

## **Standard Operating Procedures of functioning of various sections of the library**

For overall smooth functioning of the library, it is divided into five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

### **Sections of library**

#### **1. Acquisition/ Processing Section**

- Approval forms for books and other reading material (text /reference) to be filled in as per requirement of various courses.
- Calculation of expected purchases with the help of publisher's catalogues/online sources.
- To get budgetary sanctions from the higher authority for purchases.
- To place order with vendors/publishers for required quantity of library material.
- On arrival of material, checking out the same for quality assurance and proper invoice.
- Cataloguing, classifying, stamping, bar coding the material.
- Making invoice entries in the outward register and submitting it to the accounts department after signature of the higher authorities.
- Date/Month wise purchase register for tracking budgetary/ need based aspects.
- Display of new arrivals.
- Stacking of newly arrived material at appropriate place.

#### **2. Circulation Section**

- Course/year wise Text /Reference Books, other study-reading materials are kept ready for circulation
- Course and roll number wise list of students and staff members is updated in the library software.
- Library cards are provided to the students and other users.
- Circulation at the counter takes place as per the schedule given.
- Fine register is maintained.
- Reminders are sent for returning of the study material if return date exceeds.
- No-dues receipts are prepared for the outgoing library users.
- Book Bank register is maintained.
- Daily / Monthly Statistics of circulation register is maintained.
- Demand slips register is maintained for preference in issuing study material.
- Yearly Stock verification of library material and other items.

### **3. Serial Section**

- Journals/Magazine and Newspapers register is maintained.
- Procedure of approval, budget sanctioning from higher authority to be followed for subscriptions of print/online journals/magazines.
- Display of current journals/magazines on shelves.
- Classification/binding of archives and previous years serials as per the requirement.
- Maintaining Newspapers clippings records related to college/University/Management and news related to events, programs organized.

### **4. Reference Section**

- Classification of entire reference material according to the subject/form/currency and usage.
- Timely displays of reference material.
- Attending reference queries of users and helping them by online/print reference material or directing them to find the references outside the library.
- Reference query register maintenance for future use.

### **5. ICT and Digital Section**

- Subscriptions of paid databases as per the University norms.
- Subscription of online paid/free digital libraries who are providing digital access to their reading material
- Assistance to patrons for accessing online resources related to academic/general purpose.
- Creation of digital repository where information in various forms would be made available under one umbrella.
- Provision of Internet browsing facility for academic purpose to students.
- Maintaining a separate register for number of online users on a day/month/year.

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