



LIBRARY POLICIES MANUAL

2022-2023



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Objectives

To facilitate access to quality information resources and services by identifying, evaluating & satisfying the information needs of users, while providing access to high quality scholarly information resources.

To promote intellectual growth and creativity by developing collections, facilitating access to information resources and offering research assistance.

To ensure that the library is equipped with requisite resources as per the regulatory authority requirements and enhance its utilisation and usage.

Scope

To give information to students, staff, vendors and to users about the principles on which the collections are acquired, to create an awareness of the objectives and to form the basis for future developments.



Library Collection Development Policy

Library collection development is the process of systematically building the collection of a library to meet the information needs of the library users in a timely and economical manner using information resources that have been thoroughly screened and selected with active involvement of faculty and students.

Objective: To create a collection of library materials that supports library's objectives and fulfils the requirement of all the stakeholders as well as statutory committees.

Recommendations for Purchase

1. Regulatory bodies requirements (AICTE,PCI, UOM)
2. Curriculum requirements
3. Faculty/students recommendations
4. Recommendations of book publishers (new arrivals)
5. Librarian explorations (Networking contacts, online searches)

Selection Criteria

1. Fulfilment of curriculum requirements
2. Fulfilment of requirements of various Accreditation and Regulatory bodies
3. Quality of content
4. Latest editions
5. Fulfilment of requirements of course coordinators, students and other stakeholders.
6. Usage data and fast moving titles data.
7. Adequacy of current holdings in the subject area
8. Availability of resources
9. Cost
10. Space and storage issues

Responsibility

The responsibility for the final selection of library materials rests with the Institute Library committee headed by the Head of the Institute. The actual selection is a collaborative effort, operating within the framework of approved policies.

Maintenance of Collection Duplication

The library will avoid, for the most part, duplication of titles. If demand is heavy, a duplicate copy will be purchased if necessary. The extent of duplications will be determined by need, budget, and proximity of other collections. In the case where multiple copies of a title are needed, the Institute Head will make the final decision of procurement with recommendations of the library committee and departmental heads.



Accessioning

- Enter the details of the Invoice and Books in Accession Register.
- Assign Accession Numbers to Titles in Purchase Bills.
- Enter in Library Management Software (KOHA).
- Enter in Bill Register and forward bills.

Invoice Processing

- Receive Books from Suppliers/Vendors.
- Crosschecking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report rates,
- Price Proof Verification for Foreign Publications and for books on which price is not mentioned. (Photocopy of the Publisher catalogue, print out from the publisher's website, photocopy of the invoice received by the supplier from the distributor).

Classifying

- Classify Books as per the Dewey decimal classification (DDC) schedule
- Write the Class No and Collation on the back of Title page.

Cataloguing

- Bibliographic Details of each book to be entered into Cataloguing Module database according to AACR2 Standards.
- Data validation: Regular editing of various access points in the database against criteria such as Author, Title, and Class No.

Processing Books

- Stamping – Library Stamp to be put on the back of title page, on secret page and on the last page.
- Paste bar codes on the Title page and laminate it with cello tape.
- Prepare book cards.
- Send the ready-to-use new arrivals to New Additions Rack/Reference Section

Institute Material like Dissertation/Thesis/Reports

These items to be treated like books for processing.

Approved by:



Replacement

The library will not automatically replace all books withdrawn because of loss, damage, or wear. The need for replacement will depend upon demand for a specific title and the extent of adequate coverage in the particular subject area.

Book purchasing procedure

SOP (along with roles and responsibilities)

Preparation of tabular format comprising list of subjects for upcoming semester (segregated by year/semester/subject) and syllabus-recommended books and sharing of list with course coordinators– Librarian



Invite proposals for books and journals to be purchased for the upcoming year from course coordinators, **other Faculty and Departmental** heads – Librarian



Compilation of proposed list of books and journals to be purchased for the upcoming year along with the number of existing books and cost details – Librarian



Present the compilation of proposed books and journals to Head of Institute and Heads of Departments. (HoDs) – Librarian



Review and finalization of books and journals for library – Head of Institute & HoDs



Preparation of budget and invitation of quotations from three vendors for the selected books and journals – Librarian



Submission of requisition of the finalized list of books and journals to the Management for approval and follow up on purchase order progress of the same. – Librarian



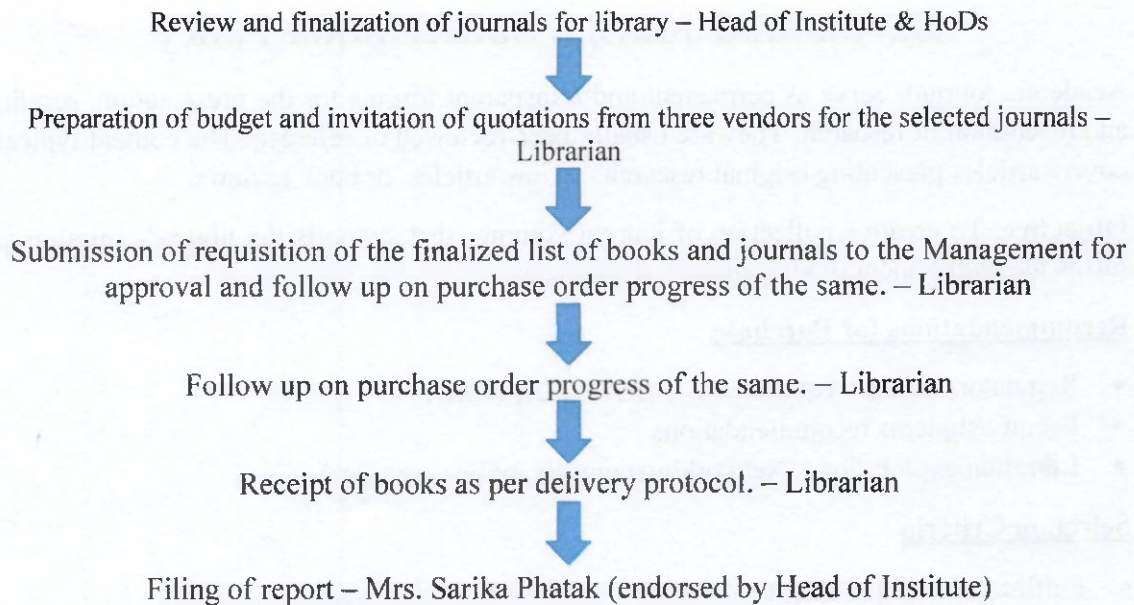
Follow up on purchase order progress of the same. – Librarian



Receipt of books as per delivery protocol. – Librarian



Filing of report – Librarian (endorsed by Head of Institute)





Hardbound Journal Subscription Policy

Academic journals serve as permanent and transparent forums for the presentation, scrutiny, and discussion of research. They are usually peer-reviewed or refereed. The content typically covers articles presenting original research, review articles, or book reviews.

Objective: To create a collection of journal volumes that supports the library's mission and fulfils the requirement of all statutory committees.

Recommendations for Purchase

- Regulatory bodies requirements (AICTE,PCI, UOM)
- Faculty/students recommendations
- Librarian explorations (Networking contacts, online searches)

Selection Criteria

- Fulfilment of requirements of various Accreditation and Regulatory bodies
- Quality of content
- Fulfilment of requirements of course coordinators, students and other stakeholders.
- Usage data and publication records of faculty and students.
- Adequacy of current holdings in the subject area
- Availability of resources
- Cost
- Space and storage issues

Responsibility

The responsibility for the final selection of library materials rests with the Head of the Institute (although actual selection is a collaborative effort, operating within the framework of policies and objectives determined by the Institution head.)

SOP (along with roles and responsibilities)

Invite proposals for journals to be purchased for the upcoming year from faculty / course coordinators – Librarian



Compilation of proposed list of journals to be purchased for the upcoming year along with past usage data and cost details – Librarian



Present the compilation of proposed journals to Head of Institute - Librarian.





Circulation Policy

Objective: The purpose of this policy is to establish guidelines for circulation of all items available for checkout at the library, by users prior to, during, and after borrowing items from the library.

Scope: Circulation work refers to all activities performed and procedures adopted for registration of users, issue and return of documents and periodic maintenance of statistics. The circulation procedures facilitate easy and ethical access to library resources by the users.

Lending of Books / Journals /

Issue of books

- Unless otherwise mentioned, books are issued for a period of 8 days. Before the due date, the students can renew the permission to retain the book for an additional 8 days.
- However, if a book that has been issued to a student, is urgently required, the library may call back the same from the student.
- Books must be returned on or before the due date, so that fellow students can access and use these books.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs.5 /- per day.
- The overdue charges will be collected at the time of returning the book. The library card will be returned only after the student pays the overdue charges.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dog-earing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book and pay a fine of Rs.100/-.
- In case a book is lost by the student, the Librarian should be informed of the loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to pay the cost of the book.

Issue of Reference shelf books

- Reference shelf books are to be used in the library itself.
- Certain books that have high demand will be issued overnight at the time of closing hours.

Issue of journal / magazine

- Journals / magazines on the display rack (latest issue received) are to be read in the library
- Back issue of a journal/magazine is issued for a period of 2 days.



Electronic Resources Management Policy

Objective: The purpose of the Electronic Resources Management policy is to establish and promote the legal, secure, and ethical use of electronic resources (e-resources) by all members of the Institute.

Electronic resources are materials in digital format accessible electronically. Examples of e-resources are electronic journals (e-journal), electronic books (e-book) online databases in varied digital formats, Adobe Acrobat documents and webpages. Under the library's general collection development policy, e-resources subscription is mandatory as per the regulatory bodies.

The library shall acquire the e-resource databases subscription of the mandatory packages and negotiate an agreeable price with the vendor.

Selection Criteria

1. Quality
2. Pricing
3. Technical support
4. Accessibility
5. Licensing

SOP (along with roles and responsibilities)

Renewal of Annual subscription of Science Direct journals – Librarian

Utilization report download – Librarian



Training and orientation programs of e-resource utilization to faculty and students –
Librarian, Library committee member

Preparation of E-data of syllabus books, University/ internal examination question papers –
Librarian



Review of electronic repository of syllabus books – Library committee member

Monthly review of learning Management system utilization among UG/PG and PhD and
Faculty members.– Librarian, Library committee members
(report to Head of the Institute)



Issue/Return procedure

Issue and Return of library materials is the basic function of a library. The sequence of activities to be followed during the issue and receipt of the library books is as follows -

While Issuing Book:

- Observe the book for any visual signs of damage.
- Enter details into Issue Database
- Issue books using KOHA software.
- Handover the books to the user.

While receiving the books:

- Observe the book for any visual signs of damage.
- Check due dates for necessary action.
- Cancel the entries from user account in KOHA.
- Return books.
- Send them to the stack for Shelving.

Documents that Can and cannot be borrowed

Books that can be borrowed -

- Books from the lending section can be borrowed.
- CD ROMS, DVDs can be borrowed for a period of one day.

Books that cannot be borrowed:

- 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.
- Dissertations/Project Works submitted by Students are not issuable.

Renewals/Reservations and Over Due/Fines

- Books can be renewed for another same term if there is no demand on them. The renewal must be made on or before the due date
- There will be an overdue charge Rs. 5/- per day per book

Loss or Mutilation of documents by students

- Library materials are to be handled with care.
- If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.
- If the book is out of print, then same book should be replace by Xerox copy with binding

If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced (it must be resolved within two months)



- Only one journal/magazine will be issued at a time.
- If a journal / magazine which has been issued to a student is urgently required, the library may call back the same from the student.
- If a journal/ magazine is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs.5/- per day for the first five days and thereafter Rs.10/- per day.

Circulation Desk: Borrowing Privileges

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. Efficient functioning of Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library.

Major Activities of the Section are:

- Issue and returns of Learning Resources (Primarily Books).
- Attending user's query for effective interpretation of library rules and regulations.
- Registration of new members and issue of barcode generated ID card for users.
- Inter Library Loan Service.
- Operation of "Circulation Module" of Library Management Software KOHA - Maintenance and updation of all data related to users at Circulation desk in KOHA software.
- Library Orientation programmes.
- Assisting the users for accessing OPAC and reference material.

Borrowing Privileges: Faculty

Item Type	Check out limit	Loan period (days)	Fine Per day	Renewal allowed
Books	15	30	-----	yes
Journals	5 (back issues)	15	-----	-----
Reference Books	5	15	-----	-----

Borrowing Privileges: Students

Item Type	Check out limit	Loan period (days)	Fine Per day	Renewal allowed
Books	3	8	5	Yes (if not in demand)
Journals	1(back issues)	8	5	-----
Reference Books	1	Overnight (1 day)	-----	-----



Stock Verification policy

Stock Verification refers to the physical verification of library materials against the details, specifications and balance quantity mentioned in the accession register/record.

Purpose:

Physical stock verification of all items in stock is necessary for attesting the accuracy of stock records, to disclose the possibility of fraud, theft or loss, or deterioration; and to reveal the weakness of the system, if any (i.e., whether the stock is in safe custody).

Scope: Stock checking referring to the physical verification of the inventory with computed stock maintained by the Institute.

Advantages:

1. The primary advantage of stock verification is to rule out the discrepancies in the registered stock and physical stock
2. Physical verification also helps in replacing relevant, useful and on demand documents with new copies wherever lost or mutilated.
3. Stock verification is the time to introduce new ways of arrangement of stack, modified or new lending system and other procedures.
4. As the library calls back all issued out documents for stock verification purpose, this provides an opportunity for its users to browse the entire collection after verification. This has a positive influence on countering bias of less useful books lying on shelves.
5. It helps to review the precautionary measures already taken in preventing loss and mutilation as well as to identify any deficiencies in the existing procedure of maintenance of library and vigilance.
6. Stock verification facilitates the identification and discarding of obsolete volumes.

Protocol

1. Prepare a protocol of verification. Receive approval from the appropriate authority.
2. Send reminders to faculty and students for returning books.
3. Prepare a stock-taking sheet, with serialized list of all library books.
4. Physically inspect each book on every shelf of every cupboard and mark the book number in the excel sheet after physical verification.
5. Prepare a list of missed out numbers, search them on shelf, track the data from KOHA and if missing, put the accession number in the list of final report.
6. If a book is missing for three consecutive years then declare it as lost.
7. As per management policy, library can decide to replace a book on their own.

Schedule: June every year after the semester ends.



Fine and Lost Book Policy

Students are responsible for the books they checkout from the Library.

- If a book is lost, damaged or stolen the student will be responsible for paying the full replacement cost of the book. The student will not be allowed to issue any more books until the replacement cost has been paid in full.
- In case of special situations or extenuating circumstances that make it difficult to return or renew library materials on time, the librarian should be immediately contacted to appeal fine charges. Charges may then be upheld, reduced, or waived.
- The following reasons are NOT generally regarded as valid for cancelling or reducing charges:
 - Forgetting or not knowing due dates or the amount of fines.
 - Loaning the item to a third party, or checking material out on their behalf.
 - Being too busy or out of town.
 - Not receiving or not reading courtesy notices, overdue notices, or other library communications sent to your email address.
 - Transportation problems
 - Financial problems
- If a borrower believes that they have returned the material that is being overdue or lost, they should inform the main Circulation Desk. Library staff will search for the material twice or more, but the material will remain on the borrower's record until it has been located. If the material is found within the library by the library staff, the item (and all charges) will be removed from the borrower's record. If the material is not found in the library, the borrower will be responsible for the replacement charge. A borrower may return an item owned by the Library that has been declared "Lost" within one year of its being lost and billed. The item will be returned back to the borrower after removing the barcode and the date due slip. All late fees and lost or damaged book charges are charged only to the borrower.



Standard Operating Procedure

Invite list of books for the book bank for the upcoming year from the course coordinators – Librarian



Distribution of book bank application forms to students – Mrs. Sarika Phatak via class teachers – Librarian



Collection, compilation and analysis of all application forms – Librarian



Finalization of students selected for availing the Book Bank facility based on UGC rules– Head of the Institute & Departmental heads



Distribution of Book sets to selected students after collecting undertaking form – Librarian



Collection of book sets from students at the end of the semester – Librarian



Book Bank policy

SVKM's Dr. BNCP has set up a Book Bank Facility in the library for the students of BNCP (UG students). The main aim of this facility is to help the needy, meritorious students. The Book Bank will have a separate budget included in the annual budget. Books donated by alumni members to the Book Bank facility of BNCP are acceptable.

Purpose: To encourage the economically backward class and meritorious students by providing informational and educational assistance.

Scope: 'Book-Bank Facility' is an additional book lending facility for deserving students under which they can borrow a set of books for one academic year.

Policy

1. The book bank facility will be extended to approximately 10% students in each class on the basis of
 - The annual income of parents (Ceiling Rs.8.00 lakhs per annum)
 - The recommendations of each class teacher
 - Scrutiny of applications by the internal library committee.
2. Depending on the availability of the sets of books, priority will be given to students based on their performance in the previous examination.
3. A student will not be eligible if he/she fails in the previous end-semester examination.
4. A written undertaking will be taken from the students availing this facility regarding maintenance of the books issued to them.
5. All students availing this facility will ensure returning the entire set of books issued to them within one week of completion of their final examination in the concerned semester.
6. An overdue charge of Rs.2/- per day per book will be levied if the books are not returned within the stipulated period.
7. If any student availing the facility loses the book / damages the book / disfigures the book, he/she shall replace the volume(s) with new books (or pay the current cost of the book plus fine, if any, as may be directed by the authority)
8. The cost of this application form is Rs.10/-



Library Services

- **Home Lending:** Students can borrow one book at a time against their library card for the period of one week. Books can be re issued in case there is no demand for that particular book.
- **Reference Service:** Students can use reference books available in the library, such as pharmacopoeias, dictionaries etc.
- **Internet Access:** Students can get access to the Internet in the library. There are eight computers kept only for students.
- **OPAC and Web OPAC:** Students can browse library collection through Online Public Access Catalogue library.svkm.ac.in
- **Remote Access to e- Resources:** Students can get remote access to all e- resources using this link. <http://ezproxy.svkm.ac.in:2048/login>
- **Display of New Arrivals:** New books are displayed physically in the display cupboard in the library.
- **Orientation:** Library orientation is given to First year B.Pharm and M.Pharm students in the beginning of academic session.
- **Inter Library Loan:** Students can put in requisition to the Librarian to borrow books from all SVKM /NMIMS institutions for limited period of time.
- **Bibliography:** List of books (subject-wise) is available for reference.
- **Newspaper clippings:** Students can refer to current news/developments on the library notice board.
- **Student Portal:** It is a Learning Management System created by in-house team of SVKM where students can view course material uploaded by Faculty, view syllabus, question papers (periodic test, sessional exam and University exams) and the Institutional Repository. (portal.svkm.ac.in)
- **Additional library services**
 - **Slow learners:** One additional book for issue (Total 4) on one library card for 10 days and personal assistance in browsing books in library, accessing e-resources and journals as and when required.
 - **Drop-out students:** One additional book for issue on one library card for 10 days and personal assistance in browsing books in library
 - **Financially weak students:** Book bank facility if their merit is high and exemption from the overdue fine on the borrowed books
 - **Alumni Students:** Access of e-section for e-resources for their further research and reading room facility for referencing books and journals



Summary

Policy No	Name of the Policy	Applies to	Approved by	Contact Number
1	Collection development Policy	Library staff, users, vendors, Head of the institute, Library committee, Regulatory bodies (requirements), Management (approval)	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in
2	Hardbound Journal subscription policy	Library staff, users, vendors, Head of the institute, Library committee, Regulatory bodies (requirements), Management (approval)	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in
3	E-resource Management policy	Library staff, users, vendors, Head of the institute, Library committee, Regulatory bodies (requirements), Management (approval)	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in
4	Circulation Policy	Library staff, users	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in
5	Fine and Lost book policy	Library staff, users	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in
6	Stock Verification Policy	Library staff	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in
7	Book bank policy	Library staff, users, approval by the Head of the institute	Institute Library committee headed by Head of the Institute	Mrs. Sarika Phatak 02242332063 sarika.phatak@bncp.ac.in

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Head of the Institute

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