Library Manual

and

Standard Operating Procedure (SOP)

for

Library Management

As Approved by

Academic Council dated 11/06/2018 Vide Agenda 1.8.3

and

BOM dated 23rd June 2018 Vide Agenda 1.2.7.J

Central Library and Learning Resource Center

Quantum University, Roorkee

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1. Introduction

Welcome to the Library Policy Manual of Quantum University, a comprehensive guide that outlines the rules, regulations, and procedures governing the use and management of our esteemed institution's library resources. The library serves as the intellectual hub of our academic community, providing access to a wide range of scholarly materials and fostering a culture of learning and research.

This manual is designed to ensure that all members of the Quantum University community, including students, faculty, staff, and visitors, can make optimal use of the library's resources and services. It provides clear guidelines on borrowing privileges, access to electronic resources, interlibrary loan services, and other essential library functions. By adhering to these policies, we aim to create an environment that promotes academic integrity, respect for intellectual property rights, and equitable access to information.

We encourage all library users to familiarize themselves with the policies outlined in this manual to maximize their experience and contribute to the smooth functioning of the library. We are committed to maintaining an up-to-date and relevant collection of resources, embracing technological advancements, and supporting the research and educational goals of our community. Together, let us harness the power of knowledge and ensure the library remains a vibrant and invaluable asset to the Quantum University community.

2. Purpose of the Policy

The Purpose of this policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

3. Role of Library

The library plays a vital role in Quantum University, serving as a dynamic and essential resource hub for the academic community. Some of the possible roles of a library in a university include:

a   Information Access: The library and Learning Resource provides access to a vast array of information resources, including books, journals, databases, and digital collections, enabling students, faculty, and researchers to access authoritative and up-to-date information relevant to their academic pursuits.

b   Research Support: Central Library at Quantum University offers research support services, such as assistance with literature reviews, research consultations, and access to specialized databases. Librarians provide guidance on effective research strategies and help users navigate the intricacies of scholarly resources.

c   Academic Resource Center: The Library serves as academic resource centers, offering study spaces, computer workstations, and access to technology, printers, and scanners. These facilities provide a conducive environment for individual and group study, research, and collaboration.

d   Instruction and Information Literacy: The Librarian provides information literacy instruction, teaching students how to locate, evaluate, and use information effectively and ethically. They conduct workshops and training sessions on research skills, citation practices, and critical thinking, empowering students to become informed and discerning researchers.

e   Collection Development: The Center Library and Quantum Learning Resource Center (QLRC) curate and manage collections of physical and digital resources that align with the university's curriculum and research interests. Librarians assess the needs of the academic community, acquire new materials, weed outdated resources, and ensure a diverse and balanced collection.

f   Collaboration and Partnerships: The Library collaborates with faculty, departments, and other university units to support teaching, learning, and research initiatives. They work closely with faculty to integrate information literacy into the curriculum, participate in research projects, and contribute to the university's strategic goals.

The library's multifaceted roles extend beyond being a repository of books, transforming it into a dynamic center that enriches the academic experience and contributes to the intellectual growth and development of the university community.

3. Vision of Library

"*Empowering learners, fostering knowledge creation, and embracing innovation through comprehensive and accessible library resources*"

4. Mission of Library

a   Accessible and Inclusive Education: Our progressive library is committed to providing equal access to educational resources, removing barriers, and promoting inclusivity, ensuring that all students have the opportunity to thrive academically.

b   Lifelong Learning: We strive to foster a culture of lifelong learning by offering resources, programs, and services that cater to the diverse learning needs of students, faculty, and the broader community.

c   Innovation and Technology: Our mission is to embrace innovation and leverage technology to enhance the learning experience, offering state-of-the-art digital resources, interactive learning tools, and emerging technologies that promote creativity, critical thinking, and digital literacy.

d   University Community Engagement and Collaboration: We actively engage with the university community, forging partnerships, and collaborations with faculty, students, and external stakeholders. We provide platforms for intellectual exchange, cultural enrichment, and community events that contribute to the overall development of the university ecosystem.

5. Clients

The Library provides collection access to the following client groups:

a   Students

b   Faculty and staff

c   Researchers

6. Scope of the collection

The Library collection holds resources designed to support the learning & teaching and Research needs of the University. Resources are provided in a variety of formats including:

a   Books and other hard-copy printed materials

b   Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)

c   Databases (electronic collections containing bibliographic citations and/or full-text items)

d   Multimedia material (including CDs, DVDs,)

e   E-Books, E-Journals

f   E-Learning Resources like Faculty Hand-notes, Animations, PPT Slides, Video Lectures, Video Lecture in regional Languages, Previous Year Question Papers, Career Counseling Platforms

g   Accessibility Government initiated Learning Platform, E-databases Like Shodh-Ganga, Sindhu, inflibnet, Vidya Mitra etc.

h   Software for Plagiarisms

i   Platform for Physically Impairment

7. Library Collection Development Policy

a   The library buys books and other learning materials, which are related to syllabi. Library also acquires reading materials, which are useful for competitive examinations. Inspirational books and fiction books are also procured.

b   Library will buy textbooks, reference books and handbooks on relevant subjects.

c   Library will also buy printed periodicals and an online database for accessing scholarly content.

d   Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Dean Academics/ Vice Chancellor.

8. Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library in order to facilitate the library development plans by advocating the library development activities with the management.

The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and University Administration.

Structure of Library Committee

The Library committee is appointed by the Vice Chancellor for Three years on the approval of BOM. The structure of the committee is as follows (*as approved by BOM*). In case, There is change due to resignation, the Vice Chancellor is authorized to appoint a new member on the nomination of the concerned faculty/body. Gender Equality will be observed as per Gender Policy.

Formation of Library Committee (As approved By BOM)

S.No.	Designation	Post in Library Committee
1.	The Vice Chancellor	Patron
2.	Senior Faculty Member Nominated by BOM	Chairman
3.	Quantum Learning Resource Center (QLRC) Convener	Member
4.	One QLRC Members Nominated by Vice Chancellor	Member
5.	Sr. Faculty Members (Associate Professor and above) Nominated by Deans of all Faculties	Members
6.	Two faculty Members (Assistant Professors) Nominated by Vice Chancellor	Members
7.	The Librarian	Member Secretary
8.	The Registrar	Special Invitee

The committee shall meet at least one time in an academic year. The Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Vice Chancellor. Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration. A report will be submitted at BOM for approval.

9. Library Budget

Budget is an important document for the planned and successful operation of a library. It is coordinated between the policies, information of exchange programmers and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. The budget for the library should help students to become life-long learners. The budget for the library should assist student in their abilities to become Independent learners

Library is an institution that incurs several expenses on books/material etc. It does not have a source of cash or direct income, like other commercial organizations have when it is talked about library finance. The Library Committee will finally propose the budget, which will be approved at the finance Committee followed by final approval by BOM. Following heads will be under operational business functions

    a   Procurement and Maintenance of Books and Magazines, Journals

b   Subscriptions on Government Portals, E-books, E-Journals, and E-T&L Materials, Software and Data Services etc
c   Procurement and Maintenance of Physical and Digital Infrastructures
d   Development, Maintenance, and Upgradation of Library Resources and Environment
e   Collaborations and Tie-ups
f   Outreach and Promotional Activities of Stakeholders and Community Services
g   Award and Penalties
h   Weeding and disposals as per Policy
i   Gifts and rewards

10. Stock Verification

Stock verification is an annual process which will be conducted at the academic year end or before the academic year begins. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost. The report of Stock Verification is part of Administrative audit, which will be presented in the Library Committee, and IQAC report of each year.

11. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Vice Chancellor.

12 Library Rules & Regulations

12.1 General Rules

Students will not be permitted in the library premises without their library cum identity card.

Personal belongings should be kept in the racks provided at the entrance. Only loose papers and notebooks are allowed inside the library premises. Do not keep any precious items in the bags kept at the property counter.

a.   All library users must sign in/out in the registers available with the librarian.

b.   Cell phones should be switched off before entering the library.

c.   Students should maintain silence in the library and should not disturb others.

d.   Smoking/eating/talking/chewing gum is strictly prohibited in the library premises.

e.   Books and other materials taken from the library stacks should be left by the readers, on the table for the library staff to collect and rearrange.

f.   Books issued once will not be returned on the same day & date.

g.   Users of the library should not steal, mark, cut, or damage the reading materials in any way. Any person found doing so will be fined heavily, apart from being asked to pay the cost of the damaged document. In case a person repeats the offense for the second time, his/her ID card will be

impounded and strict action will be taken as per university norms or decision taken by the Proctorial board.

h. Any kind of misbehavior with Library staff will not be tolerated. If found indulge strict action will be taken as per university norms or decision taken by the Proctorial board.

i. Periodicals, Reference books, Journals, Dissertation/ Project report is only for reference and will not be issued to any student. The photocopy of any page is allowed at the permission of librarian on payment basis.

j. Visitors are not permitted in the library without the permission of the Librarian.

12.2 Rules for Reading Hall

a Keep Silence in the reading hall.

b Eatables are not allowed inside the Reading Hall.

c Every student must have his/her Identity Card while entering the reading hall.

d Write your name in the register while entering the reading hall.

e Reading Hall timings will be extended during examinations with prior notice.

f Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library. Suggestion Box is kept at the counter in the main library. Your objective and

g positive/healthy suggestions are welcome. Students should return their book in a given time period.

h Strict action will be taken for any misbehavior in the reading hall.

i Use of mobile phones is strictly prohibited in the Reading Hall.

j Students are not allowed to sit in the library during their lecture & practical hours.

12.3 Digital Library

a. The Internet / Digital facility is for all students.

b. Students must register their name & timing, one day before.

c. Playing games, chatting, Downloading any pictures/ songs, videos & misuse of the internet is not allowed.

d. Do not save any material on the PC.

e. Printing/Downloading is allowed with prior permission of the Librarian.

f. Printing/Xeroxing will be provided on payment

12.4 Circulations

a. Borrowing facilities are available to the students against the Identity Card cum library card issued to them. Books are issued from the counter on presenting the Identity card. No one is allowed to get books issued on other Library cards.

b. Renewal is not automatic. For renewal, it is necessary that the book shall be presented at the counter. If there is a pending demand for the book, the request for renewal may be turned down.

c. If a book is not returned within the stipulated time the student will be charged a fine of Rs 5/- per day per book.

d. In the case of loss of book by the borrower he/she shall replace the book together with the payment of the late fine as admissible. If he/she refuses to replace the book then he/she has to pay double the cost of the book.

e. If the book of a multi Volume set is damaged or lost, the student concerned shall be liable to replace the whole set and pay the necessary fine or pay double the cost of the same and the necessary fine.

f. Students/ Faculty Member/Staff should return the book borrowed from the library before they proceed on long leave (end semester) to avoid payment of a fine beyond the issue date.

g. The Librarian can recall books and publications at any time to meet any urgent requirement.

h. For Students/ Faculty Member & Staff, a maximum of 04 books/6 books will be issued for a period of 14 days/ 1 semester, respectively .

13. Library Services and Activities

Quantum understands well that a library & information center of an exceptional quality, form the nerve center of any good institute. Connecting both students and faculty with global resources of knowledge, the 'Q' Library continues to adapt to challenging new demands and provides a professional and conducive learning atmosphere for the empowerment of its users. The library is rich in resources in the domains of Engineering, Management, Agriculture, Pharma, Hospitality & Tourism, Applied Sciences & humanities etc. The library houses industry relevant reports, standard journals, periodicals, publications, articles, magazines, newsletters and other learning resources etc. An automated set-up with user-friendly portal is providing a single point access to e-resources. Full text e-journals database subscription is available to the students and faculty members.

Library is fully computerized and utilizes software for all its housekeeping activities and takes the advantage of Wi-Fi technology. Library facility is available through mobile App also.

13.1 Library Hours and Other Facilities at Library

Timing and Operational Hours
9:00 A.M – 8:00 P.M. on Weekdays
10:00 A.M. – 4:00 P.M. on Sunday and holidays
Book Borrowing Facility Available to Students
Issue Books 04 Textbook for duration of 14 days
Book Bank facility provided to the 1st year students
Reference Section
For the added benefits to the students, the library has established a reference section in which books are issued for reading within the library premises hours
Other Facilities Available to Students
Xerox and Print Out Facilities (*on payment basis*)
Scanning facility for Students (*On demand*)
Program Syllabi and old question papers available Online QLRC.
e-journals and e-books on QLRC.
Dedicated Computers available for students use in the library with WI-FI and High Speed LAN Facility

13.2 Digital Library

Library has membership of DELNET, NPTEL, SWAYAM, INFLIBNET etc. It has a lively collection of e-books and e-magazines in the form of CDs and internet resources. Digital library operates on our server with uploading and downloading facilities and can be accessed from anywhere on campus through intranet. Students and faculty members can download and upload lecture notes, projects, write-ups, videos from national and international universities, teaching learning tools through the resource center.

Standard Operating Procedure

For

Central Library and Learning Resource Centre

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, magazines, newspapers-database question banks and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students To develop its collection by acquiring necessary reading materials to meet the present and future needs of its users for whom it is meant.

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d   To develop its collection by acquiring necessary reading materials to meet the present and future need

SOP1: Procedure of Selection, Acquisition and Processing Of Books
Selection Of Books

The selection of books is based on the suggestions/Requests received from the faculty members Suggestion/Requests received from the Research Scholar/Students University Librarian may also recommend some books based on book reviews etc.

Faculty members sent a list of books to the concerned HOD/Coordinator for procurement in a prescribed format.

Finally the HOD/Coordinator sent a list of books to the Librarian for further action.

The Librarian prepares a consolidated list after checking the available budget for purchase of books, as budget is the most important component in document selection. The list is checked from the library catalogue or OPAC to ensure avoidance of duplication. The list is finally approved by the Librarian and the Vice Chancellor.

SOP2: Ordering:

Once selection is finalized books are purchased from the registered vendor according to budget. The Library can purchase books from the other vendors in case the registered vendors are unable to supply the same, in an exceptional case. The Library accepts only latest, Indian/paperback editions /latest reprints of the publications, Time frame for supply and cancellation is normally 4-5 weeks for foreign publications and two weeks for Indian publications. For unsupplied books reminders are sent to the vendor. Progress of each order is intimated from time to time.

SOP3: Bill Processing:

No bill(s) is processed until and unless the books are received in the Central Library. The library accepts the bills as per conversion rates of the Goods office Committee. Once the books are received in the Library, the book(s) are physically checked for any defect in printing, wrong pagination, torn pages etc. In such cases the books are returned to the vendor. The books are also verified with the order list such as- Author, title, edition – number/Indian /Foreign, paperback. The bills received from the vendors are thoroughly verified & checked for price verification, conversion and discount rates by the concerned staff.. All the relevant information is verified by the Librarian.

SOP4: Accessioning:

The book(s) are accessed in the Accession register. The Accession Register is the basic record in the library about each document forming part of its collection. Entry for each book is made in the Accession register which has all the relevant details of a book such as name of the author, title, publisher, year of the publication, cost of the book, vendor etc. and this/these accession numbers is/are entered on the books and bills, which is verified by the Librarian before forwarding the bill to Accounts section.

SOP5: Payment of Bills:

Book(s) once accessioned, Bill(s) sent to the Finance and Account Office of the University for Payment.

SOP6: Gift and Exchange

Acquisition of Gift is one of the important sources to develop the collection of the library. Gift is received in the Central Library as per the selection policy of the gifted books. Selection of the books

is based on the thought contents i.e. author and publisher. After verification from the authentic electronic information sources the gifted items i.e. books/journals/CD/pamphlets etc. are accessioned in the accession register of gift. Once an accession number is assigned, it is deemed to be the property of the library.

SOP7: Periodical Division

Selection Process Of Journals

a   Faculty Members may recommend the journal titles from their area of subjects/specialization and submit them to the head of the department or to the concerned authority.

b   The Dean/Director/Coordinator may compile the list of journals recommended by their respective faculty members and a consolidated list shall be submitted to the University Librarian for the further necessary action at his end.

c   If the list is not received to the Library before or on the required date of receiving from their end then the Librarian will again send a reminder to all the HODs/Coordinators to send the list at the earliest.

SOP8: Purchasing Methods of Print Journals/Online Journals

The purchasing methods for print/online journals consists the following standard procedure:

a   Selection of Journals (Departments/Central Library)

b   Preparation of priority list according to budget

c   Publisher/Vendor is finalized b y the Management of the Quantum University

d   Arrangement of Purchase Committee to finalizing the subscription orders

e   After preparing the subscription list, It is sent to the Management

f   Placing of subscription orders to the Agencies/Publishers

g   Receiving of invoices and checking thoroughly like price, conversion, price proof etc

h   Entry of invoices on the periodical register

i   Processing of invoices for payment

SOP9: Subscription/Renewal Method of Databases/E-Resources

The subscription & renewal method for online Databases/E-Resources is different from print journals. The subscription/renewal of databases should be done according to the availability of funds, usability, usage statistics and recommendations received from the faculties and students.

The University Librarian will arrange the meeting with the Library Committee to finalize the subscription of databases. The University Librarian will present a brief report among the Library Committee members consists the usage statistics of the subscribed E-resources, demand of any new e-resource/database (if any) renewal of databases, subscription/renewal report of eShodhSindhu allocated resources to the University (if any). The report will consist of proposed e-resources to be subscribed for the next year according to the availability of funds.

The below standard procedure are followed to subscribed the E-database/E-resources

    a   Acquiring the usage statistics of the databases

    b   Preparation of the list of proposed e-resources

    c   Prepare a report/presentation for the library committee

    d   The University Librarian will send the subscription orders to the concerned vendors/agencies for the resources finalized by the Management of the University.

SOP10: Receiving of Journals & Data Entry in Periodical Register

Once journals are received in the Library the entry of all the supplied issues must be entered in the Periodical Register.

SOP11: Missing issues & Claims

It is the duty of the In-charge/staff of the periodical section to send the claims on time for missing and unsupplied issues to the agency/publishers if the journals are not received on time. The claims may be sent on a half yearly basis depending on the supply status of the journals.

The previous year claims should be settled within one year from the subscription year's or in the next year depending on the conditions that if a journal has delayed publications or in transit may be avoided to include in claims, because the supply is more important than refund.

SOP12: Technical Division

Technical division performs the following works-

    a   CLASSIFICATION-Assigning class number with the help of OCLC for each titles of the book

b   CATALOGING- Bibliographic details of each documents entered in software (LIBCYB)

c   TECHNICAL PROCESSING-Stamping of documents, Bar coding etc. and transferring documents to the concerned section.

SOP13: Circulation Section

Procedure for Library Membership

a   STUDENTS-The membership form for the central library may be filled up online at ERP by the students.

b   UNIVERSITY EMPLOYEE: All the permanent employee (Teaching & Non teaching) employees of the University can get the membership of the library after filling up a membership form duly attested by the HOD/Office.

c   VISITOR/SCHOLAR FROM OTHER UNIVERSITIES-As per direction of Vice Chancellor

SOP14: Procedure for Charging and Discharging of book

The collection of the library has been distributed in different sections. Any document can be issued from the circulation counter. The Library is currently using LIBCYB software.

SOP15: Procedure for Issue of a Books

The library is using an open access system in stacks for general books where users are allowed to go to the shelves and choose a book, then the book has been given to the staff in the circulation counter. After verifying the borrower from the ID card book is issued from software and handed over to the borrower. The book can be borrowed from 9.30 A.M to 4.00 P.M.

SOP16: Procedure for Return of a Book

All the documents issued from the library will be returned at the Circulation Counter of the Library from 9.30 A.M. to 4.00 P.M. The user will present the book to the Staff available at the return counter of the Circulation Division; he will scan the Accession No. of a book through the bar code reader and return the book.

SOP17: Services and facilities

a   Book issue/return facility is provided only for consultation within the library premises.

b   At a time borrower can take 4 books from the library

c   Issued book is the responsibility of the concerned user.If the book is misplaced/Lost, The user has to replace it by the same or latest edition of the same title.In case- book cannot be replaced then the cost of the book will have to be paid by the user.

d   Library is not responsible for the loss of personal belongings.

e   Newspaper/Magazines are available for the user community.

f   Reference books/Theses/Dissertation are available only for consultation.

g   Access to E-resources subscribed by the University within the campus of the quantum University.

SOP18: Procedure for Plagiarism Checking

For checking plagiarism of a document, users are required to visit the Central Library with their documents on all working days except holidays. However, Teaching/ Non-teaching staff will be assigned the usership of the software which will be subscribed by the University. They may create their own login for the subscribed Plagiarism Software (*access to use permission will be granted*) . They may check and receive the Plagiarism report of their documents on the registered e-mail. Alternatively, they may take services provided at 'the Central library cell for plagiarism' by sending the document on the on library@quantumeducation.in. The report will be sent to their registered emails.

For Students and Research Scholars, the plagiarism checking services are available at 'the Central library cell for plagiarism'. They may send their documents at the email library@quantumeducation.in. After two days (*maximum*) the plagiarism report will be sent to their email ids. This report will be considered as the official report for assessment purposes.

SOP19: Procedure For Uploading Of Electronic Theses And Dissertations (Etds) On Shodhganga / Institutional Repository

The Quantum University requires its Ph.D. students to submit a hard copy of the final version of their thesis along with a soft copy in PDF format in a pen drive in order to ensure that all Ph.D. thesis produced at Quantum University are captured, preserved and appropriately made accessible to the global academic community like Shodhganga. Once the Ph.D. degree is awarded, the Central Library receives hard copies of the thesis Research Unit of the Quantum University, Roorkee. Then, the process of submission of PDF format of theses starts on Shodhganga repository/Institutional repository. The Central Library uploads and provides access to ETDs through Shodhganga/Institutional Repository.

SOP20: Uploading Material on QLRC

University provides a portal which is remotely accessed. Teachers may upload their teaching material, PPTs, Videos, Video in regional language through their login. A Quality Committee and QLRC Member of their department will approve the content before uploading. All teachers are required to send his/ her material for verification. The teachers will get a digital consent from the committee , Once the consent is received they will be able to upload the material.

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