



POLICY DETAILS OF SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING ACADEMIC LIBRARY

LIBRARY RULES

Students and staff of VSKUB are eligible to access and use the library by following library rules and regulations but to checkout library resources one will need to become a library member. Alumni students and staff will be welcome to use the library. Visitors from different academic institutions across the countries are welcome to use the library with the permission from the higher authority of the VSKUB.

Membership

1. Student, teaching and non-teaching staff may apply to the Librarian for membership of VSKUB Library through the prescribed membership application ([Annex I](#) for students and [Annex II](#) for others) along with a recent passport size photo and valid VSKUB ID card.
2. At the beginning of each semester students will take no due certificate.
3. Students will renew membership at the beginning of each semester till the university has its own smart card for the students.

General Rules

1. Before entering the Library the users shall show valid photo ID and handover their personal books, bags, sticks, umbrellas, parcels, attaches, port-folios, brief cases, newspapers and loose garments etc. to the Security staff at the check point / locker.
2. Bags and attaches are to be deposited by taking out valuable materials like money, ornaments and mobile phones, electronic gazettes if any. University will not be held responsible for losses of any such valuable articles.
3. Users will be responsible for their own goods belongings inside the library and library will take no responsibility for any kind of loss of personal belongings.
4. Mobile phone, audio or video devices should be switched off before entering the Library.
5. Deposited materials shall have to be collected from the check point after returning respective token/key at least 15 minutes before closing of the Library on the same day. Library staff shall not ordinarily be responsible for safety of the articles, if not collected on the same day.
6. Gate pass for issued Library book(s) shall be deposited to the Library Staff at the gate while leaving the Library. Library staff may check the readers thoroughly within the Library premises or at the gate, if required.
7. Class notes and exercise papers may be allowed to be taken inside the Library subject to checking at the gate at the time of entrance.



8. After study, books should be kept on the reading table. Library staff shall arrange books in shelves in due time.
9. Books issued for study in the respective reading room shall not be removed elsewhere without written permission.
10. Smoking and use of matches or lighters in the Library premises are strictly prohibited.
11. All Library members are required to maintain a quiet atmosphere in the Library and cooperate with Library Administration. Library privileges may be withdrawn from the members for violation of library discipline.
12. Library will be under CCTV surveillance and activities of users will be recorded.

Borrowing Facility

1. Student members shall be entitled to borrow 3 book(s) at a time for a period of 14 (fourteen) days.
2. Ph.D. and MPhil student members shall be entitled to borrow 5 (five) books at a time for maximum period of 30(thirty) days.
3. Faculty members may borrow maximum 10 books for one semester.
4. Members of administrative services may borrow 3 books for 14 days.
5. Members of non-teaching research group may borrow 5 books for 14 days.
6. No one shall be entitled to borrow books in more than one capacity /appointment.
7. Library shall be kept closed at the time of inventory/stocktaking. All book(s) on loan irrespective of the date of borrowing must be returned to library before the inventory takes place.
8. Processing of book (s)/ journals shall be processed through the Central Library.

Circulation Rules

1. The Borrower may be refused to issue book(s) if s/he is not present in person.
2. Borrowers must submit their own Library ID while check out any resource.
3. Encyclopaedias, dictionaries and other reference materials shall not, as a rule, be loaned out of the Library.
4. Reserved/not for loan/Confined books may generally not be issued.
5. Borrowers and readers are expected to check defects in any books issued to them and immediately call the attention to the library official on duty to any such defect. Borrower



shall be held responsible for any damage detected at the time of return and shall be required to compensate of the loss.

6. In case a book or any other library materials are lost or damaged while on loan, the borrower shall be held responsible and s/he shall be required to replace the book(s) or shall pay double amount of the current price of the same. Fines for delay at usual rate shall be charged till the matter is finalized. If the matter is not finalised within two months of due date then it will be reported to the library committee.
7. In case a book or any other library material is mutilated or disfigured while on loan, the borrower shall be held responsible and in such cases, s/he shall be required to compensate the loss.
8. No book(s) shall be issued to the users within the last 15 minutes prior to schedule lending period.
9. Unbound periodicals or books not sufficiently protected by binding shall not be issued from the library except with the permission of the Librarian.
10. The borrower on suspension or cessation of membership must return all library books along with her/his card or barcode.
11. Two copies of each text book will be reserved as Not for Loan.
12. The Librarian reserves the rights to recall book(s) before the due date.
13. Breaches of library discipline other than covered in these rules shall be dealt with by the President on recommendation by the Library Advisory Committee.

Use of Computers and Internet

1. Personal Laptop Computers will be allowed inside the library but the users will maintain such an environment which will not disturb the others.
2. Internet access will be provided for the users having laptops and necessary access permission to net will be available from the IT section.
3. Computers and Internet will be used only for academic purposes.
4. User will not use internet and any other equipment for recreational purpose.

Locker rules and regulations

1. The lockers are only available to the users of the VSKUB Library and only during their stay within the library area. They may be allocated for a maximum of 24 hours. An extension of time is not possible.
2. The library assumes no liability for any items stored in the lockers.
3. All library materials must be checked out using the barcoded Library ID card of the locker holder. Library items should be renewed, if necessary, even when stored in the locker.



4. Personal belongings (except food and beverages) may be stored in the lockers. Food and beverages are not permitted in the library at any time.
5. Occupancy and use of a locker does not supersede the library's policies on recalled items. In the event of a recalled item, borrowers are obligated to return it within the due date specified on the recall notice.
6. A replacement charge of Rs. 500.00 will be levied if one's key is lost. Library should be informed in writing to this effect. Students must take the responsibility for having their keys when needed. Library staff will not open lockers by request in the event of a forgotten key.
7. To avail a locker key written application should be submitted to the Librarian. As there are limited numbers of lockers so, senior class students will have priority.

Penalties

1. Any member failing to return the borrowed book(s) or other resource within due date, s/he shall be charged Rs. 5.00 only per day as late fine.
2. Maximum amount of the late fine will not cross the current price of the book.
3. Any person retaining book(s) after the deadline for inventory / stock verification shall incur a fine of Rs.5.00 per day per book.
4. If any reader walks out of the Library with book(s)/library materials or is found to be mutilating or tempering with books/Library materials the following penalties shall be imposed:
 - (a) The results of the member students appearing at the Semester final examinations shall be withheld unless all books/ journals are returned, fines paid.
 - (b) No member of the University staff shall be given a clearance on their resignation, leave without pay for study without the clearance from the Library, It will be the responsibility of the accounts section/division to make final payment to any member of the University staff after the person concerned has produced the necessary clearance from the Library.
5. Loss of Library barcode shall have to be reported immediately to the Librarian. A duplicate library barcode may be issued on payment of Rs. 100.00 only.
6. Any member if found to be constantly irregular in returning books, his/her membership may be suspended for specified period at the discretion of the Librarian.



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7. Membership may be revived by the Librarian on written application on the recommendation of the Chairman of the Department / Dean of Faculty/ Head of the office, as the case may be.
8. All relevant fees will be deposited by the members to accounts section or nominated bank.

Visitors

Visitors from SAARC countries are welcome to use the library but preference will be given to the students, faculty members and researchers of VSKUB. Library resources will be available only for consultation by visitors.

Library Hours

During Academic Sessions		During Vacation	
Library	Reading Room	Library	Reading Room
8:00 a.m. to 8:00 p.m. Lending Service (Monday-Saturday) 9:15 a.m. to 5:15 p.m. Issue of overnight Books 4:30 p.m. to 5:15 p.m. Return of overnight Books Following working day of issue before 9:30 a.m.	24 Hours a day 7 days a week	Monday – Saturday 10:00 am to 5:30 pm Sunday Closed	24 Hours a day 7 days a week

Library will be closed in all holidays mentioned in the academic calendar of VSKUB.

Change of the library hours may be made on the recommendation of the Library Committee with the approval of the President. Depending on the usage extended time can be changed.

The Librarian may close the general reading room or suspend issuing of books at any time during the day through a notice with prior approval of the President.



Library Advisory Committee

Library Advisory Committee (LAC) shall make recommendation for the consideration of the President / Academic Council.

Constitution:

Library Advisory Committee shall consist of the following:

- i) Chairman: Nominated by the President
- ii) Member: All Deans of Faculty / Nominated by respective Dean/Associate Dean.
- iii) Member-Secretary: Assistant Librarian (until appointment of Librarian)

Terms of Reference

- (i) Advising in Planning and Organizing the Library;
- (ii) Recommending acquisition policy, Library budget and Library rules for approval by the competent authority;
- (iii) Suggesting for improvement of services;
- (iv) To review the functioning of the library with regard to its support to the academic programmes of the University;
- (v) To advise the President on matters of policy relating to development library;
- (vi) To suggest changes in the current VSKUB Library with an aim to make it more user-friendly and academically useful. The suggestions may be made while keeping in mind the current space constrain
- (vii) To outline the library collection development policy as and when required, for its implementation.
- (viii) To monitor evaluate, from time to time, trends and developments in information technologies, networking library automation, library cooperation etc. and to make recommendation for the adoption
- (ix) Evaluate the suggestions from the library users.
- (x) To formulate the policy for library use and procedure to framed.
- (xi) To review the requirements of the new programmes to be introduced.
- (xii) Evaluating the books procurement Faculty-wise.
- (x) Any other function as assigned by the President. Quorum:



The quorum for the meetings of the Library Committee shall be 2/3 of the total number of members. The LAC would meet as and when it considers necessary but at least once in every quarter to review the library affairs. The committee will be valid for one complete year.

Acquisition Policy

Book Selection

Faculty members and students may take part in book selection in the University. The Library staff may also recommend general or reference books and those materials not covered by departmental subject categories like books on library and information science etc. It is recommended that teaching staff may recommend a maximum of fifty books in one semester. Publishers and vendors are increasingly providing electronic lists of titles, printed catalogues and other printed announcements. These may be forwarded to the concerned Faculties and Departments from time to time. Besides catalogues, book reviews in important magazines and databases are also basis for recommending books for the library. The library may also circulate reviews of books to the Faculty members to keep them informed about new publications.

Recommendation/Suggestion

1. List of books requisitioned by the Faculty for purchase for each Faculty/Department be always routed through the respective Chairperson and Dean. The requisitions of students can be approved by the concerned Dean of Faculty.
2. It will be desirable that books relating to semester courses may be sent in with **one clear semester notice**. Recommendation will be sent using Library Book Purchase Requisition (Annex-III).
3. The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for review. Very urgent requirements of books forwarded by the Deans/Chairpersons of respective Faculty/Departments may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.
4. Once approved by the LAC for purchase, library staff will re-check the library online catalogue (OPAC) to eliminate any duplicate orders etc.
5. The Library will prepare the final list of books and obtain approval from the concerned authority.



6. On the recommendations of faculty, the Library will purchase multiple copies of only those books which are found to be in great demand but not more than five copies of text book will be procured.
7. The Library may place orders with any well recognised vendors registered with Federation of Publishers and Booksellers Association in India (FPBA) or Delhi State Booksellers & Publishers Association.

The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be government publications/institutional publications and zero discount items. In case of multivolume books and encyclopaedia, efforts may be made to obtain higher discounts. On the basis of service and past record, the review of the suppliers will be done on annual basis. One weightage will also be given to timely delivery of books ordered in addition to discount being offered. Competition amongst the distributors needs to be encouraged so that the university gets maximum advantage by way of discount & timely delivery of books.

Purchase Order

Steps to follow procurement of books:

- i. The library may request for quotations from any supplier/vendor registered with Federation of Publishers and Booksellers Association in India (FPBA) or Delhi State Booksellers & Publishers Association.
- ii. List of required books will be uploaded in the library site.
- iii. If the number of books is less than 15-20 then it timed of quotations will be a working day.
- iv. If the number of books is 20-199 then the last date of sending quotations will be 2-3 working days, depending upon the urgency.
- v. If the number of books is 200 or more then the last date of quotations will be a working week only.
- vi. In the quotation the vendor will also inform validity of it, which should not be less than 4 week time.



- vii. Considering the maximum discount but not less than 20% and period of supply offered by the book suppliers and also need by the concerned Faculty a suitable proposal will be sent to the competent authority for approval.
- viii. Library will not place any order for a book for which vendor did not send quotation following the above procedure.
- ix. System of online ordering books from Flipkart, Amazon etc. will be continued.
- x. If ebook for Institutional customer is available then library may purchase a copy of each ebook directly from the Publisher. Only those ebooks will be purchased which has online access using standard internet browsers.

Terms and conditions for the books suppliers or vendors:

- i. The supplier will supply only latest edition, latest reprints of the books and shall charge the price as per invoice of importer/invoice of distributors.
- ii. If an Indian edition of a foreign book is available, they will supply only Indian edition.
- iii. If low priced or special edition for India is available, they will supply only that edition.
- iv. They will confirm period of supply within two weeks of the purchase order of imported books otherwise the order will be treated as cancelled and will be placed to another vendor. In exceptional cases and notifications extension in this can be considered by the VP.
- v. If any vendor fails to supply at least 80% of books of a purchase order within the committed time schedule then they can be blacklisted.
- vi. The vendors will supply ready stock / readily available books within a week time otherwise the purchase order will be treated as cancelled without any notice.
- vii. The vendors will supply imported books within 6-8 week time otherwise the purchase order will be treated as cancelled. Exceptions will be given POD (Print of Demand) books. They will supply POD books within 6-8 week time of printing.
- viii. After receiving the purchase order if the vendors come to know that a new edition of the book will be coming very soon then they will inform the library and supply the new edition only. In such cases they will supply the books within 6-8 week time of the publishing of the new edition.



- ix. The exchange rates charged in every bill will be as per the rate prevalent on the date of purchase order of books supported with the certified copies of the exchange conversion rates issued by the RBI for that date or the latest date newer to the date of purchase order if RBI rate is not published for the date of PO.
 - x. For price verification of foreign publications and those Indian prints where the prices are not printed on the books, copies of the publisher's/ importer's invoice duly signed and stamped by the supplier may be enclosed for record and the originals are to be shown while submitting the bills.
 - xi. Proper revenue stamp will be provided by the supplier.
 - xii. In case any discrepancy is noticed by the VSKUB Library at any stage, the vendors will refund the amount or replace the book immediately even if it is processed by the Library.
8. System of online ordering of books and purchase of books by faculty members during their visits abroad is available. Whenever the faculty members are in need of books urgently, they may purchase books for the library from online book stores like Amazon, Flipkart etc., using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorised to purchase books on official foreign trips in a similar way. Such requests may be processed by circulation to LAC. In such procurements discounts may or may not be available. Sometimes courier/postage charges are also included. The faculty may be reimbursed fully the amount paid on such transactions on the basis of credit/debit card statement and the bills generated through the online transaction.
9. Faculty members may also buy books from online book store i.e. Flipkart etc. on urgent basis. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed.

Faculty Publications

The Library may now purchase three copies of Faculty professional publications as and when the publications are brought to the notice of the Library. Library may purchase 3(three) copies of professional publication, single copy of edited book / student authored book / chapter authored book.



Gifts

Constraints of space necessitate the library to stop accepting books from any individuals. Books gifted from major institutions and other individuals may be accepted depending on their utility and physical condition.

Weeding

As a new library no book will be weeded except those photocopies of books which are violating copyright law. Magazine and daily newspaper may be weeded by keeping six month back issues in the library. The bills of suppliers will be processed within three days.

Bill Processing

Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the library staff. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession numbers entered against each item. Library staff certifies above procedure before forwarding bill to Accounts for further processing. The bills are put up to the Librarian by library staff to Accounts section for expenditure sanction on the basis of approval by the competent authority. The bills are normally to be processed by the library within 3-10 days depending upon the number of titles in a single invoice. In case of an invoice having about 20 titles it will be processed within 3 days and sent to Finance for further processing.

Subscription to Print/e-Journals and online Databases:

1. The Faculty wise/Department wise lists of Print/e-Journals will be compiled and forwarded to the respective Deans of Faculty/Chairpersons before placing them in the Library Advisory Committee meeting once a year.
2. Recommendations are received from the various Faculty/Departments to subscribe/renew the Print/e-Journals.
3. A Negotiations Committee may be formed by the Library Advisory Committee to negotiate with the online journals/database dealers about the subscription cost of each database. The tenure of the Committee may be one year with following composition:
 - i. Chairperson, Library Advisory Committee
 - ii. University Librarian (Ex-officio)



- iii. Director Finance (Ex-officio)
 - iv. Five-six members from different Faculty/Departments
4. After obtaining necessary approval and sanction from the competent authority, the Print/e- Journals will be subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals will be ordered directly from the publishers. Process of renewal of journals will be at least two month before the expiry of current subscription.
 5. In case e-resources are not available through any consortium, publishers of e-resources will be directly contacted for raising the invoice.
 6. The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.
 7. The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
 8. The payment for Print/e-Journals subscription will be made as per the bank exchange rates prevailing on the date of billing or from the foreign currency account of VSKUB.
 9. The supplementary bills will be accepted in case there is rise in price of the Print/e-Journals and exchange rate.
 10. Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e- Journals is treated as Advance Payment. The payment will be made from the budget head "Journals". For any other head such as Plan Grant/Project Fund etc.

Book Acquisition:

After receiving the recommendation from the Dean library will ask 4/5 vendors to provide following information:

Price of the book;

If books are in ready stock;

Expected time of delivery if not in ready stock;

Same information will be sought using library online portal <http://www.vskub.ac.in> so that all vendors may get equivalent opportunity to provide their status and supply books to VSKUB.



In both cases a period of 2/3 working days will be given to get the above information

Based on the gathered information library will calculate price and seek necessary approval from the competent authority. If price of any recommendation of any individual crosses amount INR 1,00,000/- or for any other reason Assistant Librarian senses then library will send the compiled file to the Dean for review the list of recommended books. Along with the comments of the Dean library may return its proposal and seek approval from the competent authority.

After getting approval library may place order to the preferred vendor.

Discounts for Books:

The following discounts of procurement of books may be considered:

Sl No.	Particulars	Discount for Indian Titles	Discount for Foreign Titles
1.	Single copy purchase	20% (for all publications)	20% (for all publications) 30% (for books published 3 years back)
2.	Multiple copies Purchase	25%	22.5%
3.	Multi-volume copies/Handbook(s)	30%	25%
4	Encyclopedia	30%	25%

Exception: Discount for Text book will be 20%.

- a. Whenever possible paperback edition of books to be purchased.
- b. As regards procurement of foreign books same may be procured only from those distributors who are directly importing the books.



- c. Faculty Publications: Library may purchase 3(three) copies of professional publication, single copy of edited book / student authored book / chapter authored book.
- d. Exhibition Calling: Library can organize book exhibition by calling renowned publishers or their distributors but should not charge for space unless it is part of International or National congress.
- e. Requisition form: An added option to choose print/eBook may be provided in book purchase requisition form

Exchange Rate:

Books: For book exchange rate maybe the rate of RBI on the date of placing purchase order and if RBI rate of that is not published, the rate last published or next date rate published whichever is lower may be charged.

Journals: In case of rate of exchange in case of foreign currencies shall be bank exchange rate is from on the date of remittance of payment by the subscription agency to the publishers. At the time of billing the bank exchange rate prevailing on that day shall be provisionally charged and the final settlement (plus or minus as the case may be) shall be made through a supplementary bill after the payment has been submitted by the subscription agent to the publisher.