



Unveiling Excellence

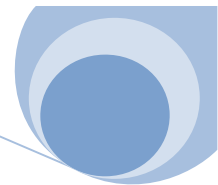
USTM

LIBRARY MANAGEMENT POLICY

(Chapter - XX, University Policies & Guidelines)

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA





CHAPTER XX

LIBRARY MANAGEMENT POLICY

MAULANA AZAD CENTRAL LIBRARY

The objectives of the library are to:

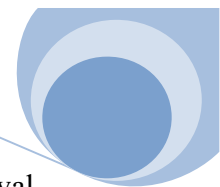
- Be the knowledge hub of the school and disseminate knowledge as widely as possible.
- Facilitate creation of new knowledge.
- Facilitate optimal use of knowledge by all staff and students.
- Ensure easy access to the facilities available to all faculty, students and staff.
- Encourage and foster reading habit among staff and students.
- Effective participation in the teaching-learning programmes of the school.

In order to achieve these objectives the library will undertake to:-

- Serve as the center of information for university and provide easy access to national and global knowledge to all staff and students.
- Offer an inviting and attractive physical space with proper seating arrangements and other amenities.
- Ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.
- Offer proactive services to all users.
- Optimize its potential to provide access to information and knowledge to all by proper display, categorization, and classification of resource materials.
- Help all the users to develop the skills to make optimum use of all the facilities.
- Undertake activities to foster an interest in books and increase involvement in the library.
- Improve the collection and services on a continuing basis in consultation with users/stakeholders.
- Workout a programme in consultation with teachers for the effective use of all types of library materials.
- To work effectively and efficiently by undertaking every activity in a professional manner.

General guidelines for the library

1. The library must maintain a well-rounded core collection including reference materials to satisfy the regular needs of the staff and students. The core collection would consist of several copies of textbooks, reference materials related to each subject, costly essential books which would include encyclopedias, maps, atlas, rare books on particular topics/subjects or exclusive editions of general books.
2. Besides the core collection other general (fiction and nonfiction) books for regular issue should be available in the library.
3. The core collection may be supplemented through networks, e-resources etc to provide better qualitative and quantitative services.
4. Library collections are dynamic resources and therefore, there should be constant review and renewal of material to ensure that the collections are relevant to the users/stakeholders.



5. Weeding out of books should be a regular feature and should be carried out with the approval of the competent authority, at least once in a year
6. Categorizing/classifying and indexing of books should be invariably done keeping in mind the objective of the library.
7. The library should follow open access system.

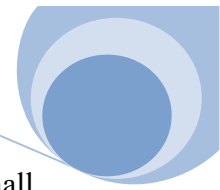
Library Rules & Regulations

A. Membership:

- i. Only enrolled Students, Research Scholars, Faculty and Staff as registered members are allowed to use the Library.
- ii. Members should produce their Library Membership card at the entrance of the Library.
- iii. A duplicate Library Membership card will be issued on payment of Rs.100/-(In case of loss or damage of the original one).
- iv. The ex-faculty/staff members may be enrolled as members against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (non-refundable).
- v. Some eminent academicians/scholars and other dignitaries may be enrolled as Special members on the recommendations of competent authority only against a security deposit of Rs. 6000/- (refundable) and registration fee of Rs. 1500/- (non-refundable).

B. General Rules:

- i. Readers should observe strict silence inside the Library.
- ii. Use of Mobile phones is not permitted inside the Library premises.
- iii. Users are not allowed to carry eatables/drinks inside the Library premises.
- iv. Library membership card is non-transferable.
- v. Personal belongings like bags (laptop, shoulder, and sling), umbrellas, etc. should be deposited at the Property Counter. These are not allowed inside the Library.
- vi. Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
- vii. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- viii. Readers should not carry books from one section to another and should leave the books on the reading table after consulting.
- ix. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
- x. Users should not rest or keep their feet on tables, chairs, shelves, etc.
- xi. The library shall not be responsible for any loss or damage of the personal belongings of the users.
- xii. Library staff shall not transmit telephone calls or other personal messages to the readers.
- xiii. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
- xiv. User must ensure his or her entry by signing in the register kept at the entrance Counter before entering Library.
- xv. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.



xvi. The librarian may recall any book from any member at any time and the member shall return the same immediately.

C. Overdue charges

- i. Rs. 10/- per day for the first one week, 20/- per day for the second week & for more delay per day rupees 30/- will be charged per day to the user if books is not returned after the due date.
- ii. Membership shall be suspended for repeated delay in returning the books.

D. Use of computers / laptops etc.

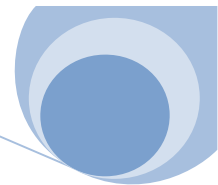
- i. Computer in the library premises should be used for academic purposes only.
- ii. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- iii. Playing games on computers is strictly prohibited in the entire Library premises.
- iv. Readers must carry their Library Membership card while using the E- Library. They must show their ID card on demand.
- v. Readers should not to share their Internet access ID and Password with other students.
- vi. Changing the settings and display of the computers kept in the Library is not permitted.
- vii. Use of laptops in the cubical systems where computers are already installed is not permitted.
- viii. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- ix. Personal keyboard, mouse, etc are not allowed inside the Library.
- x. Library users must take care of their pen drives, CD/DVD ROMs, mobiles and wallets etc.

E. General Reading Hall

- i. The right to use General Reading Hall is exclusively reserved for bonafide members of Library.
- ii. Members should produce their Library Membership card at the entrance.
- iii. The seats are to be used/ occupied on the first come first served basis.
- iv. Capturing/reserving seats for friends/future use is strictly prohibited.
- v. Readers should not scribble on table tops or damage them.
- vi. Readers should not clutter the table with heaps of books and other reading material.

F. Visitors

- i. Consultation facility is available for Research Scholars of other Universities/Institutions for a short period.
- ii. The Research Scholars/students from other organizations should bring recommendation letter from Supervisor/Guide or letter from the concerned Department/Organization.



G. Circulation:

- i. Maximum of three books can be issued at a time for 7 days for students.
- ii. Maximum of four books can be issued at a time for 30 days for faculty members and staff.
- iii. Maximum two times renew can be allowed to the user (7 days of each renewal).
- iv. Students can reserve books at the Circulation Counter in case they are already issued.
- v. Books in demand may not be renewed.
- vi. Readers are responsible for books issued against their names.
- vii. The material such as rare books, thesis, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.
- viii. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

NB: These rules are subject to revision / updating from time to time. For latest Library rules and regulations, please visit university website regularly.

Library committee

Library committee is the essential part of a library to lay down policy regarding maintenance and proper use of the library. The committee usually consists of the *Chairman*; at least one representative from faculty as *Member* and the *Convener*. Maulana Azad Central Library's library committee is advisory in nature is called library advisory committee (LAC). Library committee constitutes for one year, every year existing committee constitute a new committee before it's dismiss. It looks after and advised for the proper use by the user, smooth running, sustainable growth and betterment of the library. The library committee meeting held at least twice in a year, in the month of February and August. The committee constitute with at list six members i.e.

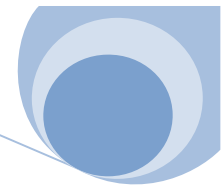
1. Deputy Registrar
2. Chairman, Library Committee
3. Member, Library Committee
4. Convener, Library Committee
5. Librarian
6. Assistant Librarian

New Book Acquisition Policy

Presently USTM Central Library has a fairly comprehensive book procurement procedure. However, It is being felt that the framework needs little bit modifications to make it more efficient and transparent. Therefore, some changes in the present procedure and also some new methods of procurement of books – both print and online have been introduced w.e.f. 10 January 2012. This has been approved by the Library Advisory Committee in its meeting held on 04.01.2012.

Book selection

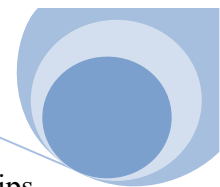
It has been customary for the faculty and students to take part in book selection in the University. The Library staff usually recommends general reference books and those materials not covered by departmental subject categories like books on library and information science etc. Publishers



and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the Schools and Centres from time to time. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. The library also circulates reviews of books to the Schools to keep them informed about new publications.

A. Book Purchasing Procedure

1. The Faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by the Faculty for purchase for each School/Centre be always routed through the respective **Deans/Chairpersons**. The requisitions of students can be got approved by the concerned faculty and Dean/Chairperson. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.
2. The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. Some very urgent requirements of books forwarded by the Deans/Chairpersons of respective Schools/Centres may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.
3. Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc..
4. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Rector/Vice-Chancellor as per the financial powers delegated to each authority.
5. On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand.
6. The library will change the earlier practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognised Vendors registered with Federation of Publishers and Booksellers Association in India (FPBSA) and 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 nil discount items. Also in some exceptional cases the vendors charge the library for handling on publishers' demand. In case of multivolume books and encyclopedia, efforts may be made to obtain higher discounts. On the basis of service and past records the review of the suppliers will be done on annual basis.
7. A system of online ordering of books and purchase of books by Faculty during their visits abroad has been introduced. Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com 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 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 full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.

Books purchased on Standing Order:

Faculty Publications:

The Library may now purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library. The financial sanction for procuring the same may be obtained from the Librarian/Rector/VC depending upon their financial powers.

Government Documents:

Though MAC library is designated as a depository library of Indian government publications, many Government documents do not reach the Library due to various reasons.

Bill Processing:

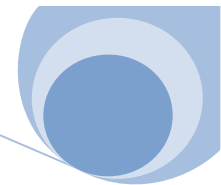
Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its author, title, price, publisher, vendor, year of publication etc. Then the bills are processed for payment according to the item received. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Accounts. The bills are put up to the Librarian by In-charge, Library Administration for expenditure sanction on the basis of approval by the competent authority. As per the present practice the Library follows the bank rates prevailing on 1st of every month for the bills from 1st to 15th of every month and the bank rate which prevails on the 16th, for the bills from 16th to 30th/31st of the month.

Gifts:

Books gifted from major institutions and individuals may be accepted depending on their utility and physical condition.

B. Subscription to Print/e-Journals and online Databases:

1. The School wise/Special Centre wise lists of Print/e-Journals are compiled and forwarded to the respective Deans of Schools/Chairpersons of Special Centres before placing them in the Library Advisory Committee meeting.
2. Recommendations are received from the various Schools/ Centres to subscribe/renew the Print/e-Journals.
3. A Negotiations Committee was 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. Finance Officer (Ex-officio)
 - iv. Five-six members from different Schools/Centres
4. After obtaining necessary approval and sanction from the competent authority, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.
 5. In case e-resources are not available through any consortium, publishers of e-resources are 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 is made as per the bank exchange rates prevailing on the date of billing.
 9. The supplementary bills are 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 is made from the budget head "Journals" for any other head such as Plan Grant/Project Fund etc.

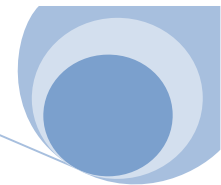
Preservation and Conservation Policy

The Central Library of the University of Science and Technology, Meghalaya (USTM), consecrated in the name of Maulana Azad Central Library came into being in the year 2011. The Library sets the goal of a world class library by integrating information sources and services across disciplines in one umbrella by building a sound and comprehensive collection of both print and electronic resources on all branches of knowledge with a robust hi-tech infrastructural facilities and to redesign and revamp the systems and services in efficient, effective, and dynamic ways tailoring to meet the myriad information needs of students, research scholars, and faculty members of the university pin-pointedly, exhaustively and expeditiously anytime during library hours for promoting academic excellence.

Introduction:

We are pleased to present the preservation policy document for the University of Science and Technology, Meghalaya central library .This comprehensive policy reinforces University of Science and Technology, Meghalaya continuing commitment to the care and preservation of its collections.

Preservation policy is critical to the continued availability of unique and significant collections. The University of Science and Technology, Meghalaya central Library has a statutory



responsibility to preserve recorded knowledge. As the formats in which knowledge is made

available change, so too does the nature of the University of Science and Technology, Meghalaya central Library collections. This policy document provides a framework for the preservation of all library materials now and in the future.

Background to the Preservation Policy

Library materials are preserved to be used. They are vital sources of information which cannot be conserved and stored away in an ideal and secure environment to arrest their decay. A preservation policy for library materials needs to take account of

- The significance of the individual items
- The rare book and valuable documents are scanned with the permission (copy right) of authority.

Preservation Policy of MACL (tabular presentation):

Preservation Policy of MACL			
Way of shorting the materials	Types of materials preserved	Record maintained	Frequency
Regular checking, Annual verification of stock	Books, Journal	Book Binding Register/ Preservation Register	Regular

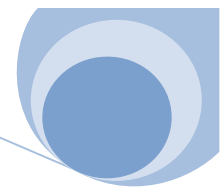
Duties and Responsibilities of Library Staff

Librarian:

1. To supervise and co-ordinate the work of University Library system consisting of four Library personnel: Assistant Librarian, Semi Prof. Assistant, Library Attendant and Multi Task Staff.
2. To provide instructions to new members in the use of the Library.
3. To plan book acquisition programme of the library and select books for order and procurement of library materials having academic and scholarly value.
4. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.
5. To develop programme of library management for improving the efficiency of the library.
6. General correspondence relating to financial matters.
7. To supervise and co-ordinate the work of University Library system.

Assistant Librarian:

1. To interact with the academic community of the University in order to determine their requirements of reading materials, and acquires the same for the library.
2. To classify the documents bringing out their contents in class numbers provides reference services and documentation services to the faculty members, research scholars and students.



3. Prepare bibliographies and indexes.
4. Act as the liaison between the Librarian/Deputy Librarian and staff for communication purposes and supervise the activities of section.
5. To attend correspondence relating to the section.
6. Any other duties assigned from time to time.

Semi Prof. Assistant:

1. To render Semi Professional Assistance to Assistant Librarian in various library activities.
2. Issue & return of books at the circulation counter.
3. To help at the membership desk.
4. Checking of shelving & tracing of books.
5. Any other duties assigned from time to time.

Library Attendant:

1. Shelving of books.
2. Preparation & pasting jobs.
3. Shifting of books.
4. Display of journals etc.
5. As assigned by the Librarian/ Dy. Librarian/ Assistant Librarian from time to time.

Multi Task Staff (MTS):

1. General cleaning duties along with up keeping of sections/units.
2. Physical maintenance of records.
3. Photocopying of documents and sending fax etc.
4. Assisting routine dispatch, diary works.
5. Opening and closing of office rooms.



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