



# Annai Violet Arts & Science College

(Affiliated to the University of Madras, Co-Ed | NAAC Accredited)

## Foreword

The IQAC Team of *Annai Violet Arts and Science College* has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

## PURPOSE

To plan and design the procedures for functioning of the Library

## SCOPE

Functioning of UG and PG Library

## RESPONSIBILITY

Librarian, Assistant Librarian and Supporting Staffs

## Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

**ESP** refers to any **External Service Provider**, either legally incorporated as a business or providing service as an individual service provider.

**LMS** Library Management Software

## Library Opening hours

The library will be open on all working days (Monday to Friday) from 9:00 a.m. to 5:00 p.m.

During Saturday from 9:00 a.m. to 2:00 p. m.

## Maintenance of Library

The maintenance of Library is done on regular basis by the cleaning staff.

The cleanliness is supervised by Supervisor and Cleaning and maintenance committee of the institution.

Any problem in the maintenance of Library is reported to the campus supervisor.

Campus Supervisor reports to the Administrator for Appropriate Measures to be taken to correct the Problem.

### **Maintenance of Fire Extinguishing Equipments at the Library**

Fire services and equipments are provided by an ESP and the details of the ESP are as given below:

Chennai Infosystem

Chennai 600049

The equipments are maintained by the outsourced ESP

### **Acquisition of Books**

#### **Normal Purchase**

The requirements of each Department for the ensuing year/semester are collected by the Librarian through a circular, well in advance. The Librarian consolidates all the requirements and works out the total financial requirements and books which are sanctioned by the Principal will be procured through vendors or publishers depending on the budgetary allotment.

#### **Direct Purchase**

Faculty of the Department concerned visit book houses and purchase books that are relevant to the subject after getting the approval of the Management through the Principal.

#### **Purchase on Approval Basis:**

Booksellers visit the college and approach the librarian to introduce their latest editions and give some sample copies for reference.

After getting the approval and feedback from the department Heads concerned, the librarian suggests the purchase of the same to the Management through the Principal and returns books that are not approved.

#### **Receipt of Books**

On receipt of the Books, they are checked for their condition, price and edition and also the invoice details. After thorough verification, the bills are passed as requested

## **Accession**

Invoices are arranged chronologically and each book is given a unique number called Accession number. They are classified according to Dewey Decimal Classification

All details of the books are entered in the Accession Register with below details

1. Author
2. Publisher
3. Title
4. Edition
5. Supplier/ Publisher
6. Cost
7. Number of Pages
8. Voucher No.
9. Date of Purchase
10. No. of Copies
11. Language
12. Subject
13. Remarks

## **Acquisition of Journals and Magazines**

The Librarian, in consultation with the Head of the respective Departments, arranges for the purchase of journals and magazines with due approval from the Management through the Principal.

A journal/ magazine register is maintained. On receipt of the journals /magazines, they are accessioned in the register.

## **Arrangement of Books and Journals in the storage racks**

Books are segregated according to the discipline based on call numbers given, these Books are arranged in racks according to the subject wise call numbers for easy access and retrieval.

Magazines and Journals are arranged according to the specific discipline.

A separate section is provided for reference books where the system of arrangement is subject discipline wise.

### **Library Management Software (LMS)**

A database of books and other library resources is created in the LMS system (Autolib) for easy access and effective control.

### **Issue and Return of Library Books**

Library Barcode ID Cards are issued to the students and staff, Issue and return of books is facilitated through register and through Autolib LMS.

Each UG student is permitted to borrow 2 books at a time for 14 days, and PG student 3 books for 30 days staff 7 books for each semester.

A time limit of further renewal is given to the students and staffs.

Overdue fine for long delay in return of books, a fine amount is levied for the same.

### **Maintenance of Stock**

At the end of every academic year a detailed stock verification is carried out to ascertain the book list and books damaged. Books lost are listed out and brought under the “missing” category and books that are damaged are sent for binding.

### **Periodic Maintenance of Books**

Dusting is conducted daily.

Damaged books are repaired as and when necessary.

Archiving of journal and periodicals are done by binding the copies in yearly volumes

### **Damage Book Correction**

The books that are damaged are re-claimed by binding

### **Maintenance of Files and Registers**

Invoice Files are maintained for Books purchased

Subscription Invoices are maintained for Journals and Magazines

Books Accession Register is maintained for the stock of Books acquired

Separate registers are maintained for Journals

Gate Register is maintained separate.

All ISO files are maintained separately according to file no.

### **Reprographic Service**

Reprographic facility is provided in the library / administrative office.

Maintenance of the reprographic machine is provided by manufacturer of the facility

### **Pest Control**

Pest Control is conducted on a regular basis, in collaboration with an external agency.

Any reported incidence of pests is treated on emergency basis by the Administration committee.

### **Library Audit**

Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

New books Included, Missing and reference books are decided by the institutional library committee.

### **Library Advisory Committee Meeting**

Library Advisory committee Meeting are conducted for each semester and action plan is carried out for the same.

### **Library Dry and Wet Waste Management**

The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.

The Institution has appointed ESP to collect the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.

The Waste management is done in accordance with Local policy & regulations of Govt. agencies.

### **E-Waste Management**

The Institution has a designated storage space for temporarily storing all electronic waste.

The institution has appointed an ESP to collect the e-waste, quarterly.