N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

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Triplicane, Chennai-600 005

INSTITUTIONAL POLICY GUIDELINES FOR ADMINISTRATION & FUNCTIONING OF THE COLLEGE LIBRARY

TRANSFORMING STUDENTS TO GLOBAL EDUCATORS

Approved by the College Committee in its Meeting held on 12th May 2022

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Institutional Policy Guidelines for
Administration & Functioning of the College Library

1. Background

N.K.T. National College of Education for Women, established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist, is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position "Second to None", and has been upgrading its curricula and pedagogies on par with the global standards.

The College Library, which provides high quality information resources and services to support teaching, learning and research activities of the Institution is as old as the College and occupies the prime place in the heart of the College with an area of 333.24 sq.mt. (3587 sq.ft.). The Library has a wide collection of Books/ Book Bank Books, Ready Reference collections like Encyclopedias, Yearbooks, Handbooks, Dictionaries, Thesaurus, etc. Apart from books the latest National and International periodicals, CD's and DVD's, Theses and Dissertations, Syllabi, Question Banks, Back Volumes of Periodicals are updated every year. Reprography facility is also available in the Library subject to copyright restrictions.

Apart from the main Central Library, there are eleven Department Libraries, viz., Tamil, English, Mathematics, Physical Sciences, Biological Sciences, Economics, Computer Science, History and Commerce & Accountancy, Special Education and M.Ed. to facilitate reading within the departments.

In addition, as a part of the Outreach Activity, our College has instituted the Ambulimama Library at the NKT Centre for Outreach. Children from our Model school and schools in the nearby locality enjoy this facility after their school hours.

Online Access

The Library has an Open Access System with electronic resources of INFLIBNET N-List and Open Educational Resources (OER). A separate section is available for online resources with 10 computers with Wi-Fi internet facility to access the electronic resources for all Faculty Members, Research Scholars and Student-teachers.

Library Automation

All Library functions and facilities are fully automated with **AUTOLIB - Integrated Library Automation Management Software** (Multiuser LAN version – MS Office version on Windows) from 2006. The entire Library collection has been bar-coded since 2008. Our Library is also upgraded with AUTOLIB - Integrated Library Management Software-Web based version in 2017. Now the Library operations are mostly computerized, especially, OPAC and circulation along with Barcode technology. Books and membership cards are being issued through barcode labels and scanner.

2.   Purpose

The purpose of the Policy is to explore and implement innovative technologies and services to deliver information and scholarly resources that can be accessed by anyone in the Institution.

3.   Objectives

The objectives of the Policy are:

> ➢ to provide sources of information necessary for students and research scholars, faculty members, administrative staff and other library users;

- to educate and assist students and faculty members in the identification and effective use of information resources;
- to update all collections to meet the growing needs of the user community;
- to upgrade physical and technological infrastructure to enhance the quality of services;
- to provide quick, efficient and effective services and
- to provide the right information to the right user at the right time.

4. Policy Guidelines for Administration & Functioning of the College Library

4.1 Library Membership

The Library offers its membership to access the following groups:

- Students & Research Scholars
- Faculty Members
- Administrative Staff
- Alumnae
- Mentors of Practice Teaching Schools

4.2 Library Rules and Regulations

- The Library is kept open on all working days from Monday to Friday: 9.00 a.m. - 6.00 p.m., and on Saturday between 10.00 a.m. - 12.00 noon.
- Student-teachers and faculty members must sign in the gate register before entering the Library.
- Student-teachers are not advised to bring any printed matter or files into the Library and must deposit their belongings outside the Library.
- Silence must be strictly observed in the Library.
- All the student-teachers, faculty members and administrative staff of the College are the members of the Library. Apart from regular members of NKT, we offer membership for research scholars from other institutions and alumnae on request with payment of a nominal fee.
- The members are provided with bar-coded identity cards.

- Every student-teacher may take six books on loan at a time.
- Books will be issued or renewed only if the student produces her ID card, and exchange of ID cards is not permitted.
- No periodicals or reference books shall be taken out of the Library.
- Readers are advised not to write upon, damage or make any marks on any books belongs to the Library.
- Readers shall be responsible for any damage done to the books or other properties belonging to the Library and shall be required to replace such books or other properties damaged or the pay the value thereof along with penalty as per the Library norms.
- If one book of a set is lost or damaged, the whole set must be replaced.

4.3   Library Advisory Committee

The Library is managed and administered by a Library Advisory Committee that meets twice a year. The Principal, Librarian, Faculty members and Student representatives from the B.Ed. and M.Ed. Programmes and from the Kamala Nehru Students' Hostel constitute the Library Advisory Committee to make recommendations concerning the requirements and working of the Library. The main objectives of the Committee are:

- to appraise students of general directions to the use of the Library;
- to review the performance of the Library;
- to develop action plan for the Library infrastructure facilities, products and services;
- to monitor and evaluate the recent trends and developments in the Library functioning;
- to aid in the establishment of a bridge between the Library and the academic fraternity;
- to provide need-based information services; and
- to design procurement procedures and allocation of budget accordingly.

The Functions of Library Advisory Committee are:

- to frame regulations for the management and use of the Library, subject to the approval of Academic Council and College Governing body;
- to acquire books and journals and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition and periodic stock verification, Library discipline, user-services, etc.;
- to frame and amend any rules prescribed for the use of the Library services by the readers;
- to consider policy matters regarding the Library including the policy for procurement of books and journals and render advice to the Librarian for procurements;
- to ensure scrutiny and approve the indents for books received from faculties / student-teachers;
- to ensure that the Library Identity cards are distributed to the newly admitted students after their admission in the College;
- to monitor and evaluate, from time to time, trends and developments in information technologies, networking, Library automation, etc., and to advice the Librarian for adoption;
- to authorize Alumni / individuals / institutions from outside to make use of Library services on a temporary basis;
- to scrutinize the Annual Report of the Library system prepared and submitted by the Librarian to the Library Advisory Committee Meeting.

4.4   Role and Responsibilities of the College Librarian

The Role and Responsibilities of the College Librarian are:

- to help student-teachers, faculty members and support staff with finding and recommending source materials as well as determining what type of materials they need;
- be responsible for procuring, cataloguing, classifying, circulating, and maintaining Library materials;
- to manage collection and acquisition of new Library materials;

- to manage Library inventory, perform stock checks, and prepare item list for removal, relocation and binding;
- to assist readers to use computer equipment, conduct literature searches, etc.;
- to evaluate materials to determine outdated or unused items which can be discarded;
- to orient the new members about the services provided, hours of opening, how to use the Online Public Access Catalogue (OPAC), conditions of membership, borrowing, Library rules and procedures;
- to respond to complaints and take action, if necessary; and
- to undertake the performance evaluation by stakeholders.

4.5 Library Book Procurement Procedure

Procurement of learning resources is the primary responsibility of Librarian who takes systematic effort in strengthening the collection by identifying, evaluating, selecting, processing and making it available to all users. Based on the suggestions from faculty members, research scholars, students and all other users, purchase of new books and journals for the Library is recommended by the Library Advisory Committee. Recommendations should be submitted in the prescribed form and routed through the head of the Institution.

Method of Procurement

The various methods adopted for selection of books and journals to the Library are

- suggestions/ recommendations from Faculty Members approved in the Library Advisory Committee
- latest publisher's catalogue
- online catalogue search
- direct contact with publishers on new arrivals
- advertisement in magazines / news papers on new publications
- book exhibitions, etc.

The Librarian may arrange the book exhibitions through reputed publishers and book suppliers for the purchase of books. The Library facilitates the exhibition by providing the space, basic furniture, indent form, etc., for obtaining book recommendations.

Checking Duplication and Ordering

The list of recommended books is checked for duplication in the Library catalogue by the Librarian and the appropriate remark is provided. On the recommendations of the faculty members, the Librarian may purchase multiple copies of only those books which are found to be in great demand. After verification of the final list, the recommended books are placed to the Library Advisory Committee for its review. Once approved by the Library Advisory Committee and financial sanction is provided for purchase by the Principal, the purchase order will be issued to the supplier by the Librarian. Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates for foreign currency are also verified by the Librarian.

Library Journal Procurement Procedure

Periodicals and serials are essential for teaching, learning and research. The list of journals to be renewed is brought to the notice of the Library Advisory Committee by the Librarian. Faculty can also recommend new titles of the periodicals. Most of the Indian journals are subscribed directly from the publishers while foreign journals and few Indian journals are subscribed through agents. Full advance payment shall be made against all the bills of journals. The payment is made in the form of Draft/ Cheque. All journals/issues should normally be supplied within one month from the due date of publication. In addition the Librarian will:

- Enter the item received or as per the order in case of print issues;
- Maintain a manual and computerized record of receipts of the journal issues;
- Stamp the received print issues;
- Timely display of periodicals on the respective display racks;
- Check the issues/ periodicals regularly; and
- Send a non-receipt reminder to the agency immediately.

Whenever the journals are not received by the institution even after one month from the actual date of publication, the agency should indicate the reasons for delay, with proof of actual date of publication intimate along with the reply. The transactions of all the activities / procedures, etc. should be carefully and properly recorded for the relevant information and documentation.

In this regard, apart from the automated system, the Librarian shall maintain the following documents

- Journal Subscription Registers
- Bills File/Register with Subscription Orders
- Approvals/Recommendations
- Reminders for Non-receipt of journals

Gift / Donation

Books gifted from major institutions and other individuals are accepted. The gifted books are accessioned and placed along with other books for references. Some books donated by individuals are also accepted based on the physical condition of the book.

Registers / Records / Files in the Library

The following registers / files / records are maintained in the Library

- Accession Registers in General
- Grant-wise Accession Registers
- Book Bank Book Accession Register
- Gift / Donation Entry Register
- Periodical Entry Register
- Back Volumes Register
- Thesis Register
- Book Transfer Register
- CDs/DVDs Register
- Bill Registers / Files
- Purchase Orders with Invoices

- ➢ Reminders
- ➢ Library Membership Card issue Register
- ➢ Entry / Gate Register
- ➢ Library Advisory Committee meeting File
- ➢ Book Transaction Report File
- ➢ Circulation Registers
- ➢ Stock Verification File/ Register
- ➢ Condemnation of Books File

4.6 Technical Processing

Accessioning

Every document added to the Library collection will have a unique number called Accession Number. The unique accession number is assigned for all types of documents acquired by the Library through purchase/ gift/ donation. These numbers are entered into a bound register called Accession Register. After entering the details of the book in the accession register, the accession number is to be assigned with Library stamp on the title page, secret page of the book and also against each title of the book in the bill/ Invoice. The details of the books are also entered into the Library database of Autolib Software system. All details are entered in the invoice & bill register before approval for payment.

Bill Processing

- ➢ Books received from suppliers
- ➢ Purchase orders are cross-checked
- ➢ Price proof verification is made with foreign exchange rate verification as per Good Offices Committee Report
- ➢ Make the entries in the bill register with an authorized signature
- ➢ The bill has to be sent to the finance section for the payment and one copy of the bill/ Invoice to be maintained by the Library

Classification

After accession, the document should be assigned a call number. The Call number indicates the class number and book number. There are two purposes of classification of documents

1. To help the user to find a document
2. To find out all documents on a given subject together

Bibliographic details of each book are entered into cataloguing module of Library Autolib software according to AACR2 Standards. The complete bibliographic details of the different parts have to be entered into the database.

For example the books detailed can be mentioned below

➢ Accession Number
➢ Call Number
➢ Title of the Book
➢ Sub-Title of the book
➢ Authors / Editors
➢ Name of the Publisher
➢ Place of Publication
➢ Year of Publication
➢ Edition
➢ Vendor details
➢ Invoice Number with date
➢ Price of the document
➢ Source of Purchase (grant details)
➢ Type of documents against each accession number like Text Book, Reference Book, Theses, Bound Volume, etc.

4.7   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. Major activities of the section are:

- Issue / return / renewal / reservation of books
- Attending the user query for effective interpretation of Library rules and regulations
- Registration of new members
- Sending reminders to overdue documents
- Maintenance of circulation module of Library Management Software (Autolib Software Systems) maintenance and updating of all data related to Library users
- Maintaining records related to lost book(s) and overdue charges
- Issuing No Due Certificate to outgoing students
- Conducting academic tours to the institute Library for visitors and students from other institutes
- Generating reports and statistics for the circulation
- Library orientation information

4.8   Stock Verification

Physical verification of the Library stocks has to be carried out to identify the losses, identifying misplaced and 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 has to be carried out by a team of faculty members nominated by the Principal and Library Advisory Committee members, the Librarian will assist the verification team. After verification, the final report will be submitted by the Library Advisory Committee members to the Principal.

Rule 215 (page 59) of the General Financial Rules, 2017 (Ministry of Finance, Government of India) states that the Physical verification of Library books is stated as follows:

- 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.

4.9   Loss of Publication

Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries. Some loss of publications is inevitable especially in the context of open access practice in libraries.

The following guidelines are provided by the Ministry of Finance, Government of India regarding the inevitable loss of Library documents:

➤ Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.

➤ Loss of a book of a value exceeding Rs. 1,000/ - (Rupees One Thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action is taken.

➤ Publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action has to be taken to write off the publications by the competent authority.

➤ 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 are strengthened.

➤ There may be no objection to the Librarian, after due approval, in disposing of mutilated/damaged/obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of Library Advisory Committee which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

4.10 Procedure for write-off

➢ List the documents not found during stock verifications.
➢ Librarian should make all possible efforts to locate the document not found during stock verification (the process can go up to six months) and prepare 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 Principal along with justification for the losses (open access, limited staff, inadequate security system, the large number of students visiting the Library, losses within permissible limits, etc.)
➢ Get approval from the Finance Committee, College Autonomous Governing Body and the College Committee.
➢ Make necessary entries in the accession register, write-off register, assets register, etc.
➢ Update write-off records in accession register.
➢ Remove records from databases and close the file.
➢ Improve the system with additional precautionary measures.

4.11 Procedure for Condemnation of Library Resources

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 Advisory Committee for weeding out of the documents. The weeding out process is done as and when needed on the recommendations of the Library Advisory Committee constituted for this purpose.

➢ The Librarian should scan the Library collection section by section, and identify that may be considered for weeding out.
➢ The list of weeding out documents is prepared and submitted to the Library Advisory Committee for weeding out process.
➢ These weeding out documents may be kept separately until the final decision.
➢ Subject-wise list of such collections be prepared with bibliographical details.
➢ On approval of the Library Advisory Committee, the List of Weeding out documents is submitted to the Finance Committee, College Governing body and College Committee for approval.

- After getting approval from the appropriate higher authorities, the weeding out documents is exhibited for sale with minimum price by the Library.
- The rest of the books are exhibited for sale after obtaining three quotations from the different vendors and decide upon the disposal items.
- The publications that could not be disposed off in steps mentioned above and unwanted material received free of charge from time to time may be destroyed by pulping through papers mills or disposed off as waste paper following the institute procedure for such disposal.
- After disposal, the amount received by weeding out documents should be paid to the concerned bank account.

4.12 Maintenance of Library Resources

It is essential that each acquired document in the Library should be kept physically fit for use by the user as well as by the Library staff. Proper care must be taken to avoid any quick damages. Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents. To save the time of the users as well as staff, documents in the Library should be arranged in a logical order. Reference documents should be arranged in a separate section, and currently received documents should be displayed in the reference collection section. Other collections may be arranged in such a way that they should meet the needs of the users.

Proper dusting and cleaning of documents should be done on a regular basis. Way Guide boards should be fixed at different places in the Library so that users can have access to different sections of the Library, like reference section, periodicals section, circulation counter, photocopying area, book stack, etc. The Library has open access system, where users have the freedom to pick up document from shelves. Some users misplace documents intentionally. Some times by mistake, users also keeps reference documents in general collection or vice versa. There should be a regular checking of all misplaced document and they should be restored to assigned positions. If any torn-off document is found, it should be sent for binding.

Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.

Cleaning should be done regularly and carefully. Varieties of insects can cause damage to the Library materials, the most common are cockroaches, silverfishes, termites, book lice, bookworms, mud wasps and moths, etc. Spread of kerosene oil, DDT or Gammaxine powder over the affected area can help in removal of termites or white ants. Borax or common salt can be used to prevent cockroaches and Sodium fluoride can be applied to bound volumes to save them from silverfishes. Rats and mice also damage the Library materials. Repellants should be used to save materials from them. Proper cleaning, fumigation and exposure to sunlight to the documents also help in reducing the effect of insects in the Library. Proper pest control management can also minimize the problems caused by the above insects.

Binding of journals has been done on the approved rates as per the standard specification followed in libraries. All journals procured in print format goes through the binding process at the end of the calendar year. The bound volumes are assigned with accession number and kept for future reference. They are also entered in the Autolib Library Management Software and placed in the Back Volume Section.

5. Responsibilities of the Institution

The Institutional Policy Guidelines for Administration & Functioning of the College Library shall be prepared/ reviewed by the Library Advisory Committee, comprising of the Principal, Librarian, Faculty members and Students.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the Library practices and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by

Dr. M. Arumugam

Secretary

Policy Approved by

Dr. (Mrs.) Mano Bakthavatsalam

President