

CENTRAL UNIVERSITY OF SOUTH BIHAR

Central Library

LIBRARY POLICY & PROCEDURES (Manual)

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1. Library Committee (LC)

1.1 Library Advisory Committee (LAC)

The function of the Library Advisory Committee (LAC) is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This will act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the university administration. The Library Advisory Committee (LAC) is to be appointed by the Vice-Chancellor of the University.

1.1.1 Composition

All Deans of the Schools and two Professors nominated by the Vice-Chancellor shall constitute the LAC and participate in the meeting as members of the committee to provide required inputs under the chairmanship of the Vice-Chancellor with University Librarian as a Member Secretary. The term of the nominated members shall be three years with a provision of repetition for maximum one more term.

1.1.2 Functions of LAC:

- a. To provide general direction to the Library and to formulate policy thereto.
- b. To review, rewrite and approve library procurement policy.
- c. To outline the library collection development policy as and when required, for its implementation.
- d. To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- e. To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
- f. Any other function as assigned by the higher authorities.

1.1.3 Meeting of LAC:

1. The LAC shall meet at least once in six months.
2. Meeting minutes shall be recorded by the Librarian, as Member Secretary and send for approval of the Vice-Chancellor.

1.2 Departmental Library Committee (DLC)

In each department there shall be a Departmental Library Committee **constituted as under:**

- i. Head of the Department.
- ii. All professors in the Department.
- iii. One Associate Professor by rotation after two years.
- iv. One Assistant Professor by rotation after two years.

All requirements of books and Journals (both print & electronic and databases) of the department shall be recommended by DLC on a prescribed proforma of the manual and routed for purchase to the University Librarian within the allocated budget for the financial year.

1.3 University Library Purchase Committee (ULPC)

The University Library Purchase Committee (ULPC) shall be a sub-committee of the LAC constituted by the Vice-Chancellor.

This committee shall receive all requisitions and shall process the purchase of books, Print Journals, e-Journals and e-resources as per policy and rules.

The Minutes of the ULPC will be finally approved by the Vice-Chancellor.

1.3.1 Composition of ULPC

The University Librarian's will be convener of the ULPC and two Professors, two Associate Professors and two Assistant Professors shall be nominated by Vice-Chancellor as members for term of two years and not more than fifty percent of the members shall be re-nominated. Further no member shall be nominated for more than two terms in continuation.

1.3.2 Function:

- a. The committee shall negotiate and approve subscription and renewals of the Library resources. (Print Books, e-Books, Print Journals, e-Journals and Databases).
- b. The ULPC shall decide the terms and condition for empanelment of the venders and shall also finalize the empanelment list of venders.

2. Library Budgets and Finance

Library budget means the financial allocation to procure learning resources and provide access to the information resources.

2.1 Sources of Finance for Library

The budget of the library shall have the following components:

1. UGC Grants.
2. Allocation from University Maintenance Grants (Journals and e-Resources).
3. School / Centre Grants (UGC Centre Grants and Project Grants, etc).
4. Programme / Projects Specific Grants.
5. Trust / endowment / CSR Grants.

Resources having no archival value like Annual Reports, Yearbooks, India Reference Annuals and those having no archival importance (such as India: A reference annual, Handbook of Universities etc.) may be procured under not to be capitalized Grants Budget, must have contingency funds for Binding and other Stationery needed to process and maintain the Books / Journals.

2.2 Library: Different from Stores:

As indicated in the Gol. M.F. OM 23(7) -EII(A)/ 83 dated 7th February 1984, (GFR 116(2)(1) (1978) and General Financial Rules 2017, Rule 143, “the position of Library books, etc., is different from that of stores and hence the definition of Goods excludes library resources like books , Journals and other learning materials from the store. Hence that position of library is different from stores.

The above OM is reproduced below:

“Librarian (not below the rank of Deputy Secretary to the Govt. of India) subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard book sellers on the prevalent terms and conditions.

Hence tenders / quotations need not be called for procuring every single title / journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply, which shall be valid for a period of three years. Which may be further extended to another two years subject to satisfactory performance.

2.3 Discount Rate:

Based on the above, the terms of supply like discount will be decided by the University Library Purchase Committee (ULPC) as and when required.

3. Procurement of Library Resources

Procurement of library resource constitutes the primary responsibility of library. Library makes systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Since this collection development building requires huge sums of money and has long-lasting impact, it is very much essential that libraries should have a well thought collection policy.

3.1.1. Procurement of Books: Process and Approvals

a) Recommendation: Faculty can recommend the books to be procured for their courses and research. Students / Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by the Departmental Library Committee (DLC).

b) Indent Approval: All faculty indents shall be routed through DLC, for the approval of competent authority.

c) Supply Order: The supply order may be process by print, online, e -mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders shall be issued by the University Librarian on the recommendation of ULPC and with the approval of the Competent Authority.

d) Supplier Panel: Panel of vendors shall be empaneled on their performances like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel shall be reviewed every three years based on the supplier performance.

e) Discount: While empaneling a supplier panel for printed books, library purchase committee shall negotiate and fix a flat discount structure to be followed. This discount rate shall be followed for the next three years. As regard to e-resources, price shall be negotiated on offered prices with the publisher / aggregator.

f) Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – which are not on the panel. Such cases will be processed after taking due approval of the competent authority.

g) Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional Two weeks' time may be given. Books which arrive after this will be accepted only after taking



approval from the Competent Authority.

h) Foreign Currency: For foreign exchange conversion, RBI / Bench mark rates will be followed on the invoice date.

i) Price Proof: Accepted Price Proof are: (Signed & Stamped by supplier)

- Distributor's invoice to supplier;
- Print out from the publisher's catalogue;
- Photocopy from Publisher Catalogue;
- For some Indian publications, price mentioned on the title;

Alternatively, Library will also cross verify the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

j) Book Fair: University may constitute the committee of experts to visit the Book Fairs and to select the books for the library. The selected books shall be purchased through empaneled vendors.

3.1.2 Terms and conditions for Vendors:

- 1) All books carry the discount as per the agreed terms.
- 2) This order should be acknowledged within 7 days from the date of supply order.
- 3) Supply of only latest editions shall be accepted.
- 4) The order would be treated as cancelled, if the books are not supplied or no report as regard to availability or otherwise is received within the stipulated time frame work.
- 5) The vendors should certify on the invoice that the prices quoted are the publisher's current prices and enclose the stamped price proof along with the invoice.

Payment will be made within 45 days from date of receipt of the invoice.

3.1.3 Book Procurement and Processing Work flow:

I. Initiation of Acquisition:

- Receiving recommendations through Library Indent Forms duly approved by DLC and forwarded by the Head of the Department.

The Librarian shall:

- Find out the exact details of the Titles recommended.
- Duplicate Checking.



- Put up before the ULPC for necessary approvals within the prescribed budget.
- Prepare and Issue Purchase Orders after approval.

II. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register, electronically as per form GFR 18 (format enclosed) [Rule 211 (ii) (i)]. (Subject to the statutory rules of the regulatory Body's).
- Assign Accession Numbers to Titles.
- Pass entries in Bill Register and forward Bills.
- Maintain Bill File.
- Maintain Bill Register Data in EXCEL Sheet for reporting.

III. Invoice Processing:

- Receive Books from Suppliers / Vendors.
- Crosschecking with Purchase Orders.
- Foreign Exchange Rate Verification as per the suppliers / vendors Bill Copy.
- Price Proof Verification.
- Prepare Book Received Report and Purchase Bill in Database.

IV. Classifying:

- Classify Books / Thesis / Dissertations as per the Dewey Decimal Classification (DDC) Schedule.
- Assign Class Numbers.
- Write the Class No, Book No, Collection No. and Collation date on the back of Title page.

V. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 standard in Library Management Software (LMS).
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.
- Making Analytical Entries, wherever needed.

VI. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page (59, 139) and on the Last page.

- Paste Spine Labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape, RFID Tags and anti-theft sticker should be pasted on the back of the cover page.
- Send the completely ready books to New Arrival Display Section, Reference Section or Reserve Shelf, as the case may be and enter the new arrivals display in LMS. Display new arrivals for a week.
- Inform faculty about the arrival of books.

VII. University Material like Dissertation/ Thesis/ Reports and the Books received as Gift:

- These items to be treated like books for processing, etc.

VIII. Financial Planning/Budgeting:

- Submit Utilization Report: as per Grants/ Account-wise.
- Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.
- Prepare proposals/ requests for mobilizing funds for the acquisition.

IX. Maintain MIS to generate Reports (Bi- Monthly):

- No. of Requests Received from Faculty.
- No. of Titles Recommended.
- Status of the recommended titles (Already Library has, Out of Print).
- No. of Titles Ordered.
- No. of Titles received (Success rate).
- No. of Titles received as Gifts/ Donations.
- “ New Additions Bulletin”

X. Vendor Follow Up:

- Title Supplied.
- Titles Not Supplied.
- Reminders to Suppliers fortnightly.

XI. Non Supply of Books: Process to be followed:

- Fortnightly follow up with the vendors.
- Evaluate the supply status.
- Change supplier and re-order books after approval of the Competent Authority.
- Prepare a performance report of the supplier / vendor every year.



XII. Maintenance of Files and Records:

Following records / files will be maintained properly.

- Accession Register.
- Bill Register.
- Purchase Orders.
- Invoices.
- Approvals.
- Reminders.
- Budget / Finance.

3.2 Subscriptions of Journals:

3.2.1 Subscription Process and Approvals:

a) Budgetary provision: Ensure that adequate recurring/ annual funds are available for the approved Journals Subscription/ renewals etc. as required.

b) Beginning of Renewal Process: The process of renewals should begin at least three months in advance (in October) so that by December end/ early January all the renewals are done and the subscriptions are continued without any discontinuation in issues.

Indian Journals shall be subscribed directly from the publishers who are usually institutions, Govt. agencies, societies, etc. Foreign journals shall be subscribed through subscription agents.

c) Procedure for preparing a panel of Subscription Agents: ULPC shall formulate a panel of vendors/ subscription agents for supplying foreign journals with following criteria:

- Registration number of the vendor with the date & year.
- Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions.
- PAN/ TAN, Sales / VAT tax number, Aadhar Number.
- Authorization certificates by the Publishers.
- Vendor's turnover having at least 10 times of the value of the order (for the journals subscriptions).

3.2.2 Bank Guarantee for Advance Payment:

Since for journal subscriptions, advance payment is required, it is essential that University



has certain mechanism to safeguard the advance being paid to the subscription agent. The supplier will have to produce a Bank Guarantee (format enclosed) of the 100% invoice value to the University. The duration of this would be for one year, within which the supplier must produce the proof of remittance to the publisher and the subscription should commence.

- After direct confirmation from Publishers/ Subscription Agents. The journals are subscribed in the name of the University.
- Proof for remittance: (i) Invoice/ Bill in triplicate should be provided by the Publisher/ Subscription Agents.
- Publishers' Renewal Letter/ Notice mentioning the subscription price/ cost (e.g. Indian journals).
- Even print out of the Publishers'/ journal's official website can also be considered wherein the proper invoice/ bill etc. not received by the publisher.
- A copy of the letter sent to the publisher giving details of the journals for which remittance has been made and Copy of demand draft issued by Bank attested by the Bank or a letter from the Bank giving details of remittance (if the payment is made by foreign currency draft obtained from the Bank).
- Publisher's acknowledgement of receipt of payment or letter from Bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account).

Agreement: University must enter into an agreement with the subscription agent that all terms and conditions as laid down by the University will be binding on the supplier.

3.2.3 Subscription Process Work Flow:

a) Recommendation: The list of journals to be renewed is put on DLC circulation through email and recommendations received. Faculty can also recommend new titles. The list shall be approved by the DLC.

b) Approval:

- The list will be processed for exact details like price/publisher.
- Duplication checking with UGC Infonet/ ESS and CUSB subscriptions.
- Put for approval by ULPC.
- Finally, the list shall place for the administrative & financial approvals of the Vice-



Chancellor.

- c) **Proforma Invoices:** Invoices must carry a certification that the price has been charged in accordance with the publisher's/Subscription Agents price list.
- d) **Supply Order:** Print Journals / e-Journal Renewal and Subscription, Supply Orders will be issued to Publishers/ subscription agents by Librarian.
- e) **Maintain:** proper Bill Register and an MIS of all invoices passed for payment.
- f) **Binding of Journals:** All journals procured through "to be capitalized grant" will be bound and kept on shelves.

3.2.4 Receipt of and access to Journals:

- a) Ensure that the items received are as per the order and access is enabled to the desired resource.
- b) Maintain computerized record of receipts of the Journal Issues.
- c) Processing of Journal Issues: Physical verification, Stamping etc.
- d) Timely display of the Loose Issues of the periodicals on the respective display racks.
- e) Linking to the online content wherever applicable.
- f) A hard copy of the electronic resources of the Accessioning shall be prepared.

3.2.5 Gratis and Exchange Periodicals:

- a) The documents relevant to the scope of the University's study and research areas be added to the gift collection and displayed.
- b) Try to get the free/ discounted subscription(s) to the periodical(s) wherever possible.
- c) Gratis may be accepted from the University's faculty, scholars, or outside university and organizations of similar interest.
- d) Avoid duplication unless essential.
- e) There should be a proper record of gratis items and can be acknowledged appropriately. Maintain a separate MIS file of Gift/ Exchange periodicals.
- f) Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

3.2.6 Non Supply of Journal Issues:

- a) **Reminders:** Missing issue reminders can be sent with the following frequency:
 - **For weekly and bi-monthly journals:** Once in a month.

- **For Quarterly/bi-annual journals:** Once in two months.

b) Replacement of missing issues: Supplier must be asked to replace missing issues by way of:

- Replacement copy, or
- Publisher certified and reproduced copy, or
- Refund either in the form of credit note or Demand Draft/ Cheque, or
- Extend the subscription period equivalent to corresponding period.

3.2.7 Archiving and Weeding Out:

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc. The print volumes of these journals also be archived in less active storage area.

The following categories of materials can be considered for weeding out:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, year books, newspapers etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking, that no other Departmental Library wants to have them in their collection.
- Material (Books, journals, reports) that library received as gifts/ complementary by individuals/ institutions and organizations which have no relevance to CUSB users.
- Books/ Journals that have become unserviceable/ mutilated due to heavy use, wear and tear, obsolete/ white ant old infected material.

3.2.8. Maintenance of Records:

The transactions of all the activities/ procedures/ etc. in the Periodicals Section should be carefully and properly recorded for the information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers.
- Bills Register.
- Subscription Orders.
- Approvals.



3.3 Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/ abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form shall be procured as per need in accordance with the following procedures as:

- Proposal received regarding e-books shall be forwarded to the concerned DLC for recommendation.
- After getting recommending of the different departments, it shall be placed before the ULPC for negotiation.
- The ULPC shall negotiate with Publisher / Aggregators.
- After negotiations the same shall be submitted to the Competent Authority for approvals.
- In case Publisher / Aggregators is not raising Invoice/ Bills in Indian Rupees or not willing to supply directly, in such cases ULPC may ask the Publisher to raise their bill through either University empaneled vendors or any other vendor of their choice.
- Payment shall be released after getting Certificate of activation by the Library and proper agreement between the University and Publisher.

3.3.1 Pricing Models:

Central University of South Bihar (CUSB) can adopt a suitable model after approval from the competent authority depending on various factors like suitability for different programmes, research area, relevance to different and a usage analysis.

If it is a renewal:

- **Annual Subscription:** Access to e-content is available for only subscription / one calendar year
- **Perpetual Access:** Access to e-content is available for the year that University are subscribing, after expiry of subscription, University will still have access to the e-content forever and not subscribe automatically for next year until University will initiate to further subscription.

3.3.2. Negotiation:

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/ vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk -in-users, usage statistics, simultaneous access, etc. Since the UGC Infonet (ess) e-journals consortium is providing access to large number of resources to Universities, care needs to be taken that University gets maximum number of e-journals from that consortia.

3.3.2 Process and Approvals:

Online databases are needed to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual e-Journals or e-Books).

- Identify the need.
- Ask for a Trial Access.
- Publicize the availability of resource on Trial.
- Analyze the Usage statistics.
- Make a cost benefit analysis by considering all relevant facts.
- Put up for approval of the Competent Authority.

4. Circulation Section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily the Books).
- b) Attending the Users' query for effective interpretation of library rules and regulations.
- c) Registration of new members.
- d) Interlibrary Loan Service.
- e) Maintenance of "Circulation Module" of Library Management Software (LMS).
- f) Sending Reminders to overdue documents to the users.
- g) Correspondence & No-Dues issuing.
- h) Library Orientations/ Information and Digital Literacy.



- i) Assisting the users for accessing OPAC and Reference collections.
- j) Managing Counter Operations during Weekends/Holidays.

4.1. Borrowing entitlements for faculty/Students/Administration:

The number of items that users are eligible to borrow has been listed below:

Patron Category	Item Type	Fine Amount	Fine Charging Interval	Current Checkouts Allowed	Loan Period
Inter-Library Lone	Books	Rs. 100.00	1 day(s)	2	2 day(s)
	Compendium	Rs. 100.00	1 day(s)	1	1 day(s)
Non-Teaching	Books	Rs. 1.00	1 day(s)	1	10 day(s)
	Text book	Rs. 1.00	1 day(s)	1	3 day(s)
Officer	Books	Rs. 1.00	1 day(s)	6	30 day(s)
	Text book	Rs. 1.00	1 day(s)	1	3 day(s)
Research Scholar	Books	Rs. 1.00	1 day(s)	4	10 day(s)
	Text book	Rs. 1.00	1 day(s)	1	3 day(s)
UG/PG Student	Books	Rs. 1.00	1 day(s)	3	10 day(s)
	Text book	Rs. 1.00	1 day(s)	1	3 day(s)
Teacher	Books	Rs. 1.00	1 day(s)	8	120 day(s)
	Text book	Rs. 1.00	1 day(s)	2	3 day(s)

4.2. Documents that Can and cannot be borrowed:

Books that can be borrowed:

- Books from the general shelf / Stack Section only.

Documents that cannot be borrowed:

- Journals, Bound Volumes, Loose issues of journals and the latest available issue of the magazines, Newspaper are to be referred within library premises and are not available for issuing out.
- Dissertations/ Project Works and Ph.D Thesis submitted by CUSB Students are not issuable.
- Reference books such as encyclopedia, hand book, year book, and manuals are not issuable.

- CD ROMS, DVDs and audio video material cannot be issued.

4.3. Library Fine, Renewals and Reservations:

- There will be an overdue charge of Rs.- 1 per day per book from General Shelf / stack section.
- Fines will be kept pending as “due from borrower” in the Library Management Software (LMS).
- “No dues” certificate shall be issued from library only after the library dues are fully paid up.
- For faculty members/ officers and officials books can be renewed for another term, if no demand is there.
- The renewal must be made on or before the due date.
- Stack books cannot renew for the students.
- However user may borrow it again, if there is no reservation placed on that.

4.4. Loss or Mutilation of documents and Policy of Compensating Library:

- Library materials are to be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library with written application.
- Library will follow the below mentioned steps, in the same order of preference to settle the due:
 - 1) Book has to be replaced with the same or latest edition or in case of books which is not available in the market; fine shall be levied upto the three times cost of the book as per library records or a minimum amount of Rs.200/-, whichever is high.
 - 2) Overdue charges will not be levied in such cases from the date of report until the same is replaced.
 - 3) Settlement of the lost books must be resolved within a month.

4.5. Library Access by Visitors: Day Membership and Charges:

Authorised students/ researchers from outside CUSB are allowed to utilize the library resources if they produce valid identity cards and register as day members by in paying daily library fee of Rs. 25/-. However, they will not be provided any other library services.

4.6. Theft / misuse of library resources:



The theft or misuse of library resources like books, journals, reports and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Competent Authority immediately for further action. Late return of resources, acts of indiscipline within the Library, attempts to navigate library resources out of the library without being issued, etc. will also attract fine and disciplinary action, as decided by the Competent Authority from time to time.

4.7. Photocopying Services:

- Copyright rules are applicable for photocopying process. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
- Photocopies can only be taken from Books, Journals, Project Reports, Thesis/ Dissertations, etc available in the library.

5. Collection Development

Collection development being a primary function, an acquisition policy outlining the procedures and methods necessary for collection development is outlined below:

5.1. Budget for new programmes:

Library must make special provision in the budget to strengthen and diversify the existing collection in view of the new programmes being started by CUSB with best possible learning resources in tune with the developments in every sphere of knowledge.

5.2. Follow up with funding agencies:

Library should follow up with funding agencies like UGC, trusts / endowments for augmenting finances to strengthen the collection development process.

5.3. Follow up with UGC Infonet (consortium):

Library must continuously follow up with consortiums like UGC infonet for inclusion and addition of new journals and databases to support the new academic programmes.

5.4. Shift towards e-resources:

Because of the conveniences like multiple accesses and anywhere anytime access, there is a considerable demand for online databases, e-journals and e-books. Moreover, keeping into consideration of space crunches emphasis may be given to e-



resources.

6. Stack Room/ Display Area Management

Organization of collection plays a very important role in ensuring the optimum utilization of the reading materials kept in the University Library. Presently, the learning resources are stacked / displayed in the following categories:

- a) General books.
- b) Text books.
- c) Bound Volume (Journals).
- d) Periodical and Magazines.
- e) Reference section (consisting of Encyclopedias, Dictionaries, Manuals, etc.).
- f) Newspaper / Magazine display area.
- g) Journal display racks.
- h) Digital Library / Online Resource Centre / Braille library.

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/ journals by the users. Library attendant(s), Library Assistant(s) must ensure that all the books removed from the stacks are replaced back in their respective shelves at least twice a day.

- Each unit of stack to have a designated library staff.
- Shelf rectification must be done continuously by the Library attendant(s), Library Assistant(s) to look for misplaced books.
- Books reported untraced by users should be traced in the shortest possible time with documentation like when the request was received and when it was solved.
- The stacks should be properly labelled with subject guides and Class Number guides.

7. Stock verification and procedure of document(s) withdrawal

Physical verification of the library stocks has to be 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 should be conducted at the end of the session.

7.1 Stock verification process:

Rule 215 (page 59) of the General Financial Rules, 2017 states that the Physical



verification of Library books are stated as follows:

“(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

(ii) Loss of five volumes per one thousand volumes of books issued / consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000.00 (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.”

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the Vice -Chancellor and the library staff will assist the verification team.

7.2. Loss of Publications:

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he / she should not be held responsible for the losses.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- Loss of 5 volumes per 1000 volumes issued and / or consulted in a year may be taken as reasonable.
- Occasional loss / damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts / damages are considered as loss for write -off.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the Competent Authority and the remedial measures be



strengthened.

- Loss of a book of the value exceeding Rs. 1000.00 and books of special nature and rare books shall invariably be investigated and consequential action should be taken thereof. Thereafter, the Librarian will write-off all such losses.
- Librarian may write-off the loss of books, volumes, etc. mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed by the Delegation of Financial Powers Rules, 1978 for Head of the Department in respect of deficiencies and depreciations in the value of stores included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written-off by the Competent Authority as specified in the Delegation of Financial Power Rules, 1978. (Extract from Ministry of Finance O.M. No. 23(7) E II(A)/ 83 dated 7.2.1984 and CAG's U G No. 1964 -TA.II/ 21 -83 dated 23.12.83).

7.3. Procedure for write-off:

- List the documents not found during stock verification.
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to three months but not as an exclusive task).
- Prepare pre-final list of the documents not found and publicize.
- Compile a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries.
- Compare losses with borrowing / consulting / photocopying statistics.
- Put up the list of common entries to the Vice Chancellor along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.).
- Get approval from the Vice Chancellor.
- Make necessary entries in the Accession Register, Write-off Register, Assets Register, etc.
- Remove records from databases and Close file.
- Improve the system with additional precautionary measures.

7.4. Library Security:

The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Competent Authority for further action.

Some preventive measures which will lower the theft or abuse of library resources are listed below:

- The exit / entry to the library must be monitored.
- Follow closed access to the rare books and specialized collections.
- Sealing of windows with wire mesh, installation of EAS Gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, RFID Tag for all the books, introduction of identity / membership cards for identification of users etc., can be adopted.

8. Library Services

The important services of the CUSB Central Library / Departmental Library have been listed below:

- 1 Issue / Return of documents (As per Library Schedule).
- 2 Reading area.
- 3 Photocopy service.
- 4 Reference service.
- 5 Interlibrary Loan / Resource sharing.
- 6 Information literacy / library orientation service.
- 7 Compiling student / teacher attendance statistics and locating the same on library notice board.
- 8 Displaying new arrivals.
- 9 Conducting book exhibitions.
- 10 Conducting user surveys.
- 11 Web OPAC.
- 12 Digital library services.
- 13 Current Awareness Service.



- 14 News clipping services.
- 15 Maintaining reports.
- 16 Book bank scheme is under planning phase.
- 17 Maintaining subject gateways / Library one search portal.

9. Library Working Schedule

It should be as per the office order of the Competent Authority of the University.

10. Library Rules and Regulations for Users

- Generally registered students, faculty and staff members may become library member to utilize Central Library of University.
- The Library Card / Smart Card may be issued to all library members subject to the rules and regulations of the CUSB Library Manual.
- The Bar Coded Library Card and RFID Smart Card should be preserved carefully. Loss of the Card should be reported immediately in writing to the Librarian. Issue of a duplicate card may be considered in case of loss on payment of Rs. 50/- for students but cannot be claimed as right. The students will be responsible for books found outstanding in the original Card even after a duplicate has been issued;
- Renewal of Books facility may be extended to faculty members only;
- Reference Books (i.e. Dictionary / Handbook / Encyclopedia, etc.) and Journals will not be issued;
- The borrowers will inspect the books and bring it to the notice of the Circulation Counter Assistant if they are damaged before getting them issued; otherwise he / she will be, held responsible for any other damage detected at the time of return;
- Loss of books/ documents should be reported in writing to the Librarian immediately;
- The Librarian has the discretion to recall any book even before the due date;
- The books / documents borrowed on the card are not transferable;
- Students may be allowed to Laptop, Tablets and writing materials inside the library for academic purpose. Personal belongings such as loose garments, shawls, umbrellas, brief cases, bags, file covers, etc. are to be left behind at the property counter appropriate place near the entrance of the Library;



- Students have to observe strict discipline and maintain silence in the library;
- Students disobeying the library rules and regulations will be subject to disciplinary action by the Librarian;
- Students will present the Library Card with books at the Issue Counter for Issue / Return;
- Students will consult the OPAC to locate the books on the shelves arranged according to the Call Numbers in the Catalogue. In case of any difficulty Library Staff may be consulted;
- No dues certificate shall be issued only when books are returned to the Library and all the dues are fully paid.
- The above regulations may be amended at the discretion of the Librarian;
- Personal books are not allowed inside the library;
- Taking photographs / scanning of the document strictly prohibited inside the Library;
- Entry of the students in the library only on showing of Valid University Identity Card / Library Card.



11. Library Forms & Formats



Central University of South Bihar Central Library

Requisition form for subscription of subject database/Full Text e-Resources/ Citation Database

Name of Requester :		Department:			
A complete list of e-resources is available on https://www.inflibnet.ac.in/ess					
S.No.	Name of subject database/Full Text e-Resources/Citation Database	Name of Publisher	Year of subscription	New subscription*	Renewal *

* To be filled by Central Library

Recommendations of DLC :
Approved for Purchase

Signature and Seal
of HoD/Dean

Signature of DLC Members :

Signature and seal of
University Librarian

FORM GFR 18
[See Rule 211. (ii) (c)]
ACCESSION REGISTER

Date	Accession number	Author	Title	Vol.	Place and Publisher	Year of Publication	Pages	Source	Class No.	Book No.	Cost	Bill No. and Date	With drawn date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)





Central University of South Bihar

Central Library

Interlibrary Loan (ILL) form

Please be careful with the following information, which is related to book / journals, so that we can provide Interlibrary Loan service for you appropriately.

- Name of Requester (In Capital Letter):
- Name of Department:
- Enrollment No:
- Course:
- Date (dd/mm/yyyy):/...../.....
- Email id:

- Patron Category(Please tick one of the options):

- Faculty
- Staff
- Research Scholar
- Post Graduate Student
- Under Graduate Student

- Book details:

- Title:.....
- Author:.....
- ISBN:.....
- Publisher:.....
- Particular page no. (If you need reprography service under Interlibrary Loan of the book's chapter) :.....

- Journal details:

- Title of Journal:.....
- Title of Article:.....



- Author (Title of Article):.....
- Vol. no.....Issue no.....Date.....Pages.....
- Citation found in:.....
- ISSN(print):.....
- ISSN (e-print):.....
- DOI:.....

Requester's signature

HoD/Dean's signature

To be filled by Central Library:

Above requested document is received from
dated:..... and document has given to the
 concerned requester on dated:.....

Document processing amount:.....

Bill no.

Date:.....

Professional Assistant

Section Officer

University Librarian

Important annotations for requester:

1. Please check the Central Library's Catalogue, before requesting the documents in ILL service.
2. Requests are free, the University pays lending amount.
3. Please write clearly, incomplete or illegible forms will be returned.
4. The acknowledgment of the books/journals/ articles of journals/ specific page no. will depend on how long the concerned Library/ Library Network Centre will provide our requested documents to us.
5. You will be notified by Central Library through email when your requested documents arrive.
6. Some library documents can't be transformed under ILL service.
7. Overdue fines are Rs. 100.00 per day, per document issued to concerned requester.

As a requester I have carefully read all the clauses given above and I allow the Central Library to bring the above mentioned document under the ILL service.

Requester's signature





Central University of South Bihar

Central Library

Faculty/Staff Membership Form

Passport size
colour Photo
(Attested by
HODs/Dean)

Office Use Only

User ID/Enrollment No.:

Koha ID :

Date of Registration :

Date of Expiry :

(To be filled by the faculty/staff in capital letter only)

Kindly, enclose the photocopy of Joining Report/Employee ID and one additional photograph.

1. Name (In Block Letters) :

2. Father's/Husband Name :

3. Designation :

4. Aadhaar Number :

5. Date of Joining :

Blood Group :

6. Nature of Appointment : (a) Regular (b) Contractual

7. Type of Membership : (a) Teaching (b) Non-Teaching

8. Centre/Department :

9. Sex : (a) Male (b) Female

10. Address:

a) Present :

.....

b) Permanent:

.....

c) Email:..... Phone/Mob :

11. Specialization (for faculty):

Faculty/Staff's Signature

Seal and Signature of H.O.D. / Dean

University Librarian





Central University of South Bihar

Central Library

Student Membership Form

Passport size
colour Photo
(Attested by
HODs/Dean)

Office Use Only

User ID/Enrollment No.:

Koha ID :

Date of Registration :

Date of Expiry :

(To be filled by the candidate in capital letter only)

Kindly, enclose the photocopy of payment receipt and one additional photograph.

1. Name (In Block Letters) :
2. Father's Name :
3. Mother's Name :
4. Aadhaar Number : Blood Group :
5. Enrollment No. : Roll No. :
6. Type of Membership : (a) Student (b) Research Scholar
7. Centre/Department :
8. Programme / Course :
9. Physical Disabilities (If Any ✓): Yes/No
10. Session : 20..... to 20.....
11. Sex : (a) Male (b) Female
12. Address
 - a. Present :
 - b. Permanent :
 - c. Email : Phone/Mob :
13. Specialization (for Research Scholar):

Student's Signature

Seal and Signature of H.O.D. / Dean

University Librarian





Central University of South Bihar

Central Library

(Print journals requisition form)

Name of Requester/ Department		Date	
--	--	-------------	--

Kindly mention the bibliographic description of journals, which are to be procured for library:

S.N	Journal Title	Frequency	Publication	ISSN	Approx. Price*	Subscription	
						New subscription*	Renewal*
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

* To be filled by library

Requester's Signature

Signature of DLC Members:

Recommendations of DLC: Approved for Purchase.

HOD's Signature

University Librarian Signature



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road , Village : Karhara, Post: Fatehpur P.S. : Tekari,
District : Gaya (Bihar) Pin-824236

NO DUES CERTIFICATE

Name of the Student :
Enrolment No. :
Name of the Programme :
Name of the Department :
Session & Semester :
Reason (Please tick) : Admission Cancellation/ On Completion
Year of completion of the programme:

Date:

Student's Signature

This is to certify that this office has no dues as on date against the concerned student :

Department/ Centre	Head/ Head (I/C)
Library	University Librarian
Accounts Section	AR/SO (Account)
Computer Lab	System Analyst (Computer Lab)
Academic Section	AR/SO (Acad.)
Hostel/ Res. Hall	Hostel in-charge
Laboratory	Lab in-charge

Assistant Registrar (Acad.)

Assistant Registrar (Admn.)

FORMAT OF BANK GUARANTEE FORM

1. This bank guarantee should be FURNISHED BY A Nationalised Bank/ Scheduled Bank by RBI to issue a bank guarantee.
 2. This bank guarantee should be furnished on stamp paper of Rs. 100/-
 3. The stamp paper should have been purchased in the Name of the Bank executing the guarantee.
 4. In the case of foreign bidder the B.G. may be furnished by an international reputed bank acceptable to the purchaser countersigned by any Nationalised / Scheduled Bank in India authorized RBI.
-

Bank Guarantee No.:

Date of issue:

Amount of BG:

Date of Expiry:

WHEREAS, as per the terms of the said contract..... shall provide a Bank Guarantee for a sum of Rs.....(Rs.....) towards subscription of Print Journal for yearvide Letter no..... Dated.....

At the request of, we,..... Having our registered office at..... and our branch Office at.....do here by guarantee the due performance under the said contract by.....to extent of sum of Rs.....(Rs.....)

We hereby agree to pay the said sum of Rs.....(Rs.....) or any part thereof on demand in writing served on us on or before.....in the event of.....failing to perform its part of the contract.

This guarantee will remain in force up to unless demand or clam is made to us in writing within.....we shall be discharged from all our liabilities and obligation under this guarantee after.....

Notwithstanding anything contained herein:-

1. Our liability under this guarantee shall not exceed Rs.....(Rs.....)
- 2.This Bank Guarantee shall be valid up to dt.....
3. We are liable to pay the guarantee amount or any part of thereof under the Bank Guarantee only and only if you serve upon us a written claim or demand on or before.....
- 4.At the end of the claim period that is on or after dt.....all your rights under the guarantee shall stand extinguished and we shall be discharged from all our liabilities under this guarantee irrespective of the fact whether the guarantee in the original is returned back to us or not.



Date:

WITNESS

(Signature).....

.....

Name in (Block Letters)

.....

Designation

.....

(Staff Code No.)

(Bank's common Seal)

Official address

.....

.....

.....

Attorney as power of Attorney No.....

Date:.....



FORMAT OF AGREEMENT FORM

(to be filed by the supplier)

THIS AGREEMENT made theday of20.....
Between the Registrar, Central University of South Bihar (herein after called “the purchaser”) of the one part
and(Name of Supplier of.....)
(City and Country of Supplier) (hereinafter called “the supplier of other part.)

WHEREAS the approved supplier has agreed with the purchaser to supply Books/ Journals/ E-Journals set forth
in the schedule for the sum of(Order supply price in words and figures) (hereinafter
called “the order supply”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of purchase order referees to.
2. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the Books/ Journals/ E-Journals and after sales service and to remedy defects therein in conformity with the provisions of the purchase order in all respect.
3. The purchaser hereby covenants to pay the supplier in consideration of the supply of the the Books/ Journals/ E-Journals and after delivery of the order supply remedying of defects therein, the purchase order price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
4. Brief particulars of the Books/ Journals/ E-Journals and the services after delivery of the supply order are as under:

S No.	Brief description of Books/ Journals/ E-Journals	Quantity to be supplied	Unit Price	Total Price	Supply terms

TOTAL VALUE:

5. DELIVERY SCHEDULE: The supply shall be effected and completed in the period noted below from the date of purchase order:-

S.No	Items & quantity	Delivery period
------	------------------	-----------------

6. Books/Journals/ E-journals if not delivered within the stipulated time the supplier shall be liable to pay a penalty of one per-cent of the total order value for each delay of ten days or part thereof and the amount will be deducted from the payment on account of purchase.
7. The supplier will undertake warranty of service/ supply for.....years from the date of supply.



8. The supplier will submit a bank guarantee equivalent to 100% of the total value of purchase order which will remain valid during currency of warranty period.

All disputes arising out of this agreement and all question relating to the interpretation of this agreement shall be decided by Central University of South Bihar and the decision of Central University of South Bihar shall be final.

In witness whereof the parties hereto have set their hands on the.....day of.....20.....

SIGNATURE
REGISTRAR, CUSB

NAME:
SEAL:
PLACE:

SIGNATURE OF AUTHORISED SIGNATORY

NAME:
DESIGNATION:
Name of the Firm:
SEAL:

Witness No.1.....

Witness No.2.....

LIBRARY VENDER REGISTRATION FORM
(Central Library, Central University of South Bihar)

1. Name of the Applicant/ Firm :
2. Address :
(Attach documentary proof)
3. Constitution of the Applicant :
Proprietor/Partnership/Company
(List of Partners/Directors in case of Firm
/Company)
4. Telephone Nos. & Email :
5. Turnover for the last three years :
(Attach documentary proof)
6. List of regular clients with the name of :
contact person and telephone No.
(Attach list of client)
7. Permanent Account No. (PAN) :
8. Registration No. :
(Attach photocopies)
9. If you are Supplier /Distributor, Pl. :
provide list of :publishers to whom you
represent (Attach authorization
certificate)
10. Income tax return 3 years :

Stamp of Applicant

(Authorized signatory)
Designation :



12. Amendment

Amendment-1

Reference: Paragraph no. 3.2 Subject: “Subscription of Journals” of Library Policy & Procedures (Manual), 2019

After the approval of Competent Authority, the above Paragraph no.3.2 regarding to “Subscription of Journals” shall be revised and as per approved clause, there are two types of journals viz. print journals and e-journals shall be added as “Subscription of Print Journals and e-Journals”, therefore, the revised part of such Paragraph (Para no. 3.2 Library Policy & the Procedures (Manual), 2019) now reads as:

3.2 Subscription of Print Journals and e-Journals

3.2.1 Subscription Process and approval

Procurement of subscription of Print Journals is discontinued except those Departments whose requirement is extremely necessary in term of their inspections / regulatory bodies (List of Print Journals to be recommended for time to time evaluation as per inspection Committee). In the case, the specific Print Journals shall be subscribed directly through the concerned publishers, In the light of the above clause, there are following procedures shall be applied:

- (a) **Budgetary Provision:** Ensure that adequate recurring/annual funds are available for the approved Print Journals (only inspection Committee recommendations) and e-Journals subscription/renewal as per required.
- (b) **Beginning of Subscription/Renewal process:** The subscription of Print Journals will be as per the requirements of those Departments which are to be inspected by a Committee. For e-Journals, the subscription period is January to December and the process renewals of e-Journals should begin at least three months in advance (in October), so that by December end/ early January all the renewals are done and the availability of e-Journals to be continued without any discontinuation in issues.
- (c) **Procedure of negotiation with publishers:** The ULPC shall be negotiated the discount and other terms with publishers of e-Journals and after the final negotiation, the Supply Order will be placed and for Print Journals (as per above clause 3.2.1 (a)), the ULPC shall be approved the list of Print Journals.
- (c) **Finalization of price and Third party payment:** eSS INFLIBNET currently negotiates the price of most of the e-Journals package every year for the Central Universities/Institutions, considering the same as the basis, the price of the e-Journals package/set of e-Journals will be determined, although further discount can be negotiated with the publishers concerned. Most of these e-Journals are from foreign publishers, which will be priced in foreign currency and will be supplied and invoice will be provided in Indian Rupees by a third party agency/supplier (to be determined by the parent publishers).

(d) Bank Guarantee and Advance Payment: There are no needs to bank guarantee and advance for subscription/renewal of e-Journals.

(e) Recommendation: The list of e-Journals as a package will be circulated to the ULPC members. Since the subscription/renewal of e-Journals in the form of package will be given priority so that it is available to the University at a comparatively lower cost as compare to subscription of individual title of the e-Journal. Apart from the package, if any e-Journal will be important and needed for the concerned Department (other than a package), ULPC will consider it.

(g) Approval:

- i. The list of e-Journals as package shall be processed for exact details such as Title, URL/DOI, Name of Subject, Name of Publisher, ISSN
- ii. Duplication checking on eSS INFLIBNET, Open Access, University Subscription.
- iii. Put for approval by ULPC
- iv. Finally, the list of e-Journals shall be placed for the Administrative & Financial approvals by the Competent Authorities.

(h) Proforma Invoice: The Supply Order shall be placed as per Proforma Invoice.

(i) Supply Order: The subscription/ renewal of Print Journals/e-Journals, the Supply Order shall be issued to publishers/agency/aggregator by the Librarian.

(j) Maintain: Proper Bill Register and an MIS of all Invoices passed for payment.

(k) Receipt and Access of Journals:

- i. Ensure that the items received are as per the Supply Order
- ii. All subscribed/renewal e-journals shall be available both on University IP address and remote access application software for remotely accessing.
- iii. Linking to the online content wherever applicable
- iv. Ensure all subscribed /renewal e-Journals should be available in a perpetual mode of the subscription period.
- v. Stock entry register of subscribed/renewal e-Journals shall be properly maintained.

Note: The remaining parts of Para no. 3.2 and its sub-clauses that were in this Manual (Library Policy & Procedures) prior to this amendment shall now stand cancelled.