

## SOP – LIBRARY

### Introduction

The college has a well stacked library with the latest editions of books, Nonbook materials, Newspapers and periodicals in the fields of Arts, Science, Computer Science, and Social Science etc. The library is fully automated with College Management System, barcoding technology and OPAC facility. Computers with internet facility is provided to access the online resources viz., Infilbnet, Dlink, DELNET and Nisclair. Swayam Prabha DTH is available to enable self learning. The library working hours is from 08:30 AM to 05:00 PM on all college working days and Saturdays. “Best Libster Award” is instituted to motivate students and faculty to utilize the library resources.

### Library Committee Formation

Sl.No	Composition	Status
1.	Dr. K. Chitra Principal	Chairman
2.	Mrs. R. Gokilamani HOD, Assistant Professor Department of Mathematics	Convenor
3.	Mrs.R.Shyamala Librarian	Member
4.	Mrs. S.R. Lavanya Assistant Professor Department of Computer Science	Member



### **Frequency of Meeting**

The committee shall meet at least two times in an academic year (April- March). The minutes of the committee meetings shall be recorded by the Librarian and circulated to all the members for consideration and approval.

### **Duties and Responsibilities of Librarian**

- Collect requirements from various Departments for buying books/ journals (both in soft and hard copies), assess the requirements of the Library and formulate budget to be submitted to the Authorities concerned
- Formulate guidelines for periodic stock verification, library discipline, user-services etc.,
- Frame and amend any rules prescribed for the use of the Library services by the readers

### **Library Budget**

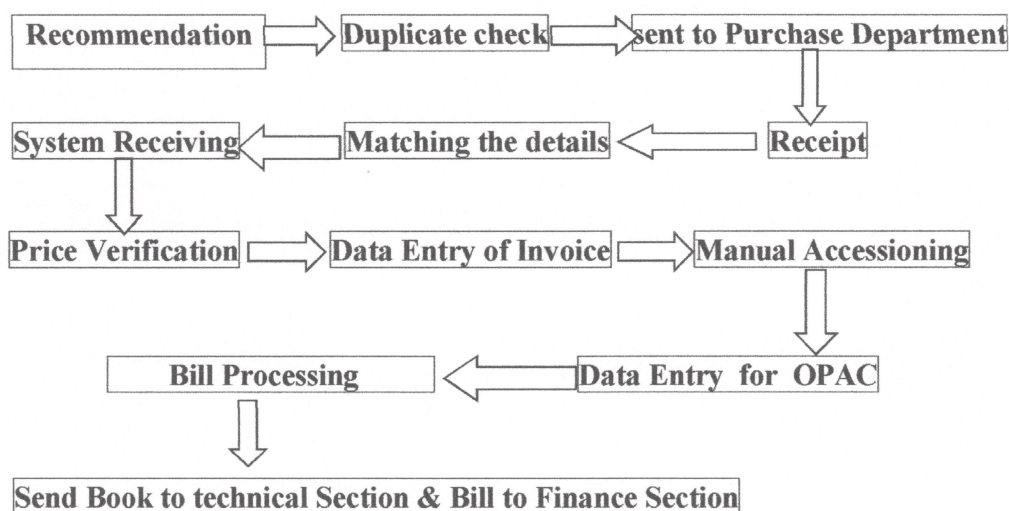
The annual library budget is prepared and submitted in the month of May every year with the following details regarding Books, Periodicals (subscription and renewal), Procurement of online resources, Procurement of Furniture and Equipments, other maintenance expenses, Funds for contingency expenses for binding and to procure stationery requirements, needed to process and maintain the Books/ Journals.

### **Procedure for Procurement of Books**

The book requirements are collected and submitted by the end of April every year. Quotations are collected and the orders are placed by June. Books gifted from institutions and individuals are accepted and accession numbers are assigned and placed along with other books for circulation.



### Book Procurement Process Work Flowchart



### Library Journal Procurement Procedure

Requirements are collected from the head of the departments and after receiving the principal's approval the subscription will be placed in the month of December.

### Renewal Process

The process of renewal should begin at least one month in advance (in November) so that by December end/ early January all the renewals are done and the subscriptions is continued without any discontinuation in issues. Most of the Indian journals are subscribed directly from the publishers while foreign journals and few Indian journals are subscribed through agents.

### Stock Verification and Procedure of documents withdrawal

Physical verification of the library stocks is carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Annual stock verification of Library will be conducted at the end of every academic year. The stock verification will be carried out by a team of faculty members and the library staff will assist the verification team. After verification, the final report will be submitted to the Principal.





### **Weeding Out**

The library periodically verifies the condition of the book in the cupboards and removes damaged books. The list of books is prepared and submitted to the library committee for weeding out of the documents. The weeding out process is done once in a year.

### **Disposal**

- List of discarded publications is sent to the Departments who may like to have the discarded publications for the departmental library.
- The remaining books are exhibited for sale with minimum price by the library
- The publications that could not be disposed off in steps mentioned above or ephemeral and unwanted material received free of charge from time to time may be disposed off as waste paper following the procedure for such disposal.

### **Preventive Measures**

- Closed access system is followed to access the rare books and reference books
- The exit/ entry to the library is monitored.
- Membership cards for identification of users, etc., are adopted
- Adequate number of staff in the library for monitoring is employed
- Library windows are fixed with grills and closed circuit system are followed as a safety measure



### General Rules

- Users must scan their ID card in e-GATE.
- Personal books and files should be left on the rack at the entrance of the library.
- Laptops are allowed inside the library.
- Use of Mobile Phones inside the library is strictly prohibited.
- Strict Silence should be maintained in the library.
- Books will be issued to the students only on the production of valid ID card
- The books should be returned within 15 days from the date of issue.
- Journals and Back volumes will not be issued.
- Renewal is allowed if the concerned book is not reserved by others.
- Books borrowed from the library are not transferable.
- A fine of Rs.1 will be collected as Overdue charges, if the books are not returned on the due date.
- Loss of books issued, if any should be reported to the Librarian immediately.
- Members must replace the book, if lost with latest edition along with overdue charges. If the borrower is unable to replace the lost book, triple the cost of the book will be collected.

PRINCIPAL  
SRI RAMAKRISHNA COLLEGE OF  
ARTS AND SCIENCE FOR WOMEN  
395, Sarojini Naidu Road  
Coimbatore-641 044