STANDARD OPERATING PROCEDURE
FOR
LIBRARY

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The library provides access to an extensive range of informative resources like books, e- books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

Objective:
To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

Procedure:
- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Roles and Responsibilities of the Librarian

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.

Maintenance and Utilization of Laboratories:

- The maintenance of laboratory is in regular basis by the respective department attender and cleaning staff.
- Working condition of all the laboratory equipment thoroughly inspected.
- Each and every laboratory equipment details are included in stock register.
- Every item in the laboratory is earmarked by pasting the sticker, which contains full description of item.
- It is the responsibility of the lab technician(s), HOD Providing a list of the required laboratory tools that will be used in the next academic year, in order to get them before the due date.
- It is the responsibility of the lab coordinator(s), HOD to check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,
- Any issue is resolved by the respective technician.
- The cleanliness is supervised by supervisor of the institution.
- Appropriate measures are to be taken to correct the problem.
- To see to that the issued books will be returned in proper condition otherwise action will be taken

Processing of the Books / CDs / DVDs

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the user.