LIBRARY POLICY

CENTRAL LIBRARY

Vision

The Vision of the Central Library is to be a provide facility, which will be at the core Swarrnim startup & innovation university's education system, enriching the teaching learning process and ensuring research excellence by emerging as a source of institutional pride and gaining the recognition. The end users empowered by accessible, innovative: creative and responsive library services are supported by an excellent range of high-quality resources and committed professional staff members.

Mission:

The library's mission is to create inspiring education by offering exemplary resources for learning and providing best research environments, which will be a Gateway to right and relevant resources, supported by an enabling and user-focused service culture. The end users shall have seamless and timely access to a wide range of high-quality information resources.

Objectives

To lay down the systematic procedures for the procurement of the documents required for the library, their circulation accounting and retrieval.

Working Hours:

The library is kept open from 9:00 am to 5:00 pm.

1. Introduction:

The global changes in Library and Information Services, particularly with the adoption of Information and Communication Technologies (ICT), have created a profound impact on the functioning of academic libraries. The developments in ICT have changed the users' expectations from the academic libraries in sever always. The modes of collecting information and disseminating knowledge have undergone tremendous changes in recent times. To meet the requirements and demands of the end-users effectively,

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academic libraries need to identify and adopt good practices and benchmarks, which will enhance the value-based services of libraries. Patrons visit a library to read, consult and borrow reading and reference materials. Hence, the atmosphere in the library should be inviting, which is ensured through cleanliness of are as in and outside the library. Maintaining a calm and neat atmosphere in the reading and stack areas is essential for concentrated reading and searching of materials. Central Library of Swarrnim Startup & Innovation University aims to provide the users with clean and green atmosphere including dust-free environment in the stack and reading areas.

2. Rules and Regulations:

The Central Library of Swarrnim startup and innovation University provides the best information services to student and faculty and Research scholars. These rules and framed to ensure that all the members may take the maximum utilization of the library facilities.

By using any facility of the Central Library, a user/member agrees to abide by the following rules and regulations.

1. General Rules and Regulations
2. Library Membership
3. Book Borrowing and Renewal Rules
4. Return of the book after the due date
5. Loss and damage of Library resources
6. Document scanning facilities
7. Digital Library access facilities
8. Discussion Rooms facilities
9. Video Conferencing facilities
10. Library Information and Digital Notices

2.1. General Rules and Regulations:

1. All the users entering the library should deposit their bags and other belongings at the property counter. Only notebooks and the library books to be returned would be allowed to be taken inside.
2. Do not leave any valuables at the check point. Library is not responsible for

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any loss of personal belongings.

3. Library card is compulsory for getting access to the library.
4. When Books are issued, student should check the pages of issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
5. Students should not damage library resources in any way. If anyone found doing so, he/she will be charged/fined as decided by the Librarian.
6. Please maintain complete silence, decorum, & discipline when inside the reading room. You may be asked to leave the Reading room if you are found disturbing others.
7. Students are advised not to issue Books to others library card.
8. To get books issued the Student's library card must be produced every time. Library Card is not transferable.
9. Students are advised to submit the issued books before the due date. Failing which, a fine will be charged as per rules.
10. Keep mobile switched off or at silent mode in the library.
11. Audible use of mobile phones, smoking, food and drinks are not allowed in the library.
12. Maintain atmosphere of dignity, peace and silence in the library.
13. Personal printed materials in the form of books are not allowed to bring inside the library.
14. Users should leave their bags and other belongings including personal books (except money and other valuables) at the property counter of the library.
15. Suggestions on any aspects of library services are welcome.
16. All library users are advised to enter the library premises in a decent dress.
17. The library users should not deface, mark, cut, mutilates or damage library materials in any tray. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material leading to suspension of library account and be barred from entering the library.
18. The seats are to be occupied on a first-come, first-served basis.
19. To improve the quality of services, Central Library is committed for time-to-time awareness programme for the users.

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2.1.2 Roles and Responsibilities of Library Advisory Committee (LAC):

- The Library Advisory Committee suggests, recommends and reviews the developmental activities of the library. The Professor in Charge and Librarian is the Member Secretary of the Library Advisory Committee, and is responsible for implementing the suggestions and recommendations of the Committee.
- Faculty members of various departments are also the members of the Committee. The Member Secretary convenes periodic meetings of the Committee in consultation with the Professor In charge Library. They prepare the agenda and minutes of the meetings and are responsible for the implementation of the meeting outcomes.

2.2 Library Membership:

- Faculty members, students and staff members of Swarrnim startup and Innovation University are eligible to become members of the Central Library. All the above members are automatically eligible for membership of the Central Library.

2.3 Book Borrowing and Renewal Rules:

- Book Borrowing/Circulation Policy will help and support to the library users for their academic and teaching learning activities, research and reference work If they fail to return or renew the books, members have to pay penalty charges for the delay. Faculty members are permitted to borrow the books for a semester.
- The book borrowing details are as follows:

2.3.1 Book Transaction hours:

Book borrowing facility is available on Monday to Saturday 8:00 am to 6:00 pm.

Faculty Members	10 Books
Staff	2 Books
UG Students	2 Books
PG Students	2 Books

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2.3.2 Book Renewal Policy:

- Library offers the facility of books renewal through Central library-LMS

2.3.3 Visitors:

- Visitor or guest is permitted to use the library.
- Visitors' faculties are allowed to use the library.

3. Library Resource Collection and Development:

Major activities of the library include procurement of new books, subscriptions to Journals (print and online) and procurement of E-books and other resources.

- Faculty members send e-mail requests to the Librarian for book procurement.
- The library conducts print books and exhibition annually, where the faculty members, students select the books according to their requirements.
- The syllabus-based text and reference book collection is a major aspect of the library. Apart from these, the library procures general reading collections, general reference materials, literature books, novels, fictions, etc.
- The Book purchase is process through the Central Purchase department, with the approved vendors and normally receives the quote from three different vendors, whichever is lower quote the purchase order will sent by the purchase department.
- Faculties are requested to avoid local publication books for maintaining the library standard.
- Faculties are requested to give their required book quantity as per requirement.
- Faculties are also requested to prefer the subscription of e-Resources such as e-books, e- journals.

4. Subscription of Print Journals/Magazines:

Print Journal subscription is based on the recommendations received from the faculty and students. Further, it follows the subscription of printed national and international journals (discipline-wise). General magazines are subscribed regularly. Complimentary copies of various newsletters, magazines are also accepted.

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4.1New Subscription:

The recommendation of new subscription of periodicals may be submitted by the Individual with recommendation of the Head of the Department.

4.2Renewal Subscription:

Every year the renewal subscription process starts in the beginning of the session and after receipt of the recommendations from the respective Departments.

4.3 Subscription of Online databases/e-Journals and E-Books (E-Resources)

Central Library subscribes the electronic resources (Online databases/e-Journals and e-books) as per the need and requirement of the faculty members and students for their academic, teaching and research activities. The access is through only authorized e-gateway (cloud based institutional IP address) with single sign option of both in and off campuses for 24x7 with unlimited user's access.

5 Usage Policy:

- Electronic resources such as e-journal fail's, e-databases, e-books etc. Made available by the Central Library, Central Library are for academic use.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (Called systematic downloading) is strictly prohibited.
- In additional to all general services, the Central Library provides various value-added Intranet facilities i.e. Web OPAC, Remote Access.

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