

LIBRARY PROCESS

1.0 PURPOSE

- To support library related activities of SICS by providing library services and support to faculty members and students.
- To provide educational/reference material to the interested parties of SICS.
- To establish and maintain documentation of LIBRARY processes at SICS that meets the requirements of all the stakeholders and to continually improve the quality of the processes.

2.0 INTERESTED PARTIES

- Faculty
- Students
- Staff
- AICTE
- University of Mumbai
- Alumni
- Visitors
- Other Libraries

3.0 SCOPE

The process covers -

- Issue based library services
- Vendor based library services

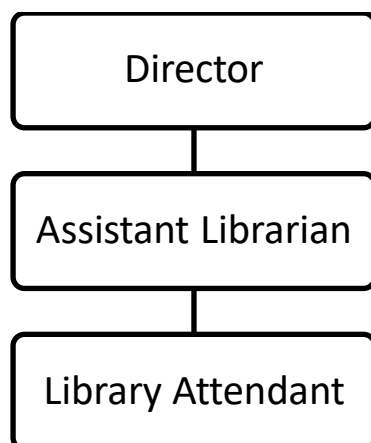
4.0 PROCESS OBJECTIVES

| Sr. No. | OBJECTIVES | QUANTIFIED PARAMETERS |
|---------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1 | To provide access to books, periodicals and other published materials to the stakeholders | Retain and maintain an updated stock of books, periodicals and other published materials |
| 2 | To maintain pertinent records | Ensure safe keeping of the records and results for the prescribed & predetermined time. |
| 3 | To identify, record and manage areas of risk concerning the various operations and impacting the library process related tasks | Documentation and maintenance of risk related information with periodic review. |

5.0 DEFINITIONS / ACRONYMS

- SICS : Sasmira's Institute of Commerce and science.
- Web-OPAC : Web base-On Line Public Catalogue
- Accession No. : Accession number
- Call No. : Classification No. /Author mark/Acc. No.
- Demand slip : A computerized slip which used for reservation of book
- Library Note : A Computerized note which developed for approval or permission for payment from authority.
- TRF : Telephonic Renewal Facility (For Part-time Students)
- SOUL 2.0Library Software: Integrated software which designed and developed for automation of daily Library Services with multi-users packages or features.

6.0 FUNCTIONAL CHART



7.0 ROLES, RESPONSIBILITIES AND AUTHORITIES

7.1 Principal

- Responsible for the overall functioning of the institute, which includes the planning, implementation and control of the library functions and processes of the SICS.
- Responsible for planning, implementation and control of the library related issues of SICS for imparting quality library services to its students and other stakeholders.
- Assigns resources and monitors application as required for smooth functioning of library.
- Monitors and reviews progress of library process operations and outputs as per requirements.
- Continually, ensures improvements in efficiency and effectiveness of the library process so as to achieve quality objectives of the Institute.
- Authorizes implementation decisions and seeks performance reports and feedback concerning all library operations.
- Responsible for establishing and maintaining documentation of all Library processes at SICS that meets the requirements of all the stakeholders.
- Responsible for setting up business objectives pertaining to library process and ensures continual improvement in the quality of the processes.
- Responsible for managing and recording risk and opportunities by risk/opportunities identification, risk control and risk prevention measures.

7.2 Assistant Librarian

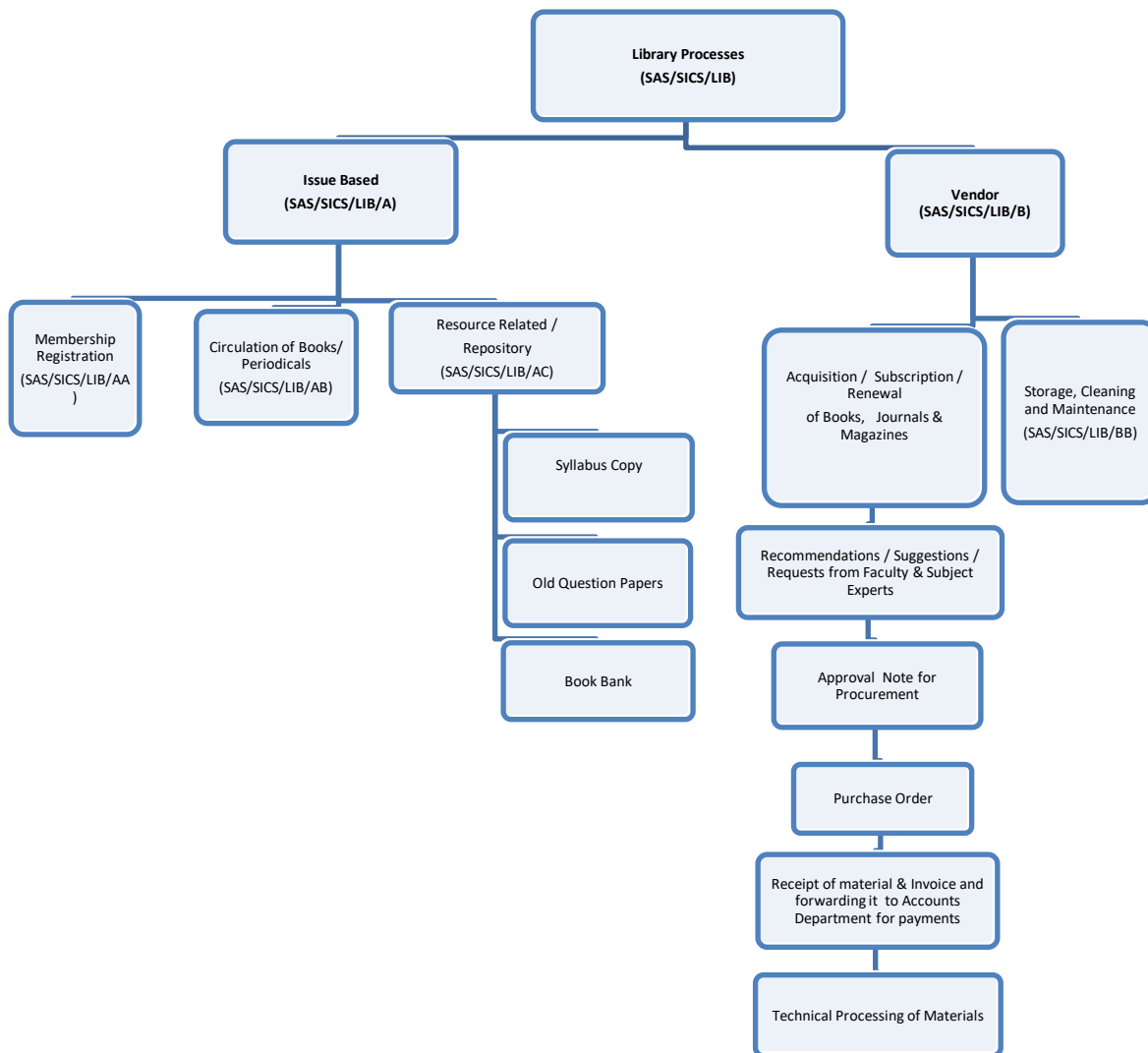
- Ensures successful implementation of library activities to meet the requirements of the institute.
- Communicate and provide all relevant information concerning library processes, procedures to the students and all concerned persons.
- Ensuring the smooth functioning and regular availability of the resources required by the Students and faculty of the Institute.
- Obtain performance feedback from students, faculty and other stakeholders concerning library processes. (Achieve at least 65% every year)
- Facilitate and control Institute's library related Communication using Notice board/ Display board and other media
- Plan and maintain all relevant documents and records concerning library activities.

- Liaising with other departments and other external parties for various library activities.
- Identify and documenting risk / opportunities related information concerning their processes.

7.3 Library Attendant

Perform task allocated to them by the Administrator and the Principal.

8.0 PROCESS FLOW CHART



9.0 LIBRARY PROCESS DESCRIPTION

9.1 ISSUE BASED

- **Membership for Students/Faculty/Staff/ Alumni**
- All students automatically become members of the Library on enrolment in a course.
- Receive List of admitted students from Administration
- Fill all required information in the SOUL 2.0 Library Management Software and generates a Unique Barcode of each member and paste it on Back side of I card.
- Students Roll No. is a unique code for its operations.
- Update Membership Receiver's list through SOUL.
- For Alumni Membership, member submits their application to the Principal or Librarian
- Issue membership to alumnus and asks to sign in Membership Receiver's list

10.1.2 Circulations

There is Open Access Service in the library for its members.

Books (Home issue)

- Member can Search book directly from shelf and get it issued
- They can check in SOUL 2.0 Web OPAC for availability of title.
- If available, member can issue the book using Library software.
- If book is not available then he may fill the detail on Demand Slip
- Library staff intimates the return due date of book to the students.
- If book is not returned on due date or returned in damaged condition by student, fine is charged accordingly.
- At the end of every month, generate summary report of fine collected through software and send it along with collected fine to the Accounts section.
- Book Renewal for part-time students can be done on telephone.

Periodicals (for Library Reading Only)

- Periodicals are available in the library only for reference reading, not for home issue for students, but it can be issued only to teaching faculty members on request.

10.1.3 Resource Related

- Maintaining photocopy of syllabus for reference
- Maintaining old question papers for reference
- Book Bank: Book bank facility is available for category students.

10.2 VENDOR BASED

10.2.1 Acquisition/Subscription/Renewal of Books,Periodicals

- Books / Periodicals / Databases are acquired / renewed by the Library through one or more of the following :
 - On approval basis
 - Publisher's Catalogue
 - Suggestions from Teachers, students & Readers
 - E-mails from the Vendors & Publishers
 - Browsing through various websites regularly
- Receive recommendations / Suggestions / Requests from Faculty & Subject Experts
- Prepare approval note and take the approval from Director, SIMSR a per requirement
- After the Approval obtain purchase order from purchase Department.
- Receipt of material & Invoice and forwarding it to Accounts Department for payments In technical processing, work like accessioning, stamping,

tagging, and barcoding are done on books. And in case of periodicals kardex is updated with stamping on front page.

- Final checking of Books / Periodicals and shelve the book at assigned area.
- New books are kept on display area for around 15 days.
- Acquisition of Books / Periodicals / Databases is as per the applicable AICTE guidelines.

10.2.2 **Storage, Maintenance and Cleaning**

- After physically counting the books, and taking into account books issued out, the Missing/Lost books lists will be prepared and attached to the report along with recommendation and forward it to the Principal.
- Books that are not in a good condition are bound, embossed.
- General newspapers are preserved at least for 6 months.
- Cleaning
 - Regularly the necessary measures are taken by spraying and putting medicines. This helps to keep books clean and neat. Also the total cleanliness of the library is taken care regularly through brooming and dusting.
 - Preservative measures are taken for clean and neat storage of Books, Periodicals, through yearly contract with the pest control authority.