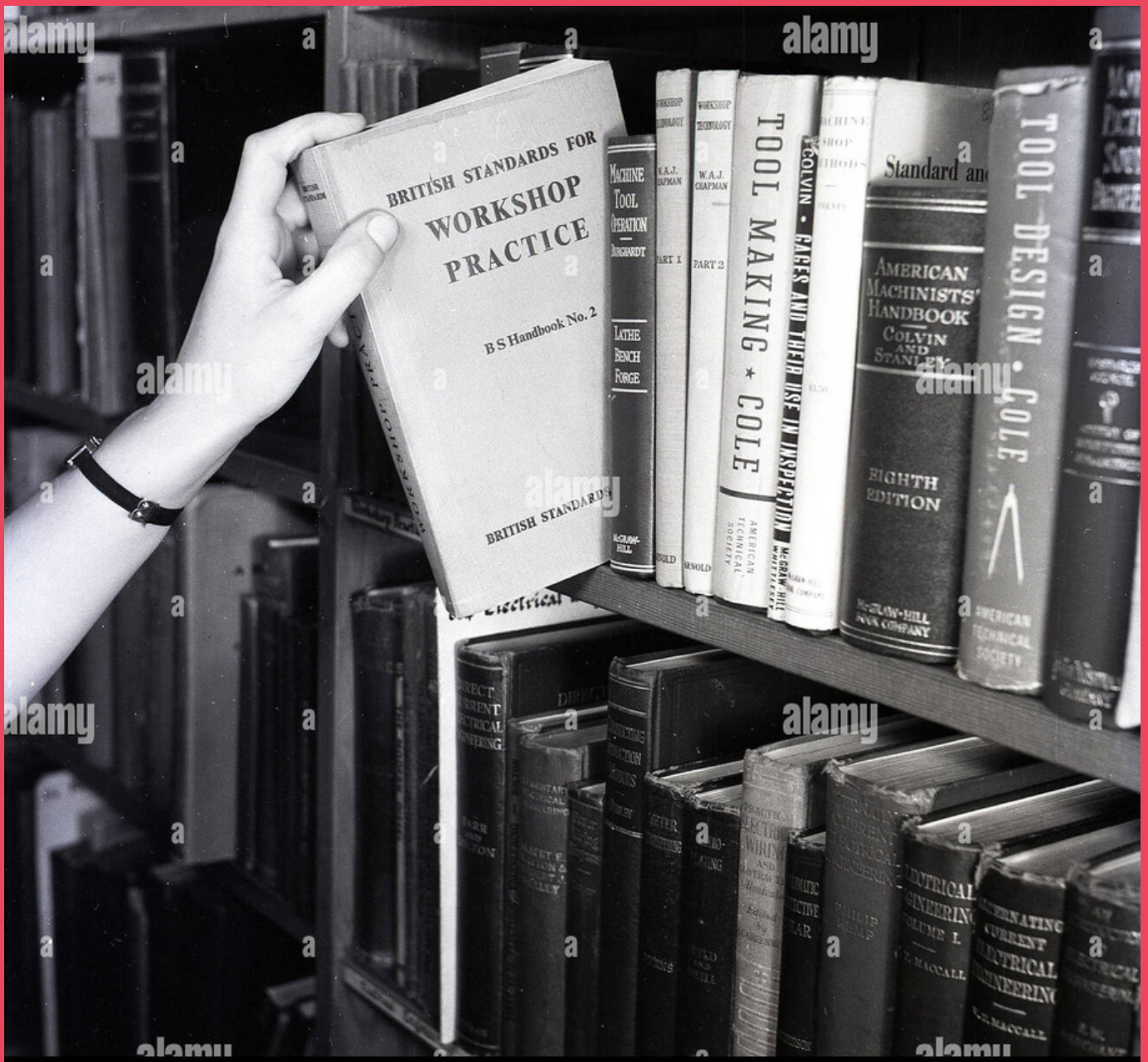# KURIAKOSE GREGORIOS COLLEGE,PAMPADY

Library and Information Centre
STANDARD OPERATING PROCEDURE

This is to explain the standard procedures of library activities in the campus. The below given instructions are aimed to streamline the proceures and the guidelines for the library actvities such as purchase of books, periodicasonline databases, services etc...

Purchase of library books

STEP 1 : Approval for the purchase of books

- *Recommended list of books by faculty and students will be submitted to the librarian for doing the needful.*
- *Submitted list of books will be cross verified to avoid double entry.*
- *Final list of the books to be purchased will be submitted to the principal for an approval note.*
- *Final sanction of purchase will be given by the principal.*

STEP 2: Order placement and physical verification of purchased books

- *Purchase order will be confirmed only after satisfying the term and conditions of the library procedures.*
- *Delivery of ordered books will be taken only after verifying the purchase order.*
- *supplied books will be verified against the purchase order.*

STEP 3: Bill Processing

- *Once all verification is over, the purchased books will be entered in accession register and each book will be given a unique accession number.*
- *Finally the bills will be prepared and submitted to the account department for the release of payment.*

STEP 4: Technical processing &shelving

This is the important activity in the library which is enabling the documents in a usable format in library, it includes:

- *Accession numbers will be entered against each book.*
- *Books will be stamped with library seal, classification of books as per DDC*
- *Data entry will be one in LMS Koha.*
- *Spine label& barcode label creation and pasting it on books.*
- *Processed books will be arranged in shelves according to the given classification number.*

Procurement of Online Databases

It is also an important process in library.it involves the following steps:-

- *Scrutiny of available databases and select the best one for the user community based on their tastes and subject areas.*
- *After the best priced one being selected, payment of subscription will be done only after the approval process is over by the concerns authority.*
- *Access will be provided either by username password basis or through IP based and will be linked to the college website .*

Procurement of Periodicals

- *A collection of periodicals will be nominated by the library advisory committee.*
- *Publisher of each periodical will be contacted by the librarian for subscription process.*
- *Subscription quotes will be collected and processed for approval.*
- *Once approval is over ,subscription will be done by making the payments from the accounts department.*
- *Once the technical processing of periodicals after receipt is done ,it will be displayed in the periodical session's display racks accordingly.*

STOCK VERIFICATION

Step:1 Noting the accession number

- *A print out of all accession number will be taken.*
- *A cross verification ill be done against of each and every book including issued, weeded out, damaged and etc... by checking the accession register.*
- *unverified numbers of books will be considered as missing books.*

Step:2 Re-verification of the missing books

- *List of missed boos will be again checked wit collection for confirmation.*
- *The final list of missed books will be reported to the principal for keeping the as record.*

Library Working Hours

Week Days	09.00 AM - 04.30 PM
Saturdays	09.30 AM - 03.00 PM
Library will be closed on Sundays and other public holidays	

SERVICES IN THE LIBRARY

• **Circulation Service**

Circulation of library material will be done according to the following table;

User category	No.of books issued	Retention Period(in days)	Renewal(in days)	Number of Renewals
Students	UG-03 PG-04	15	15	2
Faculty	04	15	15	2
Staff	04	15	15	2

Placement of books in shelve for those which are in circulation:

1.Books are returned at the circulation counter.

2.From there, the books are replaced in shelves according to the classification number.

Flowchart for the Issue policy of Library books

ISSUE POLICY

STUDENT

- Membership registration
- Issuance barcoded ID card
- Maximum 4 books
- 14 days as duration
- 2 renewals allowed

STAFF

- Membership registration
- Issuance barcoded ID card
- Maximum 4 books
- 14 days as duration
- 2 renewals allowed
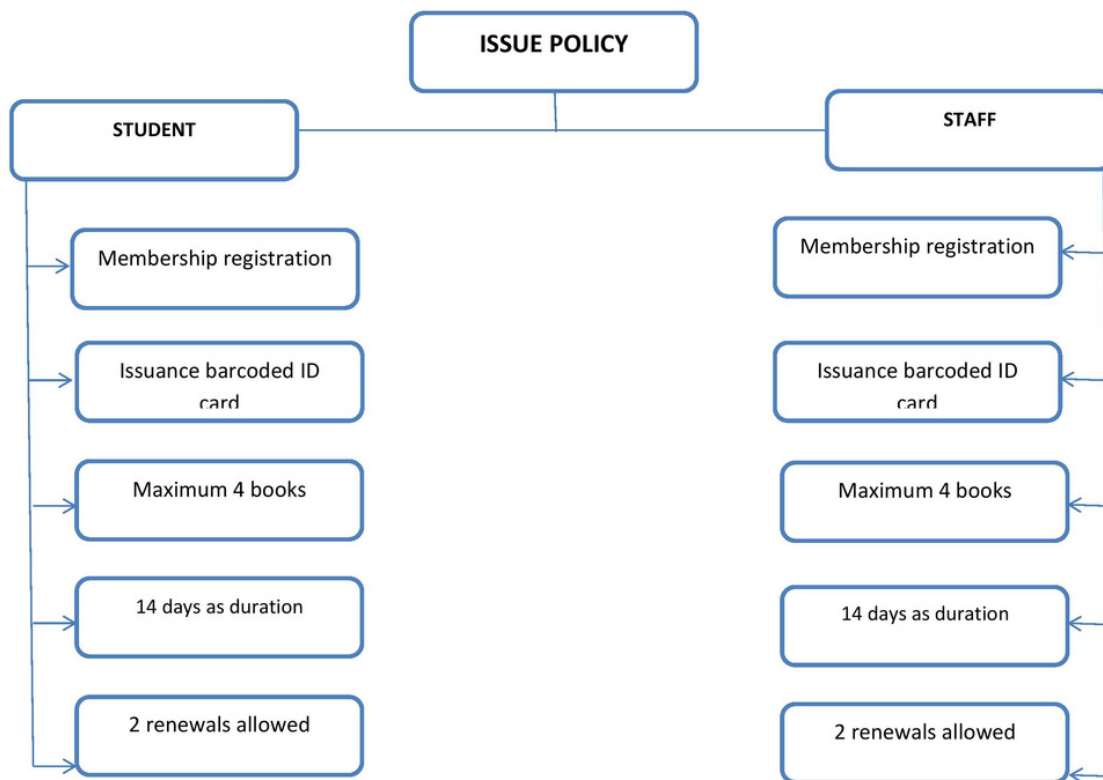
Flowchart for the return policy of Library books

```
                    ┌──────────────────┐
                    │  RETURN POLICY   │
                    └──────────────────┘
         ┌──────────────┴──────────────────┐
┌───────────────┐                  ┌───────────────┐
│   STUDENT     │                  │    STAFF      │
└───────────────┘                  └───────────────┘
```

STUDENT	STAFF
14 days as duration	14 days as duration
2 renewals allowed	2 renewals allowed
If lost, a fine of Rs.150% of the actual cost along with the existing overdue charges will be collected.	If lost, a fine of Rs.150% of the actual cost along with the existing overdue charges will be collected.
An amount of 1 rupee will be collected for the late return of the books	An amount of 1 rupee will be collected for the late return of the books

Library Orientation

Orientation programmes are aimed at familiarizing the students to an unknown library environment, its infrastructure ,facilities and services. Usually library orientation programmes are organized for the first year UG &PG students with a view to get them acquainted with library policies, resource retrieval mechanisms and practices etc..

Reference Service

This service intends to connect the users with the information sources they need. The service also aims to enhance the use of holdings of the library.
The policy regarding reference material is that it is only provided for internal reference and will not be issued .

Reprographic Service

Library users have easy access to photocopying facilities, which enable them to reproduce required material from books and journals

Open Source Access

Our library provides access to open source databases, books, journals and other materials. library users can easily make use of these items by the links provided in our library website.

Information retrieval &Remote Access

OPAC facility is provided for users for searching library documents.It is accessible all over the campus through internet.Users are privileged to access by using the link 207.0.0.1.8001.

DOS AND DON'TS IN THE LIBRARY

- **Do** respect the library staff and obey their instructions .
- **Don't** be noisy, library is a noise free zone.
- **Do** use silent mode on your devices.
- **Don't** shift or move any of the furniture available in the library.
- **Don't** bring edibles in the library.
- **Do** keep your personal belongings at the property counter available in the entrance of the library.
- **Do** limit the books you refer at a time.
- **Don't** damage library materials-marking, highlighting, ripping, book marking etc. …. are library crimes.
- **Don't** reshelf a book after reference.
- **Do** register your every entry and exit in the register/bio-metric machine available in the entrance of the library.
- **Don't** use sandals /shoes inside the library.
- **Don't** ignore library deadlines/due dates
- **Do** report loss of the books immediately.

All these standard procedures are to enhance the use of library by its users in an effective and refined way.